

AMRUTVAHINI[®]

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AMRUTVAHINI UNIVERSITY

RULES & REGULATIONS FOR CONDUCTING EXAMINATIONS

**Sangamner 422608, Tal. Sangamner
Dist. Ahilyanagar, Maharashtra State**

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Preamble

The Examinations Department is an integral part of the academic and administrative framework of Amrutvahini University, Sangamner. One of the University's primary statutory responsibilities is to conduct examinations for various academic programmes and to confer degrees, diplomas, certificates, and other academic distinctions upon students who fulfil the prescribed eligibility criteria and successfully complete the requirements of their respective programmes. The Examinations Department serves as the custodian of the University's examination and evaluation system. The credibility and reputation of the University largely depend upon the integrity, transparency, fairness, and reliability of its examination processes and the timely declaration of examination results. Consequently, the Department plays a pivotal role in maintaining academic standards and ensuring the quality and credibility of the University's assessment system. It shall be the responsibility of every person associated with the Examinations Department to discharge their duties with the highest standards of integrity, confidentiality, impartiality, efficiency, and accountability so that all examination-related activities are conducted in a fair, transparent, secure, and timely manner.

To facilitate the efficient functioning of the Examinations Department and to ensure uniformity in the conduct of examinations and evaluation, these guidelines have been framed. They provide the broad framework governing the planning, conduct, evaluation, processing, and declaration of examination results, as well as other examination-related activities of the University. The functioning of the Examinations Department shall be governed by the provisions of the University Grants Commission (UGC) Regulations, the applicable regulations and guidelines issued by the concerned Statutory Councils, the Act, Statutes, Ordinances, and Regulations of Amrutvahini University, Sangamner, and such other rules, notifications, and directions issued by the competent authorities from time to time.

1. DEFINITIONS:

In these Regulations, unless the context otherwise requires –

Academic Year is a period of nearly 12 months devoted to the completion of requirements specified in the Scheme of Teaching and the related examinations.

Semester Grade Point Average (SGPA) means the Semester Grade Point Average under each Semester Examination system.

Answer Book is the document containing the answer or answers as given by a candidate during the examination to the question or questions contained in the question paper meant for the said examination and includes a part of an answer book.

Audit Course shall mean a Course Unit opted by a student out of Course Units for which the student is not awarded grades and does not earn credits.

Board of Examiners shall mean a Board constituted with the approval of the Vice-chancellor for the conduct of practical examinations, workshops, viva-voce examinations, and evaluation of student performance at the Departments and Constituent Units of the University.

Course Unit is a component of an Academic Program for which a syllabus and the required number of contact hours per week are specified.

Course Code shall mean a curricular component identified by a designated code number normally consisting of a string of alphanumeric characters.

Course Credits shall mean an integer number indicating the weightage assigned to a Course Unit, project,

research work, or any other academic component, based on contact hours and self-work per week on all learning activities.

CGPA shall mean the Cumulative Grade Point Average of a student.

End Semester Assessment means an examination conducted by the Amrutvahini University, Sangamner at the end of year/semester as prescribed in the Scheme of Evaluation of a program.

Examination Centre means any institution, or part thereof, or any other place, fixed by the University to hold its examinations and includes the entire premises attached thereto.

Examination Committee means the Examination Committee for an efficient, transparent, and fair evaluation of students, including coordination of activities relating to the conduct of examinations.

Examination Discipline Committee shall mean the Committee constituted by the Vice-chancellor at the University to consider.

External Examiner shall mean a person who is not in the employment of the Amrutvahini University, Sangamner, or its Constituent Units and is appointed as an Examiner.

Examination Sub-Committee shall mean a Sub-Committee constituted at each Constituent Unit by the University.

Grade Points shall mean the Grade Points of a course.

CIA (Continuous Internal Assessment) shall mean Continuous Internal Assessment of a course during the semester/ year.

Internal Examiner shall mean an Examiner for practical, viva-voce, workshop practice, seminars, etc. including a paper setter and evaluator who is a teacher of the University and its Constituent Units.

An invigilator is a person who assists the Superintendent of the Examination Centre in conducting and supervising an examination at a center.

Maximum Registration Period shall mean the maximum period specified in the Scheme of Teaching and Evaluation for a degree, diploma, and certificate program for which a candidate may be registered.

Minimum Registration Period shall mean the minimum period specified in the Scheme of Teaching and Evaluation of a degree, diploma, and certificate program for which a candidate may be registered.

Regulations shall mean the Regulations of Amrutvahini University, Sangamner.

PG Diploma shall mean the Post Graduate Diploma in areas approved by the Executive Council.

Question Paper means a document containing the question(s) to be administered at an examination to be answered by a candidate.

Results Moderation Committee shall mean the Committee appointed by the University to moderate grades/ marks awarded by the Evaluators in different course units at a given level of a curriculum.

Scheme of Teaching and Examination shall mean the scheme of teaching and examination for a program as approved by the Academic Council.

Scrutinizer means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.

Semester System means a modus operandi of teaching/learning/evaluation of student performance in an academic program of the University and its Constituent Units in segments in an Academic Year.

Superintendent of an Examination Centre means a person appointed by the University to conduct and supervise its examinations held or to be held at a center and includes an Additional Superintendent or Associate Superintendent of such center.

Tabulator means a person, specially engaged in tabulating the results from award lists and the result sheets prepared by the Office.

Teaching Experience denotes teaching experience in the subject in an institution recognized by the University.

Year means the academic year.

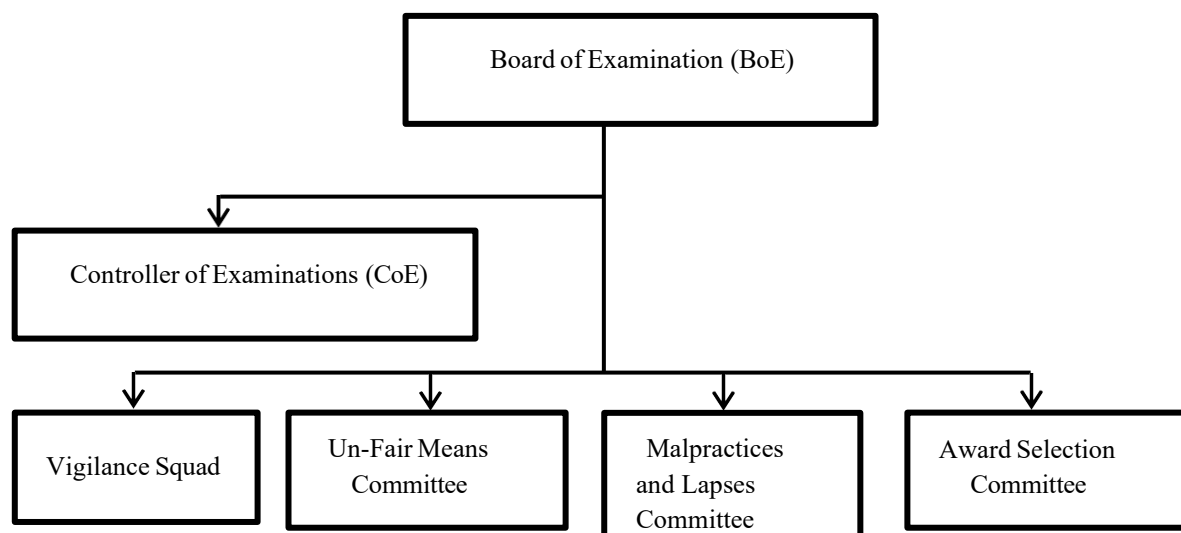
Definitions specified in the Act, the Statutes, and the Regulations shall apply unless the context requires otherwise.

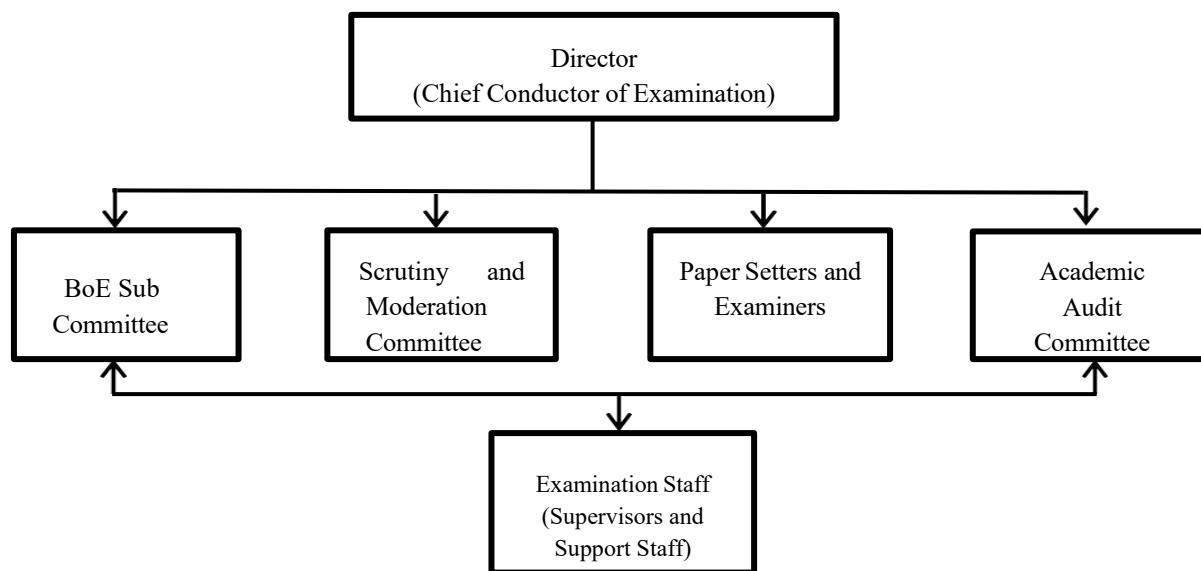
He & His imply him/her and His / her respectively.

Wherever semester is followed, CGPA shall be assessed in the same manner as SGPA, and Regulations for promotion, etc. will apply accordingly.

2. ORGANIZATION STRUCTURE

2.1 AT THE UNIVERSITY



2.2 AT THE SCHOOL/DEPARTMENT**3. EXAMINATION COMMITTEE****3.1. BOARD OF EXAMINATIONS**

3.1.1. Constitution of the Board of Examinations of Amrutvahini University, Sangamner: there shall be a Board of Examinations/ University Examination Committee, which shall consist of the following members –

- | | |
|---|------------------|
| a) Vice-Chancellor/Pro-Vice-Chancellor | Chairperson |
| b) Head of Schools (or Institutions) | Member |
| c) One Teacher from each School (to be nominated by the Vice- Chancellor/Pro Vice-Chancellor) | Member |
| d) One senior Professor (to be nominated by the Vice-Chancellor/Pro Vice-Chancellor) | Member |
| e) Evaluation Expert (External Expert) (nominated by the Vice-Chancellor/Pro Vice-Chancellor) | Member |
| f) Controller of Examinations | Member-Secretary |

3.1.2. Board of Examinations/ University Examination Committee shall be the authority for conducting examinations of various courses and making policy decisions regarding organizing and conducting/ holding examinations, improving the system of examinations, appointing the paper-setters, examiners, and moderators, preparing the schedule for holding examinations and for declaring the results. The Board of Examinations shall also oversee and regulate the conduct of examinations in the centers and its departments.

