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**MIT WORLD PEACE  
UNIVERSITY** | PUNE

TECHNOLOGY, RESEARCH, SOCIAL INNOVATION & PARTNERSHIPS

# Examination Ordinances, 2017

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# **Examination Ordinances, 2017**

## **1 INTRODUCTION AND DEFINATIONS**

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Dr. Vishwanath Karad MIT World Peace University, 2017, Statutes and Ordinances, made thereunder, the Academic Council hereby makes the following Ordinances, namely;

### **PRELIMINARY**

#### **Short Title and Commencement**

- (a) These Ordinances shall be called the **Examination Ordinances, 2017**.
- (b) They shall come into force from the Academic Session 2017-18.

The Examination Branch is mainly deal with the appointment of paper setters, Examiners, moderators, senior supervisors, preparation and publication of schedule of examinations, conduct of examinations, to get performance of the candidates at the examinations properly assessed and timely declaration of results and awarding degrees, diplomas and certificates. For the purpose of simplification, smooth and easier functioning, the work of Examination Branch is divided into following three parts, on functional basis:

- 1. Pre-Examination work.**
- 2. Actual conductance of Examinations and Preparation of Results.**
- 3. Post Examination work.**

#### **1. Pre-Examination Work**

It is basically related to preparation of schedule of Examinations (Under Section 71 of Maharashtra Universities Act, 1994), Appointment of Paper-setters, Examiners, Moderators (Under Section 32(5)(a), getting properly filled the declaration of information of no relative in the respective exam and confidentiality of question paper setting, Senior Supervisors, to prepare the financial estimates for incorporation in the budget of the University and submit the same to the Finance & Accounts Committee (Under Section 32(7)), to appoint Vigilance Squads (Under Section 32 (8)), Appointment of Central Assessment Programmes officer , Preparation of Examinations Programmes

of all the Examinations (Time-Table), Hall ticket and Bar Code printing of students; fixing of venue of Central Assessment Programme. Distribution of Examination Stationery to the concerned Examination Centres as per the ERP on line filled prior requirements. Implementing the process of distribution of Question papers to the examination Centres. The Exam Centers should give the signed declaration of sending a person with Xerox of his/ her Identity Card to collect daily Question Papers 1 ½ hours before the examination schedule time from the Examination Department.

## **2. Actual Conductance of Examination and Preparation of Results**

It is mainly related to make arrangement for Vigilance Squads to visit various examinations centres, to make arrangement to collect the answer-books from the various examination centres and to send it to the venue of the Central Assessment Programme, to receive the report of the Unfair means cases reported by the Vigilance Squads from the examination centres, to receive the practical examinations marks-lists from the concerned Chairmen, Examination Centres, to carry out the work of assessment of answer-books, collecting marks-lists/ C.D. of marks-lists from the Central Assessment Programme and the Examiners, to process the result on computers/manually, to declare the results of various examinations, to send the result etc. to the Centres concerned.

## **3. Post Examination work**

To receive the verification and revaluation forms (Ordinance 149, 134 (a) & (b)) from the colleges/ students, to make the arrangement for verification & revaluation of answerbooks, to send the result of verification and revaluation to the colleges/students, to receive applications for degrees, diplomas and certificates, to make the arrangement for distribution of degrees, diplomas and certificate, to make arrangement of the answerbooks received from the examination centres/ CAP and preserve the record of examination, issue duplicate marks-lists, transcripts, Ranking Certificates, to deal with the cases of unfair means, lapses on the part of the students and teachers respectively (Under Section 32(6) (a),(b)), to issue revised mark-sheets on the basis of change in revaluation etc., to make available the statistical/other examination information to the Hon'ble Chancellor's office /UGC/State Government from time to time.