3.1.3. The Board of Examinations shall deal with all the matters about examinations and shall hear and decide the grievances received about any matter arising against the conduct of examinations (question paper related etc.), result declaration, evaluation system and mark-sheets/ degree of any candidate. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed. The Board shall meet at least once in each academic term. The Board shall have the following powers and perform the following duties:

- a) To ensure proper organization of examinations of various programs and moderation, tabulation, declaration of results, and certifications.
- b) In case of any immediate action to be taken (if any such situation arises), the Chairperson of the Board or any other University officer or person authorized by the Chairperson on that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board of Examiners, the action taken shall be reported by such person.
- c) To appoint paper-setters, examiners, and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies.
- d) To appoint paper-setters, examiners, and moderators, the Board of Examinations may constitute sub-committees for every group of subjects consisting of –
 - i Vice – Chancellor/Pro-Vice-Chancellor or his nominee, designated as Chairperson
 - ii Head/Dean of the concerned school/department
 - iii Chairpersons of the concerned Board of Studies
 - iv Two members of the Board of Studies nominated by it from amongst its members
 - v Provided that, where a referee is to be appointed for evaluation of thesis and dissertation and conduct of viva voce examinations wherever prescribed for awarding post-graduate, doctorate and higher degrees, the chairperson of the board nominated by the Academic Council for said purpose.
- e) The Controller of Examinations shall be the ex officio Member-Secretary of such committees;
- f) The Committees shall prepare lists of persons for various examinations from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations which shall then appoint paper- setters, examiners, moderators, or referees.
- g) The committee/ board shall obtain three sets of question papers in sealed covers duly moderated in the respective subject. The Controller of Examinations shall get one of such sealed covers containing question papers randomly drawn by the Vice-Chancellor/Pro Vice-Chancellor. This sealed cover with seal intact shall then be sent to the press (for printing).
- h) Assessment of answer books for all degree examinations shall be done centrally through the Central Assessment Program (CAP)/ Assessment (Evaluation) Section of the Examination Department of Amrutvahini University, Sangamner. All the answer books of examinations shall be collected at a convenient central place. The answer books then will mask. All the examiners will attend the central assessment centers and they will assess the answer books at the centre only. The answer books will then be unmasked and the result sheets will be prepared.
- i) The university shall investigate and takes disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-In-charge, Centre observers, or any other persons connected with the conduct of examinations, the Board of Examinations (if any name is to be added in the existing list of expert for the same then Hon'ble Vice – Chancellor/Pro-Vice-Chancellor can add the required number of expert by using anticipation power as per University Ordinance/ Statue) shall constitute a committee of not more than five persons of whom one shall be the Chairperson. This committee shall be called Examination-related Lapses and Malpractices Enquiry Committee/Unfair Means Cases (UMC) Committee. Such a committee shall submit its report and recommendations to the Controller of Examinations, Controller of Examinations shall take disciplinary action in the matter as per the provisions in the bylaw concerning the conduct of examinations.

- j) The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer. Controller of Examinations shall arrange for strict Vigilance during the conduct of the examinations by appointing Vigilance Squad to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

3.1.4. Procedure for Conduct of Meeting of Board of Examinations/ University Examination Committee

- a) The Board of Examinations shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of the Vice-Chancellor.
- b) Provided that the Vice-Chancellor/Pro-Vice-Chancellor shall convene a meeting of the Board of Examinations, if a requisition, signed by not less than two-third of total members of the Board of Examinations, has been received by him.
- c) The Controller of Examinations shall be the Member-Secretary of the Board of Examinations. He shall issue the notices of the meetings, get the minutes of the proceedings recorded, and perform all other functions required to be performed by the Member-Secretary.
- d) Not less than ten days' notice of the date, time, and place of a meeting of the Board of Examinations shall be given to the members. The agenda of the meeting shall be sent to the members to reach them at least five days before the date of the meeting. In the case of an emergency meeting, such a meeting be convened shorter than 10 days' notice.
- e) No matter/ topic other than that specified in the meeting agenda shall normally be considered at a meeting. Any matter/ topic not specified in the agenda may be brought up by any member with the permission of the Chair.
- f) Propositions to be laid before the meeting by any member must be received in the Controller of Examinations office in the written format at least three days before the date of a meeting, other than an emergency meeting.
- g) A meeting may be adjourned to any date by the Chairman to complete unfinished matters/topics. Notice of such adjournment shall also be sent to members, who were absent on the scheduled date of the meeting.
- h) Every meeting of the Board of Examinations/ University Examination Committee shall be presided over by the Chairperson (Vice-Chancellor/Pro Vice-Chancellor) and in his absence, by a member chosen by the members present from amongst themselves. All acts of the Board of Examinations/ University Examination Committee, the decisions at every meeting, and questions coming or arising before it shall be decided by the majority of votes of members present and voting at the meeting.
- i) Each member of the Board of Examinations, including the Chairperson, shall have one vote. In the case of equality of votes, the Chairperson shall have a casting vote. The Controller of Examinations, though he is the Member-Secretary of the Board/ Committee shall not have the right to vote.
- j) Any matter/topic, that may be necessary for the Board to perform, may be carried out by circulating an appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding.
- k) The decisions on various matters at the meeting of the Board of Examinations shall be regulated by the Chairperson by the rules laid down. The Chairperson may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with rules, regulations, and bylaws.

- l) Two – third of the total members of the Board of Examinations shall constitute a quorum and if there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day or a later date and no quorum shall be necessary for such adjourned meeting.
- m) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairperson shall fill – up the vacancy, so caused, before the next meeting.
- n) The minutes of proceedings of every meeting shall be drawn up by the Member–Secretary and approved by the Chairperson. A copy of the minutes of proceedings of each meeting shall be placed before the Board/ Committee at its next meeting for confirmation.

3.2. EXAMINATION SUB-COMMITTEE

Head of the School/Dean will forward the composition to the CoE for approval of the Vice Chancellor/ Pro Vice-Chancellor.

The Examination Sub-Committee shall have the following major functions:

- a) Review the Examination Schedule forwarded by the Controller of Examinations and make suggestions for changes, if any. Special requests, if any, be forwarded for incorporation in the Examination Schedule well before the finalization of the schedule.
- b) Prepare a schedule of course evaluation by external examiners as per the requirements of relevant statutory / accreditation bodies.
- c) Recommend panels of paper setters, examiners, and evaluators through Stream Coordinators/Chief Course Coordinators and submit the same to the Controller of Examinations for approval by the competent authority. It will also suggest the names of external experts for moderation of question papers.
- d) Make arrangements for printing of Question Papers for internal class test/s and other components of internal assessment.
- e) Ensure all the Question Papers for internal class test/s and other components of internal assessment include applicable Course outcome/s and Bloom's level.
- f) Keep the Question Papers received from the Controller of Examinations in safe custody and keep a proper record of the used and unused question papers till completion of the examination. Unused question papers be returned to the Examination Department.
- g) Maintain a record of used and unused answer books received from the Controller of Examinations and return unused answer books after End-Semester Examinations along with the details in specified format within 10 days after the last examination.
- h) Scrutinize the examination forms of the students and determine the eligibility of students for appearing in the examination. In case any student is found ineligible, it will record reasons for ineligibility against each student.
- i) Ensure compliance with provisions of Regulations and Guidelines relating to the conduct of examinations.
- j) Make all necessary arrangements for the conduct of examinations concerning display of seating plan, Supreme Court direction on unfair means & security arrangements. A proper system for recording the attendance of students should be maintained.
- k) Conduct 'Briefing Meetings' for faculties, staff, and students related to the examination, evaluation, etc.
- l) Forward the cases of appointment of amanuensis for specially-abled students who are unable to write

with their own hands to the Controller of Examinations for approval of the Competent Authority before the commencement of the End Semester Examination. 20 minutes of supplementary time is given to the approved amanuensis.

- m) Appoint Invigilators (minimum two in a room of up to 60 students) and other supporting staff, convey the instructions to the invigilators, and supervise their functioning.
- n) Ensure smooth conduct of Examination.
- o) Report immediately (after completion of examination), cases of use of unfair means by the students in the examinations, if any, to the Controller of Examinations in the specified format for consideration by the Examination Discipline Committee of the University.
- p) Forward a Course-wise list of evaluators to the Controller of Examinations for centralized evaluation.
- q) Authorize Examination Superintendent for smooth conduct of the Examinations and take necessary action as per University Regulations.
- r) The institution will maintain records of all Minutes of Meetings, communication, and actions taken by the Examination Sub-Committee

3.3. CONTINUOUS INTERNAL ASSESSMENT MARKS REVIEW (CMRC) COMMITTEE

- a) The Committee will be constituted by the Vice-chancellor /Pro-Vice-Chancellor as under for moderation of question papers for one or more courses:

<i>i</i> Dean/Head of Department	Chairperson
<i>ii</i> One- three Senior most Professor/ senior most teacher	Member
<i>iii</i> Two – four faculty in the discipline/ Specialization (recommended by HOD/Dean)	Members
- b) All members shall constitute the quorum for meetings.
- c) The tenure of the Committee shall be six months/a semester.
- d) Functions of the shall be:
 - i* To ensure timely execution of all the components of continuous internal assessment as per the evaluation plan.
 - ii* To ensure that question paper/s of Unit Test I / Unit Test II/ any other covers the Course outcomes of the course and Bloom's level is mentioned for each question.
 - iii* To ensure the mapping of applicable COs to the CIA components other than written exam.
 - iv* To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, if any.
 - v* Verification of all CIA marks before final submission to the examination department.
 - vi* To ensure the timely upload and locking of CIA marks to the ERP.

3.4. EXAMINATION DISCIPLINE COMMITTEE

There shall be an Examination Discipline Committee at the University level constituted by the Vice-chancellor to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations.

The constitution of the Examination Discipline Committee will be as under:

- i* Pro-Vice-Chancellor

- | | |
|---|------------------|
| <i>ii</i> Two Heads Departments/Constituent Units | Member |
| <i>iii</i> One Senior Officer of the University | Member |
| <i>iv</i> Controller of Examinations | Member Secretary |

The Chairperson may co-opt any Head of Department/Constituent Unit for a particular meeting of the Examination Discipline Committee.

The tenure of the nominated members of the Committee shall be two years. A member shall be eligible for re-appointment.

Three members present shall constitute the quorum.

3.5. EXAMINATION DISCIPLINE SUB - COMMITTEE

There shall be an Examination Discipline Sub-Committee at the campus level constituted by the Vice-chancellor to consider the cases of misconduct, misbehavior of students, and their use of unfair means in examinations and disorderly conduct of examinations at the campus. The status report in each case given by the Examination Discipline Sub – Committee, will be considered by the Examination Discipline Committee of the University. The Students who used Unfair Means will be given opportunity of being heard.

The constitution of the Examination Discipline Sub-Committee will be as under:

- | | |
|--|--------------------|
| <i>i</i> Pro Vice Chancellor/ Campus Head | Chairperson |
| <i>ii</i> Two Heads of the Dept./ Inst. nominated by VC | Member |
| <i>iii</i> One member of the Examination Sub. Committee
by Pro VC/Campus Head | Member nominated |
| <i>iv</i> Superintendent of Examination | Member/ Secretary. |

The Chairperson may co-opt any Head of Department at the campus for a particular meeting of the Examination Discipline Sub-committee.

The tenure of the nominated members of the Committee shall be of two years. A member shall be eligible for re-appointment.

Three members present shall constitute the quorum.

3.6 RESULTS MODERATION COMMITTEE

3.6.1 The University shall constitute a Results Moderation Committee at the course level as under:

- | | |
|--|-------------------------|
| <i>i</i> Pro-Vice-Chancellor / Head of the School/ Dean
by Vice Chancellor) | Chairperson (Nominated) |
| <i>ii</i> Dean of Faculty/ Domain / Head of Institution | Member |
| <i>iii</i> Chief course coordinator/course expert/
coordinator | Co-opted Member stream |
| <i>iv</i> Controller of Examinations | Member Secretary |

The recommendation of the committee shall be forwarded to the Vice-Chancellor for approval before awarding the grade of the course.

3.6.2 The functions of the Results Moderation Committee are as under:

3.6.2.1 The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects conform with the usual standards before the declaration of results.

3.6.2.2 The Committee shall bring to the notice of the Vice Chancellor/Pro-Vice-Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.

3.6.2.3 A certain percentage of answer sheets are selected for moderation.

Low Scores: All answer sheets with low scores (35-50%) shall be moderated to check for proper application of marking scheme.

Moderate Scores: Answer sheets with moderate scores (51-70%) shall be moderated, but at a 5% percentage.

High Scores: Similarly, all answer sheets with very high scores (above 70%) shall be moderated to ensure that no undue advantage is given and that the highest standards are maintained.

3.6.2.4 Considering the time requirement for moderation of a large number of programs and Students, on approval from the Vice-Chancellor, where 5 marks are to be awarded in borderline cases, the results may be moderated by the Controller of Examination and approved by the Chairperson Moderation Committee.

3.6.2.5 The recommendations of the Moderation Committee shall be placed before the Vice-chancellor for approval.

4. CONDUCT OF EXAMINATIONS

- a) All End semester examinations shall be conducted by the COE.
- b) The schedule of examination shall be notified by the COE at least one month prior to the first day of the commencement of semester-end examinations.
- c) The Examinations Class Test I & Class Test II of the University shall be conducted by the Head /Dean of the concerned Schools /Departments on the dates specified in the Academic Calendar.
- d) In case of interdisciplinary courses selected by students to be evaluated by the respective school and open Electives across specializations programs; those will be scheduled by the COE office.
- e) For theory, practical, and dissertation/thesis/project/Internship /Presentation examinations all examiners shall be appointed by the COE with the approval of the Vice-Chancellor.
- f) 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 within the program structure. The Head of the Department shall be responsible for the smooth and timely conduct of such continuous assessments and the declaration/publication of the results/marks obtained in these continuous assessments & to be submitted to CoE for final result.

Conduction of Examinations is divided into the following three major parts:

- Pre-examination work.
- Conduct of Examination.
- Post-examination work.

4.1 Pre-Examinations Work:

- a) Preparation and declaration of schedule of Examinations which includes timetable and arrangement of stationary, Barcode, hallow gram, etc.
- b) Appointment of Paper-setters, Examiners, Moderators, Vigilance Squads, Centre in Charge (Head of the School/Dean), Sr. Supervisor and CAP Director in concern with

- the Vice-Chancellor. Ensuring paper setting is completed at least 15 days in advance.
- c) Preparing a budget for the examination and submitted for approval to the finance department
 - d) Declaration of Eligible / Non-Eligible candidates for examination based on the result
 - e) Receiving examination forms through the Head of the School/Dean for preparing Hall Tickets. Before issuing the hall tickets validate of examination form & eligibility with the help of the student section.
 - f) Preparation of Hall ticket
 - g) Preparation of Bar Code and Attendance Sheets
 - h) Distribution of Examination Stationery to the concerned Examination Centres
 - i) Distribution of Question papers to the examination Centres.
 - j) Organize the Central Assessment Program

4.2 Conduct of Examination

4.2.1 Internal Assessment (Continuous assessment)

Internal assessment to be conducted by the Head of the Department and the marks to be uploaded in ERP within two weeks after completion of the said examination.

4.2.2 End Semester Assessment

- 4.2.2.1 Display of timetable on notice board 15 days before the commencement of the examinations.
- 4.2.2.2 Appointment of necessary administrative staff at examination Centres (Squad & Senior Supervisor to be finalised)
- 4.2.2.3 Collect summary reports of students appearing for the examination (daily) at the examination centre.
- 4.2.2.4 Collection of balance answer books and balance question papers from the center in charge before the end of the day.
- 4.2.2.5 Collect the unfair means cases separately from the centre in charge with the supporting documents
- 4.2.2.6 Submission of bills of honorariums for teaching and non-teaching staff involved in examination activity immediately after the completion of examinations to the finance department.

4.3 Post Examinations work

- 4.3.1 Appointment of Assistant to CAP Director as per requirement
- 4.3.2 Receiving answer books at CAP Centre, verification of answer books by CAP Director.
- 4.3.3 Communication to the examiners by the concerned CAP Director regarding the assessment schedule at least a week before the commencement of CAP
- 4.3.4 Assessment and moderation of answer books by moderators
- 4.3.5 Dealing with unfair means cases with the help of the Unfair Means Committee
- 4.3.6 Uploading of marks by concerned faculty and validation of marks in the ERP system by the CAP Coordinator of the concerned School and Examination Department
- 4.3.7 Preparation and declaration of results including Gracing, Grading and CGPA
- 4.3.8 Issuance of photocopy of answer books on the demand of the students
- 4.3.9 Receiving the revaluation form of students
- 4.3.10 Arrangement of revaluation answer books
- 4.3.11 Revaluation and result processing
- 4.3.12 Submission of payment sheet to the account department

4.3.13 Declaration of results after revaluation.

Convocation

- a) Distribution of Provisional Degree Certificate (PDC)
- b) Fixing the date of the Convocation and Organization of the Convocation Ceremony once a year.
- c) Communicating to the students to attend the convocation.
- d) Receiving applications for Convocation / Degree Certificates

5. ROLES AND RESPONSIBILITIES**5.1 Controller of Examination**

The Controller of Examination shall be the Principal Officer in charge of conducting examinations, tests, and the declaration results. He/she shall discharge functions under the guidance of the Vice-Chancellor. COE is responsible:

- a) To prepare and announce the calendar of examinations in advance
- b) To arrange question papers for printing.
- c) To ensure the timely publication of the results of examinations.
- d) To arrange logistics for evaluation and process results.
- e) To 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.
- f) To finalize the mode of examination for different courses in consultation with the concerned Faculty/Department/BOS/ School/ Academic Council.
- g) The Paper Setter, Moderator, and Internal and External Examiners shall be appointed by COE from the approved panel of examiners. In case of non-availability of Paper Setter and Examiner, newly identified & approved Paper Setter and Examiner to be appointed
- h) To take disciplinary/corrective action against the defaulter/malfunction & any grievance found in relation to the examinations.
- i) To postpone or cancel examinations, in part or whole in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceeding against any person or a group of persons or a school or an institution alleged to have committed malpractices.
- j) To reschedule examination/s in case of unforeseen circumstances like natural calamities, elections, etc. In any such situations examination/ s shall be postponed and will never be preponed. The School/Department shall inform the revised examination schedule to all affected students.
- k) Submit the final result to the Head of the School/Dean before declaration.
- l) To submit report regarding examination(s) to the Vice-Chancellor

5.2 Deputy Controller of Examinations (Dy. COE)

5.2.1 The Dy. Controller of Examinations shall work in such a manner and on such terms and conditions of service, as may be specified by the statutes.

5.2.2 Dy. Controller of Examinations shall be the in-charge of the conduct of examinations

and tests of the University and declarations of results.

- 5.2.3 The Dy. Controller of Examinations shall work directly under the direction of CoE
- 5.2.4 The Dy. Controller of Examinations shall be responsible, in consultation with the CoE, for Preparing and announcing in advance, the calendar of examinations.
- 5.2.5 Arrangement for printing of question papers.
- 5.2.6 Timely review of the result of the university examination & submit a report to the concerned authority CoE/Head of the department/ VC declaration.
- 5.2.7 The Dy. Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned by CoE.
- 5.2.8 To collect the data and organize annual Convocation/Graduation Day ceremony

5.3 Central Assessment Program Officer (CAP Officer)

- 5.3.1 The Central Assessment Program Officer shall work in such a manner and on such terms and conditions of service, as may be specified by the ordinance.
- 5.3.2 The CAP Officer shall be the charge of the Central Assessment Program (CAP) and is responsible for the assessment, moderation, and declaration of results.
- 5.3.3 The CAP officer shall work directly under the direction of CoE and Dy. CoE.
- 5.3.4 The CAP officer shall be responsible for preparing the schedule of assessment and coordinating with the concerned faculty/school/department. He shall provide the list of the chairman, evaluators, and moderators to CAP coordinators for smooth assessment work.
- 5.3.5 The CAP officer shall be responsible for the collection of answer books coming from various exam centers at the CAP centre.
- 5.3.6 The CAP officer shall be responsible for the verification of answer books with the Jr. Supervisor reports sent by the Centre in charge. In case of any discrepancy, it shall be resolved in consultation with the Dy. CoE and CoE. In case of non-receipt of answer books from any examination center, the CAP Officer shall take immediate steps for receiving the said answer books from the concerned Centre in charge under intimation to the Dy. CoE and CoE.
- 5.3.7 The CAP officer shall report Dy. COE and CoE in case any differences or correction/s or wrong entry found in the Enrollment number, answer sheet numbers, missing signatures of student or Jr. Supervisor, etc.
- 5.3.8 Put a requirement to the examination department for the appointment of non-teaching staff for unmaking the answer books.
- 5.3.9 Arrangement for assessment of answer books and getting the answer books assessed by the evaluators and moderators.
- 5.3.10 Get the marks entry of the assessed answer books in the ERP.
- 5.3.11 Process the results and resolve the query raised by the faculty/school regarding the results.
- 5.3.12 The CAP officer shall generate and verify the Grade cards of students and send it for printing.
- 5.3.13 The CAP Officer shall exercise such other powers and perform such other duties as may be prescribed or assigned to him by CoE and Dy. CoE.
- 5.3.14 To provide the data required to organize the annual Convocation / Graduation Day ceremony