## Definitions

In these Ordinances, unless the context otherwise requires:

- a) “Academic Calendar” means the schedule of academic and other related activities as approved by the Academic Council;
- b) “Academic Council” means the Academic Council of the University;
- c) “Academic Office” means the Academic Office of the University;
- d) “BOE” means the Board of Examinations of the University;
- e) “BOS” means the Board of Studies of a particular Subject/Program of the University;
- f) “COE” means the Controller of Examinations of the University;
- g) “Course” means, a specific subject usually identified by its course-number and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic- session/Trimester/Semester/Annual;
- h) “Certificate Program and Post Graduate Diploma” include all certification programs & post-graduation Diploma course;
- i) “Degree Program” includes all Under Graduate Degree and Post Graduate Degree Programs;
- j) “Department” means the School /Institute /College offering the concerned Degree / Diploma programs;
- k) “Examination Section” means a department constituted by the University to deal with all issues related to University examinations;
- l) “Examination Centre” means a Department (School / Institute/ College) where the University examinations are conducted;
- m) “Expulsion” means permanent removal of the student from the University rolls with prohibition on future enrolment;
- n) “Executive President” means the Executive President of University.
- o) “HOD” means the Head of the Concerned Department (School/Institute/College);
- p) “Institute” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
- q) “Program Curriculum” includes the set of Program Structure and Program-Specific Ordinances, if any, Course-Structure, Course-Contents/Syllabi;
- r) “President” means the President of the University;
- s) “University” means Dr. Vishwanath Karad MIT World Peace University, Pune;
- t) “Vice Chancellor” means the Vice Chancellor of the University;

## 2 EXAMINATIONS

- a. Term End Examination is the final examination conducted by the University at the end of each Trimester/Semester/Annual, as applicable, during the dates specified in the Academic Calendar.
- b. The detailed schedule of the Term End Examinations conducted by the University shall be published / announced by the COE at least 02 (Two) month before the scheduled date of examinations.
- c. The Term End Examination shall be held at the designated examination centers of the University.

- d. The Mid Term/ Internal assessment Examinations of the University shall be conducted by the HOD on the dates specified in the Academic Calendar.
- e. The detailed schedule of the Mid Term Examinations/ Internal assessment shall be published / announced by the Deans/ HOD's at least 02 (Two) week before the scheduled date of Mid Term/ Internal assessment Examinations.
- f. The Term End Examinations, where applicable, shall be conducted by the COE on the dates specified in the Academic Calendar. The Final Examination shall be held at the designated examination centers of the University.
- g. The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the Deans/HOD's and COE shall publish the schedule at least a week before commencement of the same.
- h. All other continuous assessment examinations/tests/assessments shall be conducted by the respective faculty members / course instructors as per the schedule announced in the respective Course Plan. The Deans/HOD's, concerned shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations/publication of the results/marks obtained in these continuous assessments/tests.

### **3 CONTROLLER OF EXAMINATIONS**

- a. The Controller of Examinations (COE) shall be the Principal Officer for conducting the Examinations of the University.
- b. The COE will be responsible for conducting the evaluation of the Answer Books of the Term End Examinations and declaring the results of the Term End Examinations of the University.
- c. The COE, in consultation with the Concern Dean and the approval of the Executive President/Vice Chancellor, shall prepare and publish a schedule of examinations for each program conducted by the University at least 02 (Two) month before the scheduled date of examinations.
- d. The COE of the University shall maintain the list of examining bodies, examiners and moderators (where applicable), proposed by the Chairman, Board of Studies, duly scrutinized and approved by the Board of Examinations.
- e. The COE of the University shall maintain a panel of Paper Setters, Moderators, Internal and External Examiners for each course from the list given by the Chairman, Board of

studies.

- f. The Paper Setter, Moderator, Internal and External Examiners shall be appointed from the approved panel of examiners. In case of unavailability of Paper Setter and Examiner so appointed, another Paper Setter and Examiner shall be appointed from the approved panel.
- g. The COE shall send intimation to the Paper Setter, Examiner and Moderator (as applicable) regarding their appointment with appropriate instructions, guidelines relating to the paper setting / assessment, as the case may be.

#### **4 CONDUCTING UNIVERSITY EXAMINATIONS**

- a. The COE on recommendation of concerned HOD shall appoint a Centre In-Charge for a constituent Department for the smooth conduct of University examination with prior approval of the Executive President/Vice Chancellor.
- b. In exceptional circumstances, COE on the direction of the Executive President/Vice Chancellor may appoint a person as the Centre In-Charge for conduct of University examinations at a center even though he/she may not be a staff member of the constituent Department of the University.
- c. The Centre In-Charge shall be responsible for the smooth conduct of the University examinations at the designated center.
- d. The Centre In-Charge shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by him or by the University, shall be allowed to enter the Examination Hall.
- e. The Examination Section shall supply adequate number of copies of question papers (in sealed packets) and answer booklets required at each center to the Centre In-Charge in reasonable time.
- f. The Centre In-Charge shall return the unused question paper and answer booklets to the Examination Section within one weeks from last day of Examination.
- g. The Centre In-Charge shall dispatch the used answer booklets to the Examination Section of the University, immediately on conclusion of examinations, each day.