5.4 Senior Supervisor (Internal and External)

- 5.4.1 The Senior Supervisor (Internal) is to be appointed by the Head of the School/Dean from amongst the senior faculty members of the schools.
- 5.4.2 The Senior Supervisor (External) is to be appointed by the CoE from amongst the senior teaching members of other faculty.
- 5.4.3 The Senior Supervisors (Internal and External) are overall responsible officers for the smooth conduct of examinations at the centre and shall work in co-operation with each other.
- 5.4.4 The Senior Supervisors (Internal and External) shall report to the Centre in Charge a day before the commencement of examinations. The Senior Supervisors should plan regarding the blocks, Jr. Supervisors and Control room staff etc. required for the smooth conduction of examinations.
- 5.4.5 The Senior Supervisors shall be present at the time of opening of the sealed packets containing question papers to ensure that the question paper packets are kept intact and secrecy is maintained. They should assist the centre in charge in checking and arranging the question paper packets (in the serial order date wise and time wise.)
- 5.4.6 During the Examination, he/she shall constantly be moving around the examination halls to ensure that all the Jr. Supervisors are discharging their duties properly and there is no scope for lapses / unfair means.
- 5.4.7 The Sr. Supervisors should distribute blank answer books to Jr. Supervisors in time before the examination starts and collect the used answer books after the examination by verifying the number and other necessary details.
- 5.4.8 The question papers should be distributed to the Jr. Supervisors at the respective blocks in time.
- 5.4.9 Sr. Supervisors should collect present/absent student reports of each block through the control room staff 30 minutes after the beginning of the examination for every session which should be tallied at the end of the examination while collecting the used answer books.
- 5.4.10 The Sr. Supervisors should supervise (along with the Centre in charge) the packing and sealing of the answer book bundles and their safe custody.
- 5.4.11 If any case of unfair means occurs during the examination, the Sr. Supervisor should take proper action in consultation with and if necessary should inform the CoE.
- 5.4.12 The answer books and other copy material found in the unfair means cases should be packed separately and be reported to the CAP Centre every day.
- 5.4.13 The Centre in charge shall give his / her observations whenever malpractice cases are detected.
- 5.4.14 In case of answer books, that cannot be dispatched on the same day, the answer book bundles shall be kept under the safe custody of the Centre in charge with proper care. However, the Centre in charge and Sr. Supervisors shall jointly sign the paper seal pasted to the room where the bundles are preserved.
- 5.4.15 If the Sr. Supervisor has to leave the centre during the examination for any other important work of the University like valuation or for any extraordinary reasons, he/she shall obtain the prior permission of the after a proper substitute arrangement is made.

5.5 Junior Supervisor

- 5.5.1 The Junior Supervisor should be appointed by the Centre in charge from amongst the faculty members of the School.

- 5.5.2 If sufficient number of faculty members are not available at the examination centre, Lab Assistants / Office Clerks having minimum qualification of graduation may be appointed as a Jr. Supervisor as per the requirement by Centre in charge.
- 5.5.3 The duties assigned to the Jr. Supervisor should not be adjusted to or substituted by other person without the permission of Centre in charge.
- 5.5.4 The Jr. Supervisor should report to the control room / Sr. Supervisor at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him / her and the number of candidates in the block.
- 5.5.5 The Jr. Supervisor should collect the answer books and necessary stationery along with him and attend the block allotted to him at least 15 minutes before the commencement of the examination.
- 5.5.6 The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination by the Jr. Supervisor.
- 5.5.7 The Jr. Supervisor shall announce to the students, to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their packets, wallets, instruments box before the issuance of answer books and hand over if any papers / notes / manuscripts / books or any material found to the Jr. Supervisor. The students are expected to ensure that they are not in possession of any written material on hands/s, palm, writing pads, inner and outer covers of calculator / geometry box, handkerchief. etc.
- 5.5.8 Jr. Supervisor should ascertain that, student should not carry mobile phones or any other electronic equipment in the examination hall and should keep it at his own risk out of the examination hall.
- 5.5.9 The answer books shall be distributed to the candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- 5.5.10 The Jr. Supervisor shall distribute the question papers to the candidates seated in the examination hall.
- 5.5.11 The Jr. Supervisor shall ensure that no candidates are entering in the examination hall after half an hour of the commencement of examination.
- 5.5.12 The Jr. Supervisor should allow half an hour extra time to differently abled student who are officially permitted by the authorities and allowed to take help of a writer.
- 5.5.13 Candidates shall be allowed to leave the examination hall only after 30 minutes of the commencement of examination.
- 5.5.14 The Jr. Supervisor shall affix signature at the place marked as Jr. Supervisor's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the front sheet of the answer book, check the identity of the candidate with photo on Hall Ticket and obtain signature of the candidates on attendance report.
- 5.5.15 The Jr. Supervisor shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, etc. which are permissible.
- 5.5.16 If any student has not brought his / her hall ticket, the matter shall be brought to the notice of the Centre in charge for further action.
- 5.5.17 Half an hour after the commencement of the examination, the spare answer books and

question papers shall be returned to the Centre in charge through control room staff when he/she visits the examination hall or returns it to the office of the Controller of Examinations.

- 5.5.18 The Jr. Supervisor shall not accept the answer book of any candidate without ensuring that it bears his / her correct seat number and other information asked on the front page of the answer book.
- 5.5.19 The Jr. Supervisor shall not allow the candidate to use unfair means in the examination hall.
- 5.5.20 The Jr. Supervisor is expected to take rounds in the hall and shall not engage themselves in conversation with other Jr. Supervisor while the examination is going
- 5.5.21 The violations of instructions by any candidate shall be brought to the notice of the immediately and a written report is to be made regarding such cases to the CoE through Sr. Supervisor / Centre in charge.
- 5.5.22 The Jr. Supervisor shall collect the answer books and shall arrange them as per seat number and hand them over to the Sr. Supervisors along with other reports.
- 5.5.23 The Jr. Supervisor shall be personally held responsible for the loss or misplacement of any answer book.
- 5.5.24 Any negligence of duty on the part of the Jr. Supervisor is seriously noted and the Controller of Examinations shall take necessary action as per the guidelines of the University and report the same to the Lapses Committee immediately.
- 5.5.25 The Jr. Supervisor shall not leave the premises until he/she personally hands over the answer books and other reports to the Sr. Supervisor.

5.6 Vigilance Squads

- 5.6.1 The CoE shall appoint a Vigilance Squad which may include senior teachers of departments on the recommendation of the Head of the School/Dean and approved by the Vice-Chancellor.
- 5.6.2 The CoE shall issue an identity card to each member of the vigilance squad appointed. The identity card shall bear a passport-size photograph of the Squad Chairman/member with attestation and signature of CoE with seal.
- 5.6.3 To ensure the 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.
- 5.6.4 The Vigilance Squad shall be authorized to visit any examination hall and enter the office of the Centre in charge without prior intimation to check the records and other materials relating to the conduct of the University examination for ascertaining the authenticity of the examinee by proving their identity. 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.
- 5.6.5 The Centre in charge shall extend all co-operations to the Vigilance Squad at the time of visit.
- 5.6.6 The Chairman of Vigilance Squad/s shall submit the report on surprise visits directly to the CoE with a copy to Centre in charge. The Vigilance Squad/s may make suggestions in the

matter of proper conduct of examinations in their report, if necessary.

- 5.6.7 The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of disorder which shall disturb the students attending the examination.
- 5.6.8 The Squad team shall not cause any kind of harassment either to the students or to any of the officials to the examination centre.
- 5.6.9 The Squad team shall inspect the University examination centres assigned to them surprisingly and frequently to ensure whether the arrangements made at different centres for the conduct of examinations are proper and adequate.
- 5.6.10 The Chairman of each squad team will obtain and maintain a Day Book and carry it with him/her while visiting each examination centre.
- 5.6.11 After the inspection of examination halls and before leaving the centre, signature of the Centre in charge shall be taken in the DAY BOOK about the visit of squad to the concerned centre.
- 5.6.12 Report the cases of malpractice detected to the CoE immediately for further action. However, the regular report of malpractice together with the documents / proofs shall be sent by the Centre in charge concerned as envisaged under the Regulations of Malpractice.
- 5.6.13 Give a detailed report on the work done after all the examinations are over, duly recording daily entries in their diary.
- 5.6.14 Carry out any other duties assigned by the Controller of Examinations for the smooth conduct of examinations and to curb the number of malpractice cases at any centre.
- 5.6.15 Not to release any press statement under any circumstances.
- 5.6.16 Ensure utmost care to take the Controller of Examinations into confidence in the process of execution of their duties and not to use improper language.
- 5.6.17 The malpractice case shall be booked with the intimation to the Centre in charge. Once a candidate is booked under malpractice, the report shall be sent along with other relevant documents to the office of the CoE. The Controller of Examinations shall serve a memo to the concerned candidate instructing him/her to attend the unfair means enquiry committee meeting, as fixed by the University.

6. CONDUCTING UNIVERSITY EXAMINATIONS

- a) Duties assigned to any faculty member regarding university examinations are mandatory to be carried out in true spirit and in stipulated timeframe.
- b) The COE, on recommendation of concerned Head of the School/Dean shall appoint a Centre in charge for a constituent School / Department for a period of three years. He / she should ensure smooth conduct of University examinations.
- c) In exceptional circumstances, COE on the direction of the Vice-chancellor may appoint a person as the Centre in charge to conduct of University examinations at a centre even though he/she may not be a faculty member of the constituent school / department of the University. However he / she should be a faculty member of from any school of Amrutvahini University, Sangamner.
- d) The COE shall appoint the Centre In-Charge(s) and communicate his/her appointment order in sufficient advance of the commencement of examinations. Each Centre of examination shall have one or more Centre In-Charge(s).

- e) The Centre In-Charge(s) shall be responsible for the proper and smooth conduct of examinations at his/her/their centre. He/ She shall take all necessary action before, during and after the examination for the smooth conduct of examination and dispatch of answer-booklets promptly to the office of the COE
- f) The Centre In-Charge(s) shall arrange to prepare a 'Session Report' of candidates present during the examination session at his/her centre for each program of study and each subject of examination and forward the same to the COE. A record of the usage of Answer-booklet and other stationary in an examination session shall also be prepared.
- g) The Centre In-Charge(s) shall ensure satisfactory seating of candidates taking the examination and resolve any contingency issues that may arise. He/ She shall ensure that all candidates are treated equally with no discrimination.
- h) The Centre In-Charge shall not leave the Centre of Examinations during the period of examination without the prior permission of the COE. In case of emergency, he/she shall make arrangements for the proper conduct of examinations by entrusting the responsibility to an eligible member of faculty, and report the arrangements made to the COE and obtain approval, before leaving the centres of examination.
- i) The Centre-in-Charge shall send the sealed question & answer papers to schools/institute as may be directed by the Controller of Examinations.
- j) The Examination Departments shall supply adequate number of copies of question papers (in sealed packets) and answer booklets required at each centre to the Centre In-Charge in reasonable time.
- k) All unused question papers along with question paper envelopes are to be returned to the examination division along with the answer books.
- l) The Centre In-Charge shall dispatch the used answer booklets to the Examination Department of the University, immediately on conclusion of examinations, each day.

7. APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- a) On the recommendations of the Chairman BOS or Head of the School/Dean of Department/School/Institute concerned shall forward to the CoE the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshops, etc., evaluators of answer books, external experts for moderation of question papers.
- b) There shall be a minimum of three members in the panel of question paper setters for each Course/Subject
- c) No person can be appointed paper setter/examiner less than three years of experience.
- d) The CoE shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators on the basis of names received from the Examination Sub-Committees. CoE has discretion add or delete the name(s) from the panel recommended by the Examination Sub-Committees.
- e) The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
- f) The question papers for the end semester examinations shall be set in such a manner as to ensure that

they cover the entire syllabus of the concerned course unit.

- g) Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by BOS, the required number of copies of question papers that he/ she sets in a sealed cover, enclosed in another sealed cover within prescribed period. Copyright of any question paper set by an examiner shall be with the university.
- h) The Controller of Examinations or to any other university authority so designated by BOS will cross verify all the details like course code, course name, relevant semester, exam season, total no. of sets, etc. are mentioned correctly on the question paper .
- i) Answer books shall normally be evaluated by Internal Faculty/Teachers appointed by the Chairman, Board of Examinations on the recommendation of Head /Dean of School concerned unless decided otherwise, by the Chairman, Board of Examinations.
- j) Where applicable, specific conditions/requirements regarding paper setters and/or evaluators prescribed by Regulatory Bodies shall be complied with.
- k) Paper-setters, who do not set and submit their question papers to the CoE or to any other university authority so designated by Vice-chancellor for necessary action within the prescribed time limit, shall cease to be examiners.
- l) A confidential record of mistakes committed by examiners shall be preserved by the CoE or by any other university authority so designated by Vice-chancellor for necessary action.
- m) No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. Provided, however, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his relation is appearing.

8. CONDUCT OF PRACTICAL / DISSERTATION / VIVA-VOCE

Practical/Oral/presentation is to be conducted and assessed jointly by internal and external examiners. The performance in the Practical/Oral/Presentation examination shall be assessed by at least one pair of examiners appointed as Examiners by the Amrutvahini University, Sangamner. The examiners will prepare the mark/ grade sheet in the format as specified by the University and authenticate etc. Head/Dean of the School concerned shall be fully responsible for all the activities connected with the conduct of Practical /Project Work / Viva Voce Examination.

- a) The compilation and tabulation of marks and grades awarded for all the students for each Practical Examination for the specific Program shall be done by the Head of the School/Dean concerned and forwarded to the COE.
- b) The Practical Examination Records, Models, and such other materials pertaining to Practical Examinations shall be preserved in the Departments concerned, till the completion of the review process of the Academic Appeals Board.

9. CENTRAL ASSESSMENT PROGRAM

The CAP shall consist of the following stages:

- a) Pre-Assessment Work
- b) Actual Assessment Work

c) Post-Assessment Work

a) **Pre-Assessment Work:**

i. **To fix the venue of the Central Assessment Program:**

The venue of the CAP shall be decided by the University. It shall be in the University campus.

ii. **Appointment of cap coordinator**

The CAP Coordinator for the Central Assessment Program shall be appointed by the COE from among the following:

- A senior faculty member nominated by the Head of the School/Dean
- Any other senior person with suitable academic and administrative experience recommended by the Head of the School/Dean.

CAP Coordinator shall communicate his / her acceptance to COE along with the undertaking in the prescribed format.

iii. The CoE shall inform all the examination centers well in advance of the place of CAP and the name of the CAP Coordinator to send answer books to such places by all the examination centers.

iv. **Invitation to Examiners :**

The University shall provide a list of students appearing for each subject and other relevant information to the CAP Coordinator. He shall consult the Head of the School/Dean/Pro-VC who shall ascertain the number of examiners required per subject. The Director shall make arrangements regarding the space and staff required for CAP.

The University office initially shall send the appointment letters to all the examiners shown in the list finalized by the University well in advance to enable the examiners to communicate their acceptance.

CAP Coordinator shall send the invitation letters to the examiners as per the list provided by the University. In case of any difficulty in doing so, the CAP coordinator shall consult the CoE and take decision. All the instructions regarding the CAP shall also be sent to the examiners and that shall be exhibited at CAP hall for the perusal of examiners. In case of shortage of examiners, the substitute appointments of examiners shall be made by the CoE.

v. **Collection of Answer books :**

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

vi. **Preparation for CAP :**

- i The CAP Coordinator shall make adequate arrangements to receive answer books coming from the examination centres from time to time to the CAP centre.
- ii On receipt of the answer books at the CAP venue, the staff employed for this work shall check the 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 Dy. CoE, who shall be the Co-ordinator for CAP.
- iii It shall be ensured that only white thread (not any other thing including stapler pins etc.) is used for attaching the supplements to the main answer books, at all examination centre. No marks of

identification on the answer books are permitted.

- iv The bundle of answer books so prepared shall be coded and the coded sheets shall be inserted in the bundles of answer books. It shall also be ascertained that there is no any marks of identification on the bundle of papers or on the individual answer book. The Junior Supervisor's Report shall be taken away and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated.
- v It shall be seen and verified that all the answer books of the subjects, are received from the centres of examinations. 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 any examination centre, the CAP Coordinator shall take immediate steps for receiving the said answer books from the concerned examination centre under intimation to the Co-ordinator/ Asst. Co-ordinator of the CAP.
- vi The received answer books at the CAP center shall be scanned immediately on the day or the next of the receipt. The digitally scanned answer books shall be made available to the respective approved examiners for evaluation or moderation or re-valuation.
- vii The evaluation, moderation, or re-valuation shall be completed through online at the CAP center.
- viii It shall be ensured that the marks given by the moderator to each question are written on the area de-marked on the digital answer books for moderator marks entry. The marks awarded by the moderator shall be taken as final.
- ix In case the examiner detects the use of unfair means while evaluating the answer- books, he or she should report and submit the concerned answer books to the CoE.
- x Handing over the answer books to data entry operator for entry of marks.
- xi Receive print of mark sheets and obtain signature of scrutiny officer on the mark sheet.
- xii Collection of mark sheets and arranging them in the sequence of the Course/paper. Course wise/paper wise, in sequence of the roll numbers. All mark sheets shall be put in one cover. Details such as Course code, Course Name, Name of Programme, Semester, Academic Year etc. be mentioned on each cover and this sealed cover be handed over to the CoE.
- xiii Arrange the answer books in sequential order and seal them in paper pack and hand over to In-charge for storage.
- xiv All the process of CAP will be conducted under CCTV surveillance.

vii. Missing / Lost Answer Books

The candidate whose answer-book (s) is/are lost after having been received by the CAP Director / Dy. CAP Director of Examinations and who, but for the lost answer - books, would have either passed the examination or is likely to be placed in compartment/re-appear shall, unless he/she opts for re-examination on a date to be fixed by the Registrar / Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/ her in the other theory papers of the same subjects and if there is no theory paper in that subject or if there are more than two theory papers in that subject, marks equal to the average of the marks obtained by him/her in other theory papers. Only half the prescribed examination fee will be charged to the candidate for the examination if he/she opts for re-examination.

In case of a dispute as to whether the candidate's answer-books were duly received or not, the finding of

the Controller of Examinations/ Deputy Controller of Examiner, subject to the approval of the Vice-Chancellor, shall be final.

viii. Moderation

The moderation system shall apply to all the faculties for all UG/PG Programs.

- i* 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of the paper.
- ii* 100% moderation shall be carried out in case of candidates obtaining 70% & above marks.
- iii* A certain percentage of answer sheets are selected for moderation.

Low Scores: All answer sheets with low scores (35-50%) shall be moderated to check for proper application of marking scheme.

Moderate Scores: Answer sheets with moderate scores (51-70%) shall be moderated, but at a 5% percentage.

High Scores: Similarly, all answer sheets with very high scores (above 70%) shall be moderated to ensure that no undue advantage is given and that the highest standards are maintained.

- iv* One moderator shall be appointed per five examiners, However, Chairman, Board of Paper Setters will act as the moderator, where there are fewer than five examiners.
- v* Moderation work shall be carried out simultaneously with the central assessment of answer books at the CAP centre.
- vi* Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

b) Actual Assessment Work:

- a)* On the first day of CAP maximum 40 papers should be given to each examiner for assessment.
- b)* While issuing the answer books to examiners for assessment, the assistant at issue counter should invariably obtain the signature of the concerned examiner for having received the answer books for assessment. It is the responsibility of assistant at the issuing counter to follow the ceiling of answer books.
- c)* While returning the answer books at the counter, the assistant at the issuing counter shall ensure that entry is made of having received back the answer books in the Register against the name of the examiner. The examiner shall take another bundle of answer books for assessment only after returning the first bundle. This process shall be continued till the assessment of all the answer books in the concerned subject is over. The assistant receiving the answer books at the counter shall see that the examiners have assessed all the answer books given to them for assessment.
- d)* It shall be ensured that the marks given by the Moderator to each question are written on the front page, just below the question-wise marks given by the examiner. In such cases, marks awarded by the moderator shall be taken as final.
- e)* In case some of the answer books in a bundle remained unassessed by the examiner concerned for various reasons, the CAP Coordinator should get such answer books assessed from another examiner in the list of the said subject giving factual information and reasons for his satisfaction to the University authorities. It shall be seen carefully that the answer books received at the counter are well assessed.

- f) The issue register as mentioned in (iv) & (v), and the final list of examiners who have done the assessment work should invariably be sent by the CAP Coordinator to the University within seven days from the completion of CAP.
- g) The examiner should write his/her name on the front page of the answer book below his signature to ascertain the identity of the examiner as and when required.
- h) The examiners shall see that after taking a bundle of answer books for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answer books are to be returned at the concerned counter.
- i) Every examiner shall be required to sign the Attendance Register each day.
- j) In case the examiner detects a use of unfair means while assessing the answer books he /she should report and submit the concerned answer books to the CAP Coordinator which he/she shall forward to the University.
- k) The CAP Coordinator shall not avail of the leave facility during the CAP period unless there is an exceptional reason. In such circumstances, the Controller of Examinations will be kept informed by the CAP Coordinator.

c) Post-Assessment Work:

Staff at CAP

For effective working of CAP, the CoE shall be supported by the following staff structure.

1. Room Supervisors
2. Evaluation Room Clerks
3. Scrutiny Officer
4. Checkers
5. Computer Programmer
6. Peons
7. Assistants in CAP

However, the number required in above mentioned staff structure will be worked out by the CoE, CAP.

Scrutiny of Answer Books:

1. Check that all questions and sub-questions are evaluated.
2. Ensure that the marks given by the evaluator are as per the marks allotted to the questions.
3. Check correct posting of marks allotted by the evaluator to each question/sub-question on the front page of the answer book.
4. Make totals of marks awarded to each sub-question(s) and question, and calculate the overall grand total.
5. See that the evaluator has signed at the place provided.
6. Report to the Scrutiny Officer/CoE in case of any discrepancy, which shall be amended by bringing it to the notice of the concerned evaluator. In any case, the Scrutinizer or any person of CAP shall not correct any such mistakes on their own.
7. After removal of discrepancies, if any, transparent adhesive tape shall be pasted on the marks obtained

by the candidate.

8. Scrutinizer shall put his signature on the bundle slip provided with the bundle to certify that scrutiny has been done satisfactorily.
9. In case of on-screen evaluation, take necessary care to cover all the above matters through suitable programming.

Scrutinizer

The scrutinizers for tabulation of results will be appointed by the Chairman, EC. These scrutinizers will work under the CoE.