## **5 VIGILANCE SQUADS**

- a. The Board of Examinations shall appoint Vigilance Squad which may include Senior Teachers of Department and any other person as the Board of Examinations considers appropriate.
- b. To ensure conduct of University examinations as per norms, a Vigilance Squad of not less than 03 (three) members of whom at least 01 (one) shall be a lady member, shall be constituted.
- c. The Vigilance Squad shall be authorized to visit any Examination Hall and enter in the office of the Centre-in-Charge without prior intimation to check the records and other materials relating to conduct of University examination. For ascertaining the authenticity of the examinee by checking the identity, the Vigilance Squad may enter the Examination Hall. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made only by the lady member of the squad in complete privacy.
- d. The Centre-in-Charge shall extend all co-operation to the Vigilance Squad.
- e. The Chairman of Vigilance Squad/s shall submit the report on surprise visits directly to the COE with a copy to HOD. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
- f. HOD 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 to the law enforcing authority. Internal Vigilance Squad shall be appointed by respective Faculty Dean with the help of Sr. Supervisor.

## **6 EVALUATION, TABULATION AND DECLARATION OF RESULTS**

- a. There shall be centralized evaluation of answer books for which schedules shall be notified in each Trimester/Semester/Annual. The COE shall arrange for the CAP Centre(s) and a Central Assessment Program (CAP) Officer for the same.
- b. The Answer Books of the University Examinations will be kept in safe custody at the CAP Centre(s) and the CAP Officer will issue the answer books to the examiners on



the dates and timings specified by the COE in consultation with the HOD's concerned.

- c. The Evaluation work has to be completed by all assigned examiners within 15 days from the last date of the examination.
- d. The Examiners shall submit the duly completed Tabulation Sheet and Grade Sheet for the particular Course(s) to the CAP Officer.
- e. The Tabulators, assigned by the COE in consultation with the HOD's concerned, shall check and compile the Tabulation Sheet of all Courses for the particular Trimester/Semester/Annual examination pertaining to a specific Program. The compiled Tabulation Sheet will be submitted to the CAP Officer.
- f. The COE shall arrange to compile and maintain all the Tabulation Sheets and an aggregated Tabulation Records with the Trimester Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA) awarded to each student for each Trimester/Semester/Annual examination for a specific Program.
- g. The results of the examinations shall be declared and published by the COE after due approval of the Executive President/Vice Chancellor/Registrar. The results so declared shall be placed before the Board of Examinations for information in ensuing meeting.
- h. The Grade Sheets shall be issued by the Examination Section on the dates announced by the COE.

## **7 MODERATION**

- a. The Moderation System shall be applicable to all faculties for under graduate and post graduate examinations.
- b. 100% moderation of the answer book shall be carried out in the case of candidates failing by 40% of maximum total marks of respective paper.
- c. 100% moderation shall be carried out in case of candidates obtaining 80% and above marks.
- d. One moderator shall be appointed per five examiners. However, for less than five examinations, Chairman will act as the moderator.

- e. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAP centres.
- f. 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 CENTRAL ASSESSMENT PROGRAM SCHEME**

### **Preliminary:**

The conduct of examinations and declaration of results is one of the important activities of the University.

The Scheme of Central Assessment program (CAP) is being introduced by way of Ordinance with a view to

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

**The CAP shall consist of the following stages:**

- I. Pre-assessment work**
- II. Assessment and Moderation process**
- III. Post-Assessment Work**

### **I. PRE-ASSESSMENT:**

#### **1. To fix the venue of the CAP:**

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

#### **2. Appointment of CAP Officer:**

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

- i. HOD or his nominee from amongst the senior faculty members.
- ii. Any other senior person with the suitable academic and administrative experience.

CAP officer shall communicate his acceptance to COE along with the undertaking in the prescribed format.

#### **3. Invitation to Examiners/Moderators:**

The University authorities shall provide a list indicating number of students appearing

for each subject and other relevant information to the CAP officer. The CAP officer /COE shall ascertain the number of examiners and moderators required per subject.