Mark sheets of Assessed Answer Books:

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

10. GRACE MARKS FOR PASSING

The examinee shall be given the benefit of grace marks only for passing in each head of passing in End Semester Assessment or Continuous assessment or Practical examination as follows:

Sr. No.	Head of Passing	Grace Marks Up to
1	Up to 50	2
2	51-100	3
3	101-150	4
4	151-200	5
5	201-250	6
6	251-300	7
7	301-350	8
8	351-400	9
9	401 & above	10

Provided that the benefit of such gracing marks is given in different heads of passing only in the regular attempt of examination and that the benefit shall not exceed 1% of the aggregate marks of the program.

Provided further that the benefit of gracing of marks under this rule shall be applicable only if it helps the candidate to pass the entire examination of semester/ year.

Provided further that the gracing of marks shall be shown in the Statement of Marks/ Grade Sheet with a symbol \$ and rule number.

11. Condonation

If a candidate fails in only one head of passing, having passed in all other heads of passing, his or her

deficiency of marks in such a 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 or she is failing, whichever is less. However, condonation, whether in one head of passing or aggregate head of passing, be restricted to a maximum of 10 marks only. Condonation of deficiency of marks be shown in the grade card in the form of an asterisk and an 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 PCI, UGC etc.

Notes for Ordinances:

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

Provided further that the condonation of marks shall be shown in the Statement of Marks/ Grade Sheet with a symbol # and rule number.

12. EXAMINATION ELIGIBILITY

A student whose attendance is less than 75%, will not be permitted to appear in the End Semester Assessment (ESA). If a student is not allowed to appear for the End Semester Assessment due to attendance shortage (detention) then the student will have to re-register for that course and fulfill the attendance criteria.

13. EXAMINATION FEES :

The Finance Committee of the University proposes various fees for examination documents (provisional, Transcript, etc.), Examination Forms, certification, etc. for approval to the Governing Body/ Academic Council of the University. The fees approved by the Governing Body/ Academic Council for the Academic year are shared with the students through the competent authority of the University.

The students need to pay the prescribed fees for various examinations.

14. PASSING CRITERIA

The weightage of End Semester Assessment (ESA) to Continuous Internal Assessment (CIA) is 60% to 40%. The condition for qualifying separately in CIA is waived off. A student is required to secure minimum 40% marks to pass in ESA and minimum aggregate marks of 40% to be considered 'PASS' in each course unit.

The internal assessment will be completed within the semester and the result will be forwarded to Examination Branch latest by three days prior to the last day of class. Students who have missed the CIA will be awarded '0' marks.

There will be no provision for re-appearing in any component of Internal Assessment in subsequent semesters.

The students who are already qualified in internal assessment of all components as prescribed in the Scheme of Teaching and Evaluation, will not be eligible to re-appear for improvement of qualifying score of internal assessment.

A student who has reappeared/repeated the examination of course unit(s), the best of the two scores obtained shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

15. END SEMESTER ASSESSMENT (External Evaluation)

15.1 Theory Evaluation:

a) End Semester Assessment (ESA): Summative examination at the end of semester shall be conducted for external evaluation. This End Semester Assessment (ESA) of 60 Marks for 3 and 4 credit courses and of 40 marks for 1 and 2 credit courses shall be conducted at Institute level.

b) Re-examination: Re-examination shall be conducted after declaration of result of main ESA examination for students with failed/acquired transitional grade as per rules and regulations. Student needs to pay additional examination fees for such re-examination. Re-ESA examination shall be provided for those students who have satisfactory attendance (Minimum 75%), course-wise, but remained absent for the End Semester Examination due to a valid/unavoidable circumstance, like:

i) Students, who have sought due prior permission from the concerned Head of School through proper channels, and thereafter permitted by the institute to take part in important curricular/ co-curricular/ extra-curricular activities like NSS/Sports/Cultural/Project Competitions/Paper presentations, etc. at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not remain absent for the makeup examination) After such an event, at the time of reporting to the Institute, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request shall be converted to official Amrutvahini University

ii) Examination Rules and Regulations, based on which the student shall be eligible for the makeup examination.

iii) Students seeking prior leave on account of -

- Accident or severe illness leading to hospitalization, which disables the student from writing the examination.
- A calamity in the family (first relation only parents, Grandparents, and Siblings) barring the student from writing the examination.

In the event of (i) and (ii) above, it is mandatory on the part of the student/parent to inform the respective departmental authorities (Class Teacher/Head of the department) immediately through email or mobile message and submit a prior leave request. If the information reaches the Class Teacher first, it is the responsibility of the Class Teacher to immediately inform the Head of the department and record the same in the examination report without fail. After such an event at the time of reporting to the Institute, the student must submit all the relevant reports/certificates from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued

by the Institute, based on which the student becomes eligible for the Re-ESA examination. Any intimation after the completion of regular examination and/or Non-submission of report/certificate will be construed as absent for the examination and the student will be awarded ZERO marks in the respective examination. No further request will be entertained in this regard.

The Re-ESA examination shall not to be treated as an improvement examination.

15.2 Summer Term Examination:

Summer Term examination with remedial classes as offered by program of schools at the end of even semester shall be conducted. Students need to register for such makeup classes and examinations if offered by paying specified fees.

Students can apply for maximum 40% courses of the total courses of the each applicable semester. Students who will reappear for courses in the Summer Term Examinations will receive a grade of one level down. The originally earned end semester score will be replaced the summer term scores. Scores for all other evaluation components will remain the same as those originally earned. A separate Semester grade report reflecting their performance during the summer term will be issued.

If a student fails to clear the course during Summer Term Examination, he/she has to re-register for the Summer Term Examinations scheduled in the academic year by paying specified fees.

15.3 Special Examination:

The students will be treated in special cases for the following reasons if he/she unable to appear for the scheduled End Semester Assessment -

- Representing the University in sports or any technical fest/competition at the International/National/State/Zonal /Inter-Varsity level to the concerned
- Appearing for career-deciding competitive examinations
- Emergency/Medical ground
- Affected/stuck due to natural calamities

The Head of the department / Dean will verify all the related documents at the school/department level to confirm the claim made by the students and refer the cases with all the required proofs to the CoE within a week. Further, such cases will be represented before the Vice-Chancellor or Pro-Vice-Chancellor for final approval.

The finally approved cases only will be considered as special cases. The concerned students have to appear under the immediate Re-even/Odd semester examination. It will treated as a regular attempt and the one grade down condition will be exempted for such case/s.

If the student/s fails to appear for the same, it will be treated as backlog.

The repeat case/s will be considered under special examination for the immediate Summer Term exam subject to the approval of the Vice-Chancellor or Pro Vice-Chancellor.

16. PROMOTION TO NEXT YEAR

A student can register for the (N+1)th year of study if he/she earns a minimum of 60% credits of the total of the Nth year of study and has completed all credits of 1 to (N-1) years of study.

17. PERFORMANCE INDICES SGPA & CGPA

17.1 Grading system

Each student's performance will be evaluated based on the marks obtained in both Continuous Internal Assessment and the end-semester assessment for each course. The cumulative marks will determine the corresponding letter grade for the course. These grades, their equivalent grade points are given in Table.

Marks Out of 100	Letter Grade	Description	Grade Point
90-100	O	Outstanding	10
80-89	A+	Excellent	9
70-79	A	Very Good	8
60-69	B+	Good	7
50-59	B	Above Average	6
45-49	C	Average	5
40-44	P	Pass	4
0-39	F	Fail	0
-	AB	Absent	0
-	I	Incomplete	0
-	(F) DE	Debarred	0

Apart from credit courses, Non-credit courses will be awarded with letter grades based on quantitative and qualitative Evaluations as PP (Pass) and NP (Not Passed).

Grades in special circumstances: In addition to above letter grades students will be awarded dual letter grades in specific circumstances as mentioned in below table

Reason	Letter Grade
Detained due to insufficient attendance or incomplete term work (Detained and Repeat)	DR
Withdrawal of course with satisfactory attendance (Willful Withdrawal)	WW
Satisfactory performance in CIA (Pass) but absent in ESA due to valid reason (Incomplete due to Illness)	II
Transitional Grade for students who are permitted under semester exchange/Credit Transfer scheme	CT

17.2 Calculation of SGPA and CGPA

The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

$$\text{SGPA} = \frac{\text{Grade Points Earned X Credits for each Course}}{\text{Total Credits}}$$

At the end of each academic year cumulative grade point average will be calculated based on the grade points obtained in all the courses (Theory/term work/practical/oral) of first semester to eighth

semester for the students admitted in the First year and third to eighth semesters for the students directly admitted at Second year. CGPA is also calculated in the same manner as the SGPA.

$$\text{CGPA} = \frac{\text{Grade Points Earned X Credits for each Course}}{\text{Total Credits}}$$

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

The class shall be awarded to a student on the CGPA calculated as mentioned in below Table:

Sr. No.	CGPA	Class of the Degree Awarded
1	7.75 and more than 7.75	First Class with Distinction
2	6.75 or more but less than 7.75	First class
3	6.25 or more but less than 6.75	Higher Second Class
4	5.5 or more but less than 6.25	Second Class
5	4.00 or more but less than 5.50	Pass Class

18. MINIMUM & MAXIMUM DURATION OF ACADEMIC PROGRAMS

The minimum period required for completion of a program shall be as specified in the Scheme of Teaching and Examination and Syllabi for the concerned program and approved by the Academic Council on the recommendations of the Board of Studies.

The maximum permissible period for completing a program shall be as follows:

- (N+1) years for all programs of up to N academic years where $N \leq 2$
- (N+2) for all the programs of up to N academic years where $2 < N$.

On request from the student and recommendation of the Head of School/Dean//Pro Vice-Chancellor/Vice-Chancellor may grant extension of one more year in addition to the maximum permissible period for completion of program and to become eligible for award of degree on payment of 25% of the Academic fee of year (as applicable) + Rs. 10,000/- re-admission fee + Examination fee of Rs. 5,000/- for each course (as applicable) to qualify for degree.

19. PROGRAMS COVERED UNDER STATUTORY BODIES

In case of the programs approved by Statutory Bodies such as AICTE, PCI etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

20. RE-EVALUATION

A candidate at the University Examination may be eligible to apply for re-evaluation of his/her answer-book/s of the theory papers of the University examination, subject to the following conditions:

- a) The candidate may apply to the Controller of Examination for revaluation of his/her answer script for any three theory subjects.

- b) Such application must be made on the prescribed form along with the requisite fee within 14 days from the date of declaration of the result.
- c) The revaluation includes the process of verification. If on verification of marks, it is found that the marks originally shown in the mark list issued to a candidate have changed as a result of verification, the Changed marks shall be considered original marks for revaluation.
- d) The revaluation of the answer books, however, shall not be permitted in respect of scripts of practical examination/ Term Work/Internal. Assessment Sessional Marks/ Dissertation/ Thesis/ MCQ (Multiple choices question in practical examination) and Viva-Voce etc.
- e) A candidate applying for revaluation shall note that the result of the revaluation of his/her answer-book/s of the theory paper/s shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper/s after revaluation.
- f) The benefit of the revaluation shall be given to a candidate if the difference between the original marks and the marks obtained after revaluation exceed 10% or more of the maximum marks of the theory paper/s and only these marks will be accepted by the University and will be binding on the candidate.
- g) The Revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for amendment of his/her result in accordance with the rules of the University made on that behalf.
- h) The answer books shall be re-examined by a separate examiner of the choice of the CoE.