The CAP officer /COE shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University authorities well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, CAP officer shall consult the COE and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by CAP officer, the substitute appointments of examiners/moderators shall be made by the COE.

#### **4. Collection of Answer books:**

It is the responsibility of the Center In-charge to see that the answer books of the examinations held at his centres are sent to CAP Centre on the same day.

#### **5. Preparation for CAP:**

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

## **II. ASSESSMENT AND MODERATION PROCESS:**

The University shall issue instructions to Deans/HOD's, Paper setter, Examiners, teachers on the following:

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

## **III. POST -ASSESSMENT :**

The University shall issue instructions on the following:

- i. Decoding/unmasking of assessed answer-books.
- ii. Scrutiny and verification of assessed answer-books.
- iii. Preparation and schedule of submission of mark lists to the University.

## **9 GRACE MARKS FOR PASSING IN EACH OF HEAD OF PASSING (Theory/Practical/Oral/ Sessional). (External/Internal)**

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral/Sessional) in External or Internal examinations as follows:

Head of Passing	Grace Marks upto
Upto- 50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8

351-400	9
and 401 & above	10

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

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, CCI, NCTE, UGC etc.

#### Grace Marks Rule

- For all undergraduate program and other integrated program (12+ or 10+), the following ‘scheme of grace marks’ is applicable;
  - “A candidate failing in one or more subjects will be given grace marks up to 2 per cent of the marks on the aggregate marks of the subjects in which he/ she has appeared, subject to maximum of 6 marks overall and in individual subject not more than 3% of maximum marks allotted to the subject.
  - The subject/s in which grace marks will be given will be based on the data of the examination of the Trimester/Semester/Annual. The decision of the Board of Examination / Vice Chancellor in this matter will be final.
  - Alternatively, not more than 5 or 10 marks respectively per subject would be awarded, if following conditions are fulfilled: a) Candidate should have appeared in all the subjects taken together for the respective Trimester/Semester/Annual. b) Candidate should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing by at least 5 percent or 10 per cent marks respectively. c) Candidate should not have failed in not more than one head/ subject of passing by not more than 5 or 10 marks respectively.
  - The above rule will also be made applicable to re-examinations to all the students from the academic year 2017-18 irrespective of the year of admission.

## **10 GRACE MARKS FOR GETTING HIGHER CLASS**

A candidate who passes in all the subjects 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 or First Class by marks not more-1 % of the aggregate marks of that examination or upto 10 marks, which-ever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given. if the candidate fails to secure necessary passing marks in the aggregate 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 examinations only for which provision of award of class 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, CCIII, NCTE, UGC etc.

## **11 GRACE MARKS FOR GETTING DISTINCTION IN THE SUBJECT ONLY**

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

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examinations for which provision for distinction in a 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, CCIII, NCTE, UGC etc.

## **12 CONDONATION**

If a candidate fails in only one head of passing, having passed in all other 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 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.

Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterik and Ordinance number.

### **Notes for Ordinances from 9 to 12 :**

- 1) If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.
- 2) If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
- 3) The benefit of not more than one Ordinance shall only be given for one examination of one course.
- 4) The benefits of abovementioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system of backlog has been provided.
- 5) The benefits under above mentioned Ordinances shall be given at the time of declaration of final examinations only.
- 6) Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

## **13 AMENDMENT OF RESULTS**

### **1. Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the COE shall have power to amend such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Executive President/ Vice Chancellor/ Registrar provided the errors are detected within 6 months from the date of 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 in ledger/register.
- iii. Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

**2. 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 Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.

**14 APPOINTMENT OF PAPER-SETTERS, EXAMINERS, SENIOR SUPERVISORS, CONDUCT OF EXAMINATION ETC.**

- a. No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners/moderators shall be ordinarily made at the time of an examination. These appointments shall be made from the panel of paper setters/examiners/moderators prepared by the Board of studies concerned.
- b. The paper-setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability of 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 setter/examiner/moderator.
- c. 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.