21. AMENDMENT 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 CoE shall have the power to amend such result, in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Vice Chancellor.
- b) **Error Means**
 - i Error in computer/data entry, printing or programming, and the like.
 - ii Clerical error, manual or machine, in totalling or entering of marks in ledger/register.
 - iii Error due to negligence or oversight of the examiner or any other person connected with evaluation, moderation, and result preparation.

- c) **Due to fraud, malpractices etc.**

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

22. EXIT POLICY:

Students enrolled in any Programme shall have an option to exit at the end of 1st, 2nd and

3rd years of a programme, subject to fulfilment of conditions.

A student desiring an exit shall give a notice of such intention in writing in the prescribed format at least 8 weeks before the scheduled end of the Academic year

- a. **UG Certificate:** Students who opt to exit after completion of the first year and have scored required credits offered by the school in the program structure will be awarded a UG certificate in---, provided they must earn additional credits during the summer vacation of the first year. *Project- In-house/ Sponsored/ Case Study/ Fieldwork
- b. **UG Diploma:** Students who opt to exit after completion of the second year and have scored the required credits offered by the school in the program structure will be awarded a UG diploma in---, provided they must earn additional credits during the summer vacation of second year. *Project- In-house/ Sponsored/ Case Study/ Fieldwork
- c. **3-year UG Degree (Applicable for 4 Year UG Program only):** Students who opt to exit after completion of the third year and have scored required credits offered by the school in the program structure will be awarded a UG degree in---, provided they must earn additional credits during the summer vacation of the third year *Project- In-house/ Sponsored/ Case Study/ Fieldwork.
- d. **4-year UG Degree (Honours with Research):** A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme, earning a minimum of 164 credits. They should do a research project or dissertation under the guidance of a faculty member of the University. The research project/dissertation will be in the major discipline.
- e. **For postgraduate programs:** There shall only be one exit point for those who join the two-year Master's program, that is, at the end of the first year of the Master's program. Students who exit after the first year shall be awarded the Post-Graduate Diploma.

23. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

- a) Amanuensis shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of the Examination Sub Committee well in advance duly supported by a Medical Certificate from an authorized Medical Officer under the following cases:
 - i locomotors impaired and cerebral palsy students
 - ii Sudden illness rendering the candidate unable to write.
 - iii an accident involving injury rendering the candidate unable to write
- c) The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- d) The Examination Sub-Committee shall select suitable amanuensis from an Institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- e) A separate room for such specially abled candidate and one separate Invigilator to supervise his

examination shall be provided.

- f) No extra fee shall be charged from the student for providing the facility of amanuensis.
- g) For a written examination of a duration of one hour, twenty minutes extra time shall be provided. Similarly, for a written examination involving more than one or less than one hour, extra time shall be worked out based on twenty minutes per one-hour criteria.
- h) All the candidates with benchmark disability not availing the facility of Amanuensis may be allowed additional time of a minimum of one hour for an examination of 3 Hours duration.
- i) A list of such candidates will be provided to the Sr. Superintendent appointed for the examination by the examination department.

24. DISCIPLINARY CONTROL OF STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

24.1 During examinations, the candidates shall be under the disciplinary control of the Examination Centre Superintendent who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University Observer or representative or the invigilators at the Centre, he may be expelled from the examination for that session. The Examination Centre Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

24.2 The students shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

24.3 Acts of disorderly conduct in the examination

Acts of disorderly conduct in a practical or oral examination include:

- 24.3.1 Misbehavior in the examination hall with the Centre Superintendent, the Invigilator on duty, the Examiner conducting a practical or oral examination or the members of flying squads, the observers, the representatives of the University or the other staff working at the Examination Centre, or with any other Candidate, in or around the examination centre, or threat to life of these examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- 24.3.2 Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- 24.3.3 Causing damage to laboratory equipment, books in library and other properties.
- 24.3.4 Disturbing or disrupting or instigating others to disturb/disrupt the examination.
- 24.3.5 Instigating others to leave the examination room.
- 24.3.6 Carrying any weapons into the examination centre.
- 24.3.7 Any act not specified above as determined by the Academic Council.

24.4 Acts of unfair means

The following shall be deemed to be the act of unfair means:

- 24.4.1 Talking to another candidate or any person, inside or outside the examination hall, during the

examination without the permission of a member of the supervisory staff;

- 24.4.2 Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the Invigilator or Supervisor concerned or Centre Superintendent or the concerned authorized officer of the University deputed to the examination center, and taking away, tearing off or otherwise disposing off the same or any part thereof;
- 24.4.3 Writing matter connected with or relating to a question or solving a question on anything (such as a piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, or any other response sheet specifically provided by the University to the candidate.
- 24.4.4 Writing or sketching abusive or obscene expressions on the answer book the continuation sheet or any other response sheet.
- 24.4.5 Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- 24.4.6 Appealing to the Examiner/Evaluator soliciting a favor through the answer book or any other mode.
- 24.4.7 Possession by a Candidate or having access to books, notes, paper, or any other material, whether written, inscribed, or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper. Possession of a mobile phone, laptop, or any electronic device that can be of help or assistance to the student in answering any part of the question paper.
- 24.4.8 Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of, or attempting to do any of these things in respect of any book, notes, paper, or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- 24.4.9 Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other Candidate or any person;
- 24.4.10 Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to a question paper or a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.
- 24.4.11 Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change the award in favor of the candidate.
- 24.4.12 Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who;
 - 24.4.12.1 abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so.
 - 24.4.12.2 abuses, insults, intimidates, assaults any other candidate or threatens to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting

staff within the meaning of this para.

24.4.13 Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things;

24.4.14 Arranging to impersonate for any person, whosoever he may be, or for himself or impersonating for other candidate at the examination.

24.4.15 Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.

24.4.16 Any other act of omission or commission declared by the Academic Council to be unfair means in respect of any or all the examinations.

24.5 Reporting of cases of unfair means, misbehaviour, misconduct or disorderly conduct of examinations

24.5.1 A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Paras 21(3) & 21(4) above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the Invigilator and the Centre Superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.

24.5.2 A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the Invigilator or Centre Superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.

24.5.3 All the cases relating to disorderly conduct of examinations, misbehavior/ misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the

concerned invigilator through the Centre Superintendent/ Examination Sub Committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The Controller of Examinations shall place before the Examination Discipline Committee all those cases for consideration and decision in each case. The Committee shall recommend penalties, if any.

24.5.4 Acts of Misbehavior or misconduct of a serious nature will be forwarded to the University Discipline Committee with the recommendation of the Examination Discipline Committee.

24.5.5 Action in case of possession of mobile phone, laptop, and smartwatch/any electronic device or otherwise as allowed in question paper - The mobile phone, laptop, and smartwatch/any electronic device will be confiscated by the Invigilator or Centre Superintendent. After examining the case, confiscated mobile phones/laptops/smart watches/or any electronic device of the students will be released by the Examination Department in the presence of authorized officials of the concerned institution on the same day for the Morning Shift examination and on next working day for Evening Shift examination as per the time given by the Examination Department.

24.6 Disciplinary proceedings

24.6.1 The Controller of Examinations or any person authorized by him in this behalf shall communicate to

the candidate, in respect of whom a report has been received pursuant to Para 21(5), the precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period under intimation to the Head of Department/Constituent Unit.

24.6.2 On receipt of the explanation from the candidate through the Head of Department/ Constituent Unit or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the candidate, the Controller of Examinations shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the Vice Chancellor.

24.6.3 After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the Vice-chancellor the punishment that may be imposed on the candidate according to the nature of the offence.

24.6.4 Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority. If the members are equally divided, the case shall be referred to the Vice Chancellor, whose decision shall be final

24.6.5 All decisions of the Examination Discipline Committee as approved by the Vice-chancellor shall be communicated to the student through the Head of Department/Constituent Unit by the Controller of Examinations.

24.6.6 Notwithstanding anything contained expressly or impliedly in these Regulations, the Vice-chancellor may, on being satisfied after such enquiry as he may deem fit for the following contingencies, withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:

- i* the student was ineligible for admission to the course but was wrongly admitted, or
- ii* the student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
- iii* a discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
- iv* a discrepancy was discovered in the award of marks etc. which rendered that result of the student liable to be cancelled to his disadvantage.

Provided, that no such action shall be taken by the Vice-chancellor without allowing the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.

24.6.7 If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by anyone outside the examination hall and his answer book is smuggled into the examination hall for his benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

24.7 Mass scale copying or use of unfair means

24.7.1 If the Invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination/hall, it shall be deemed to be a case of mass copying. A report

to this effect shall be sent to the Controller of Examinations by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose;

24.7.2 Where the Evaluator/Examiner is satisfied that 33% or more of the answer books evaluated by him have identical response in a particular Examination, it shall be deemed to be a case of mass copying and a detailed report to this effect with documentary evidence shall be prepared by the concerned Evaluator/Examiner and sent to the Controller of Examinations separately in sealed cover. The answer books of copying cases shall be separately sealed before transmission to the Controller of Examinations;

24.7.3 If the Vice-chancellor is satisfied that there has been mass-scale copying or use of unfair means at a particular center (s), he may cancel the examination of all the candidates concerned and order re-examination.

24.8 Penalties

24.8.1 The Examination Discipline Committee may recommend penalties as under:

Sr. No.	Sub-para of Regulations 21(3), 21(4) & 21(5) for Acts of Students	Penalties to be recommended by Examination Discipline Committee
1	21(3)	Rustication for a semester/expulsion from the program/cancellation of entire examinations based on the gravity of the offense.
2	21(4)(a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be canceled.
3	21(4)(c),(d),(e) & (f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he is found to have used unfair means be canceled
4	21(4)(g), (h), (i), (j), (k), (l), (m), (n), (o), & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he shall further be disqualified from appearing at any University examination for a period to be specified by the Committee.
5	21(5) (e)	Examination for the paper or the entire examination of a candidate in respect of which he is found to have used unfair means be canceled.

24.8.2 A candidate against whom an inquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That subsequent examination will stand cancelled and his result thereof shall not be declared if on

account of the punishment imposed on him as a result of the said inquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

24.9 Appeals and review

- 24.9.1 A student on whom any punishment has been imposed may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Vice-chancellor for review of his case. The Vice Chancellor, if he/she deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice-chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- 24.9.2 In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the Vice Chancellor/Pro Vice-Chancellor, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.
- 24.9.3 If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these Regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

25. DECLARATION OF RESULT IN CONFIDENCE

- Confidential result is issued to any candidate who wants to apply to any University/ Institution for higher study. Candidate should produce the letter from University/ Institution to where he/she wants to apply.
- Application form for issuing the confidential result is provided by the Examinations Department. The candidate is required to fill all the details and also attach photocopies of Detailed Marks Sheet/s (DMC), Admit Card and requisite fee slip.
- The confidential result is prepared when all the awards (Theory, Practical, Internal Assessment etc.) is received by the Examinations Department.
- Once the result is prepared it is thoroughly scrutinized and signed by the Controller of Examinations.
- The confidential result is sealed in an envelope and dispatched to respective School/ Department /University mentioned in the application of the candidate.