- d. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of five years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the COE and the other shall be the internal senior supervisor appointed by HOD's/ Centre In-charge.
- e. The Centre In-Charge shall be the In-charge of Examination. Where substitute arrangement is required, it shall be done only by prior permission of the University. However Centre In-Charge all alone be responsible for any lapse/s occurred during the conduct of the examinations.
- f. The external senior supervisor appointed by the University shall report to the Centre In-Charge where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
- g. The external senior supervisor shall ensure that the stationary required for the conduct of examinations, question papers etc. are received at the examination centre. He/ She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 20 minutes before the start of the examinations.
- h. The external senior supervisor shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the COE along with his/her report. He/ She shall not leave the examination centre during the examination period.
- i. The external senior supervisor shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- j. Department shall accept examination forms from the students 15 days before commencement of examination. The forms so accepted shall be submitted to the Examination Section within a 3 working days from the last day of acceptance of forms.

- k. After the receipt of examination forms in the University the name list, summary and admit cards of the students shall be sent to the examination centres concerned by the University one week before the commencement of the examination concerned.
- l. Centre In-Charge immediately after the examination is over, dispatch the answer-books to the CAP centre, as per the instructions of the University from time to time.
- m. The CAP officer appointed by the University shall receive the bundles of answer-books sent by the Centre In-Charge of the examination centre concerned.
- n. The CAP officer shall arrange answer-books centrally as per central assessment program prescribed by the University.
- o. The CAP officer shall submit the mark lists to the COE as provided in the CAP scheme and as per the instructions issued by the University from time to time.
- p. As soon as the marks lists are received in the University examination branch, the same shall be processed immediately.
- q. The results of the concerned examination shall be declared within 30 to 45 days as prescribed in Dr. Vishwanath Karad MIT World Peace University act 2016 and shall dispatch the result along with the statement of marks and passing certificates to the concern Department for distributing the same to the students concerned.
- r. The answer papers of examinations shall be preserved for a period of at least one year from the date of declaration of result of the examination concerned.

## **15 ORDINANCE REGARDING UNFAIR MEANS RESORTED TO BY THE STUDENT**

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

- a. "Student" means and includes a person who is enrolled as such by the Department 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.
  
- b. "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
  - i. Possessing unfair means material and or copying therefrom.
  - ii. Transcribing any unauthorized material or any other use thereof.
  - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - iv. Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
  - v. Mutual/Mass copying.
  - vi. Smuggling-out, either blank or written, or smuggling-in of answer-books as copying material.
  - vii. Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
  - viii. Interfering with or counterfeiting University/College/Institution seal, or answer-books or office stationary used in the examinations.
  - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations.
  - x. Impersonation at the University examination.
  - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University examination.
  - xii. Or any other similar act/s of commission and/or acts of omissions 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 obtain wrongful gain to him or to any other person or causing wrongful loss to other person/so

- 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 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 Centre In-Charge or any other authorized person to the COE 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."

## **2. Competent Authority**

- a. The Board of Examinations of the University shall be the competent authority to take appropriate disciplinary action against the students using, attempting to

use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

- b. HOD 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 Department.

**3.**

- a. On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any University examination or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancel the performance of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.
- b. On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations, on behalf of the University, as the case may be shall have power at any time to institute inquiry and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

4. During examination, examinees and other students shall be under disciplinary control of the Centre In-Charge.
5. Centre In-Charge of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
  - (a) The student shall be called upon to surrender to the Centre In-Charge, the unfair means material found in his or her possession along with his/ her answer-book.
  - (b) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the Centre In-Charge concerned shall also sign on all the relevant materials and documents.
  - (c) The Centre In-Charge shall record statement of the student and his / her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned in writing. If the students refuses to make statement or to give undertaking the Sr. Supervisor and Centre In-Charge shall record accordingly under their signatures.
  - (d) Centre In-Charge shall take one or more of the following decisions depending upon seriousness/ gravity of the case:
    - I. In the case of impersonation or violence, expel the student concerned from the examination and not allow him/ her to appear for remaining examination.
    - II. Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/ her to continue with his/her examination.
    - III. May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982 amended in 1991 - An Act to provide for preventing mal-practices at University, Board and other specified examinations.
    - IV. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked only if the unfair means is noticed in the first half an hour.
  - (e) All the materials and list of material mentioned in sub-clause (a) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (b) and (c) and the answer-book/s shall be forwarded by

the Centre In-Charge, along with his report, to the COE concerned, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".

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

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

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

7. The case which is prima facie a case of unfair means, reported to the department by the Centre In-Charge/ Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Board of Examinations, as the case may be, in the event cases of unfair means reported through any other sources, to which the case is primarily pertained, at the Examination Section of the University shall scrutinize the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/ her primary report to the Board of Examination/ COE. If the Examination Section /Vice chancellor is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Dy. Controller of Examination concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
8. Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Vice chancellor/ Registrar takes final decision in the matter and the student/s concerned and the Department 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 Unfair Means Inquiry Committee.
- ii. HOD shall appoint Unfair Means Committee for the purpose of investigating unfair means resorted to by students at the internal examination held by the department. Unfair Means Inquiry Committee shall consist of five teachers (other than HOD) to be nominated by the HOD, one of whom shall be designated as Chairperson. The members appointed on the Department Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- iii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the Vice chancellor/ Registrar/ Controller of examination, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her defense, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

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

- i. The COE of the University or Head of the Department (Principal/ Director) 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 charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- ii. The student may appear before the Inquiry Committee on the day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/ herself only shall present his /her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/



her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.

- iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her 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 shall follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her 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 Vice chancellor/ Registrar/ Controller of examination, along with its recommendations regarding punishment to be inflicted or otherwise.

## **11. Punishment**

The Board of Examinations in the cases of University examination, HOD in case of Departmental Internal examination, 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 anyone or more of the following punishments on the student/s 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 for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University for a stipulated period not exceeding five years.
- (d) Cancellation of the University Scholarship/s or award/s or prizes or medal etc. awarded

to him/her in that examination.

- (e) In addition to the above mentioned punishment, the Vice chancellor/ Registrar/ Controller of examination may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the Vice chancellor/ Registrar/ Controller of examination may impose on such a student additional punishment/ penalty, as it may deem fit.
- (f) As far as possible, the quantum of punishment should be as prescribed (category wise).
- (g) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the Controller of examination or by the Officer authorized by it in this behalf, under intimation to the College/institution he/she belongs to.

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

1.	Possession of copying material	Annulment of the performance of the student at the University 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 there at)
2.	Actual copying from the copying material	Exclusion of the student from University examination for one additional Trimester/Semester/Annual examination.
3.	Possession of another student's answer-book	Exclusion of the student from University examination for one additional Trimester/Semester/Annual examination (BOTH THE STUDENTS)
4.	Possession of another student's answer-book + actual evidence of copying therefrom.	Exclusion of the student from University examination for two additional Trimester/Semester/Annual examinations (BOTH THE STUDENTS)
5.	Mutual/Mass copying	Exclusion of all the involved students from

		University examination for two additional Trimester/Semester/Annual examinations
6.	(i) Smuggling-out or smuggling-in of answer book as copying material.	Exclusion of the Student from University examination for two additional Trimester/Semester/Annual examinations.
	(ii) Smuggling -in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University examination for three additional Trimester/Semester/Annual examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University examination for four additional Trimester/Semester/Annual examinations
7.	Attempt to forge the signature of the Jr Supervisor on the answer-book or supplement	Exclusion of the student from University examination for four additional Trimester/Semester/Annual examinations.
8.	Interfering with or counterfeiting of University seal, or answer-books or office stationery used in the examinations.	Exclusion of the student from University examination for four additional Trimester/Semester/Annual 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 examination for four additional Trimester/Semester/Annual 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 examination for four additional Trimester/Semester/Annual examinations. (Note: This money shall be credited to the Income of University)
11.	Using obscene language/ violence threat at the examination centre by a student at the University/ College /Institution examination to Jr./ Sr Supervisors/ Centre In-Charge or Examiners.	Exclusion of the student from University examination for four additional Trimester/Semester/Annual examinations.
12.	Using Mobile Phone or any sort of	Exclusion of the student from University

	Electronic Gadget, which is not allowed in the examination.	examination for one Trimester/Semester/Annual examinations, also confiscate the electronic gadget for one Trimester/Semester/Annual.
13.	Impersonation at the University examination.	Exclusion of the student from University examination for five additional confiscate examinations. (both the students if impersonator is the student of University or College or Institution).
14.	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.	Annulment of the performance of the Student at the University examination in full.
15.	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 examination in full.
16.	All other malpractices not covered in the aforesaid categories.	Punishment depending upon the gravity of the offence.
17.	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.	
18.	<b>Practical/ Dissertation Project Report Examination</b> Student involved in malpractices at Practical/ Dissertation Project Report examinations shall be dealt with as per the punishment provided for the theory examination.	
19.	The Vice chancellor/ Registrar/ Controller of examination, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. *(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 & dissertation examinations unless malpractice used thereat.)
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### **13. Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.**

#### **1. Definition: Unless the Context Otherwise Requires:**

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

#### **2. Competent Authority:**

- a. The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

- b. Departmental Examination committee consisting of Respective Dean, HOD, Centre In-charge and two senior faculty shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the Department.

### **3. Investigating Committee:**

- a. The Committee shall be appointed by the Board of Examinations to investigate the cases of malpractices used and/or lapses committed, by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations.
- b. Similarly, a Committee shall be appointed by the HOD to investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of Internal examinations conducted by Department.

### **4. Procedure for Investigation:**

- a. The Deputy Controller of Examination shall scrutinize the cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University. He/ She shall collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the COE. If the COE is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. Deputy Controller of Examination through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b. The Deputy Controller of Examination shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses committed by him /her at the examination and shall ask him/her to show cause as

to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.

- c. The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee. "
- d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- e. Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defense before the Committee. The reply/ explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- f. The Committee should follow the above procedure in the spirit of principles of natural justice.
- g. If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/ she be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of whatever evidences/ documents available before it and same shall be binding on the implicated person concerned.
- h. The Committee shall submit its report to the competent authority concerned along with its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

#### **5. Punishment:**

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

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



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

Sr. No.	Nature of Malpractices/Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the University examination/s whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by authorities concerned.
2.	Leakage of question/ question paper set in the University examination before the time of examination at the University or at examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/ standard code by the Vice chancellor/ Registrar/ Controller of examination.
3.	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer-books/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ school College/Institution examination.	Disqualification from any examination work + disciplinary action by the Vice chancellor/ Registrar/ Controller of examination.
4.	Examiner/ Moderator /Referee intentionally/ negligently not assigning the student in assessment of his/her answer-books/ dissertation/ project work, the marks to which the student is entitled to at the University/ school/ College/	Disqualification from any examination work + disciplinary action by the Vice chancellor/ Registrar/ Controller of examination.

	Institution examinations.	
5.	Paper-setter omitting question at the time of finalization of question paper set at the examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
6.	Paper-setter repeating questions in same/different section/s.	Disqualification from any examination work for a period of three years.
7.	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8.	While assessing answer-book examiner showing negligence in detecting malpractices used by the student/s	As decided by the Vice chancellor/ Registrar/ Controller of examination.
9.	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	As decided by the Vice chancellor/ Registrar/ Controller of examination.
10.	Sr. Supervisor / Centre In-Charge showing I apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the Vice chancellor/ Registrar/ Controller of examination.
11.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on	Disqualification from any examination work up to a period of three years + disciplinary action by the Vice chancellor/ Registrar/ Controller of examination as Per the rule if he/she is a

	supervision duty.	University employee.
12.	Jr Supervisor helping student (examinee) in mass-copying, while on examination duty	Permanent disqualification from any examination work + disciplinary action by the authorities concerned as per the rule if he/she is a University employee.
13.	The competent Authority, in addition to above mentioned punishment, may impose a fine on the concerned person if declared guilty.	
14.	The competent Authority may report the case of the implicated person concern to appropriate police Authorities as per the provision of Maharashtra Act, No XXXI of 1982	

**Dr. Vishwanath Karad,**  
**MIT World Peace University, Pune**

Statement of candidate who is alleged to have used Unfair Means at the University  
Examination

Name in Full: \_\_\_\_\_

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

Examination: \_\_\_\_\_

Trimester: I / II / III

Academic Year:

Paper No. & Subject: \_\_\_\_\_

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

To

The Controller of Examinations

Dr. Vishwanath Karad,

MIT World Peace University, Pune

Pune-411 038.

Sir,

I \_\_\_\_\_

appeared at the above examination held on \_\_\_\_\_

at the \_\_\_\_\_ Department

(Centre) in the Morning/Evening session

I give below my, statement as follows:

Place:

Date:

Time

Signature of the candidate

## FORM OF UNDERTAKING

Full Name of the Candidate: \_\_\_\_\_

Permanent/Local address: \_\_\_\_\_

To,  
The Controller of Examinations,  
Dr. Vishwanath Karad,  
MIT World Peace University, Pune  
Pune-411 038.

Sir,

I \_\_\_\_\_ the undersigned, student of \_\_\_\_\_  
Department \_\_\_\_\_ appearing for  
\_\_\_\_\_ Examination at the \_\_\_\_\_

Centre do hereby state on solemn affirmation as under:-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That in spite of the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

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

In witness where of I set my hand to this undertaking

**Signature of the Candidate**

Before me

Date:

Centre In-Charge,

Date:

Rubber Stamp of the University/ Department

**Dr. Vishwanath Karad,**  
**MIT World Peace University, Pune**

**Report of the Jr. Supervisor/Sr. Supervisor/Centre In-Charge**

Block No. :  
Examination:  
Subject:  
Date:

TO,  
The Controller of Examinations,  
Dr. Vishwanath Karad,  
MIT World Peace University, Pune  
Pune-411 038.

Sir

I \_\_\_\_\_ the undersigned. Jr. Supervisor appointed on the above-mentioned Block at the \_\_\_\_\_ examination held at \_\_\_\_\_ Department (Centre), am hereby making report against Candidate No \_\_\_\_\_.

Shri/Smt. \_\_\_\_\_ at the examinations, as follows;

Yours faithfully,

( Jr. Supervisor)

Time:

Date :

Name & Address of the Junior Supervisor

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On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. \_\_\_\_\_ and therefore the case be forwarded to the University for Investigation.

**Signature of Sr. Supervisor**

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

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

**Signature of Sr. Supervisor**

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

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

Forwarded to the Controller of Examinations, Dr. Vishwanath Karad, MIT World Peace University, Pune for necessary action.

**Seal of the Department/University (Centre)**

Place:

Date:

Encl:

**Signature of Centre In-Charge**

(N.B.: Kindly enclose a copy of the relevant question paper)

To  
The Inspector/Sub- Inspector,  
Police Station,  
Shastri Nagar, Kothrud, Pune,  
Maharashtra 411038

**Sub.:** Complaint against the student for the alleged use of Unfair means at the \_\_\_\_\_ examination held in the \_\_\_\_\_ Centre.

Sir,

On behalf of the Dr. Vishwanath Karad, MIT World Peace University, Pune the \_\_\_\_\_ Examination held in the First /Second / Third trimester of 20\_\_\_ is conducted in the premises of the University. I have been authorized by the Dr. Vishwanath Karad, MIT World Peace University, Pune-411 038. vide letter No \_\_\_\_\_ dated \_\_\_\_\_ addressed to the HOD by \_\_\_\_\_ to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the \_\_\_\_\_ examination.

1. Name of the Student :
2. Examination Seat No :
3. Name of the Department :  
through which he/she appeared  
for the examination
4. Name of the Subject :  
Date and Time :
5. Name of the Jr. Supervisor :
6. Name of the Sr. Supervisor :  
who detected the case
7. Material found with the :  
Candidate
8. Other Information if any in :  
connection with the case

According to Section '7' of the Maharashtra Act XXXI of 1982-An Act to provide for preventing malpractices at University and other specified examinations. Shri./Kum



\_\_\_\_\_ has committed the offence at the  
\_\_\_\_\_ examination and therefore, I lodge a complaint against  
him/her with the Police Station, Shastri Nagar, Kothrud, Pune.

Yours faithfully,

Centre In-Charge.

Name of the Centre: \_\_\_\_\_

Place:

Date:

## **16 BLIND OR DISABLED STUDENTS**

### **Appointment of Writer**

The writer appointed to write answer papers of the blind, disable and learning disable or such other examinee will be paid Rs.200/- per paper in respect of graduate examinations and Rs.225/- in respect of post graduate examinations.

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

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

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

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

### **Time to Handicapped Students/Blind Students/Learning Disable**

#### **a. For Handicapped and Learning Disable:**

The Senior Supervisors are also authorized to sanction additional half an hour to handicapped and learning disable students. However students will have to submit the medical certificate of civil surgeon. The candidate application must be received through the Principal to the Senior Supervisor concerned.

#### **b. Blind Students:**

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