26. EXAMINATION RELATED GRIEVANCES

Examinations Department has a well-organized mechanism for Redressing of examination-related grievances. The student can approach the Examination Department of Amrutvahini University, Sangamner via the Student Section of the respective School to redress the Examination-related grievances.

To address all examination-related grievances, the Examinations Department, Amrutvahini University has a two-stage Grievance Redressal Mechanism (GRM).

- At the level of Assistant Registrar/ Section Officer, Examinations Department.
- To the Controller of Examinations (if doesn't get resolved at 1st stage or the student is not satisfied with the solution provided by Assistant Registrar.

26.1 Mechanism for redressal of grievances regarding examinations:

A Written signed application from a student addressing the Examinations Department via the student section or concerned authority, clearly mentioning the grievance shall be submitted to the Examinations Department of, Amrutvahini University.

26.2 Classifications of grievances:

26.2.1 Before examinations: Common grievances of students before the examination are generally:

- 26.2.1.1 Late application form filling
- 26.2.1.2 Non-receipt of admit card
- 26.2.1.3 Wrong entries in the admit Card etc.

In all cases, grievances that are communicated to the Examinations Department, Amrutvahini University are resolved at the earliest.

26.2.2 During examinations: During Examinations, if any student finds a discrepancy in the question paper, e.g.data given in the question paper is insufficient or options are repeated, out-of-syllabus questions, typing errors, etc. Students may report about the same.

In such cases, the Controller of the Examinations forms an Expert Committee with the kind approval of the Vice-Chancellor and the committee takes cognizance and submits its report. Grievance shall be resolved in due course of time.

26.2.3 AFTER EXAMINATIONS: After examinations, there are commonly three types of grievances that can be observed;

- 26.2.3.1 Evaluation of Answer Book/s
- 26.2.3.2 Result Declaration
- 26.2.3.3 Detailed marks sheet (DMC)/ Degree/ Certificates correction

If any student has an objection to the mentioned types of grievances or any other, he/ she can apply to the Examinations Department via the student Section of respective School the for the same. After receiving the application, the Examinations Department resolves the grievance as per the requirement and jurisdiction of the grievances.

Table: Timeline for Grievance Redressal

Type of Grievance	Initial Submission Deadline	Redressal Timeline	Appeal Resolution Timeline	Total Timeline
Evaluation (marks, totalling, bias)	Within 7 working days of result declaration	Within 5 working days of receipt	3 working days after appeal	8 Working Days
Question Paper	Within 2 working days of exam	Within 4 working days	3 working days	7 Working Days
Exam Conduction	Within 3 working days of exam	Within 5 working days	3 working days	8 Working Days
Unfair Means	Within 3 working days of decision	Within 5 working days	3 working days	8 Working Days
Result	Anytime during result period	Within 4 working days	3 working days	7 Working Days

Revaluation/Re-totalling	Within 7 working days of result declaration	Within 5 working days of request	3 working days	8 Working Days
Practical Exam	Within 3 working days of exam	Within 5 working days	3 working days	8 Working Days

27. REMUNERATION

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff and other members involved in examination-related activities shall be paid remuneration as the Remuneration policy, recommended by the Finance Committee and approved by the Academic Council time to time.

28. PROCEDURE TO DEAL WITH LAPSES

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

28.1 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) lapses include one or more of the following acts or omissions on the part of the person/s included in relating to the examination:-
 - i. Leakage of question/s or question paper set at the University examination before the time of examination.
 - ii. Examiner/Moderator intentionally awarding marks to 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. Any other similar act/s of commission and or act/s of omission which may be considered as lapses by the competent authority.

28.2 Competent Authority:

- a) The Vice-chancellor shall be the competent authority in respect of University Examination to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- b) Departmental Examination Committee consisting of Respective Head of the School/Dean, Center 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 School / Department.

28.3 Investigating Committee:

- a) **University Examination:** - A Committee of three members shall be appointed by the Vice-chancellor to investigate the cases of lapses committed, by the paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of examination at the University examinations. One senior member of the committee shall be the chairman/chairperson and two other members of whom one should be from another School / Department.
- b) **Internal Examination:** - A Committee shall be appointed by the Head of the department/Dean/Pro-Vice-Chancellor to investigate lapses on the part of paper-setters, examiners, moderators, referees, teachers, or any other persons connected with the conduct of internal examinations conducted by School Department.

28.4 Procedure for Investigation:

a) Investigation committee

- i. The Dy. CoE 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 a prima-facie case to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his primary report to the CoE. If the CoE is satisfied that there is a prima-facie case, it shall place the same before the unfair means or Lapses Committee for further investigation. Dy. CoE 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.
- ii. The Dy. CoE 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 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.
- iii. 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.
- iv. 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.
- v. Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi. The Committee should follow the above procedure in the spirit of principles of natural justice.

- vii. 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 defence. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of whatever evidences/ documents available before it and same shall be binding on the implicated person concerned.
- viii. 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.

b) Punishment:

The Vice-chancellor after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or forgiving him/her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of 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 may impose on such a person additional punishment/ penalty as it may deem fit.
- iii Referring his/her case to the Vice-chancellor concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- iv The Dy. CoE 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 the 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 Vice-Chancellor shall supply a typed copy of the relevant extract off the act-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 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:

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

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

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

29. ISSUING THE PROVISIONAL DEGREES/CERTIFICATES AND MIGRATION CERTIFICATES

- The student should fill the prescribed Form and attach supporting documents and deposit the required fee.
- Head of the School/Dean should verify the details of the students and forward the Form to the Office of the Controller of Examinations.
- Received Application form shall be thoroughly checked with signed Result Gazette and Confidential Tabulation Record. After verification, Provisional Degree is prepared and printed.

A copy of Provisional Degree shall be retained by the Examinations Department for record.

30. ISSUING THE DEGREE BEFORE CONVOCATION

Degree before convocation may be issued to the students for higher study abroad or with in country. Self – attested copy of Final Year Mark – sheet, VISA/ Passport, Notarized Affidavit on a Non – Judicial Stamp Paper of minimum Rs.100/-, declaration by student in prescribed format, Admission Letter from foreign Institution/ College/ University are required.

- The student should fill the prescribed Form and attach relevant document in support and deposit the required fee.
- The Head of the respective department shall verify the details of the students and forward the Application for kind approval of Vice-chancellor of the University.

- c) After approval of the Vice Chancellor, application shall be forwarded to the Office of the Controller of Examinations. The Examinations Department prepares the Degree.
- d) Degree is sealed and signed by the authorized Officials and dispatched to the concerned School/Department from where the applicant may collect it.

31. CONVOCATION

- a) A list of eligible students for Degree/ Diploma is prepared with the help of Result Gazette/ Confidential Tabulation Report (CTR).
- b) List of Degree or Diploma Data shall be sent to concern Head of the School/Dean for name and other details verification.
- c) The verified list is signed and stamped by the concerned Head of the respective School/Dean and soft copy of the same along with signed hard copy is sent to the Examinations Department.
- d) The approved list is mailed by Certificate Section to Printing Cell in the required format along with the sample format of Degree/ Diploma.
- e) The Printing Cell prepares the pdf file of Degree/ Diploma and mails it to Certificate Section, the Examinations Department, Amrutvahini University.
- f) The pdf file is thoroughly checked with verified list and vetted for printing.
- g) The printed Degrees/ Diplomas are dispatched by Printing Cell to the Certificate Section.
- h) The signed Degrees/ Diplomas are scanned in jpg file and renamed according to Enrolment and Degrees/Diploma Numbers.
- i) Degrees/ Diplomas are arranged according to Schools/ Departments, Courses, Semester or Year/ session wise and accordingly forwarded to the Director IQAC with covering letter.
- j) Degrees/ Diplomas are conferred to the Students in the Convocations.

32. AWARDS AND MEDALS

- a) The student enrolled in various certificate, diploma or degree program at the Amrutvahini University, Sangamner on successful completion and passing of prescribed examinations, shall become entitled to the award of the corresponding certificate, diploma or degree for that program.
- b) The student awards and medals are awarded on the recommendation of a Standing Committee. The recommendations of the committee are considered by Academic Council and Board of Management for ratification.
- c) Scholarships, medals and prizes are awarded on the basis of academic/ other achievements as decided by the Board of Management/ Standing committee.
- d) The number of scholarships, medals and prizes to be awarded is determined by the Board of Management of the Amrutvahini University, Sangamner either on its own initiative or on the recommendation of standing committee.

33. ACADEMIC BANK OF CREDITS (ABC)

The scheme of academic bank of credits will facilitate the transfer and consolidation of credits by using an 'academic bank account' opened by students across the country by taking up courses in any of the eligible HEIs. The validity of the credits earned and kept in the academic credit account will be to a maximum period of seven years or as specified by the ABC time to time.

34. WEEDING AND DISPOSAL OF OLD RECORDS OF THE DEPARTMENT OF EXAMINATIONS

34.1 Process of weeding and disposal of old records:

- a) The old records/ documents of the Examination Department which are not required as permanent records of Examinations of Amrutvahini University, Sangamner are to be weeded and disposed from time to time.
- b) The Controller of Examinations as per requirement writes a note to the Vice-chancellor requesting for constitution of a Committee which shall process weeding out and disposal of old records of the Examinations Department under the Committee supervision.
- c) On the request of Controller of Examinations, the Vice-chancellor constitutes Committee consisting of odd number of members with Controller of Examination as its Member Secretary.
- d) The Committee shall decide the course of action to be initiated for weeding of old records of the Examinations Department.

34.1 GENERAL GUIDELINES TO BE FOLLOWED FOR WEED OUT:

To weed out the obsolete records, the following guidelines shall be adhered to:

- 34.1.1 Each Section Viz. Certificate Section, Conduct Section, Result Section, Evaluation Section, and Secrecy prepare a list of the documents as preserved permanently, preserved for the due course of time, and disposed of.
- 34.1.2 In case no disposal is required in any section, a certificate of Nil Destruction Required must be submitted.
- 34.1.3 The committee which consists of an odd number of members shall examine the details of obsolete records being proposed for weed out.
- 34.1.4 In each section, a 'Register of Records Destruction/ Retention' should be maintained with the date and method of disposal/ destruction.
- 34.1.5 The records should be weeded out by way of shredding in each section.
- 34.1.6 In case the records need to be preserved because of any matter pending before the court or any similar legal or other requirements, the respective Section is responsible for preserving such records.
- 34.1.7 The decision of the committee will be final to approve any amendment, exemption, or deviation required with respect to the weed out/ retention of records.
- 34.1.8 After completion of the process, the committee shall submit a certificate of record destruction and retention to the Vice Chancellor, Amrutvahini University.

One copy of the preservation and weed out/ destruction certificates should be submitted to the Registrar's Office for Official Records.

34.2 Confidentiality and Data Security

The university is committed to maintain the confidentiality and security of all examination-related data, including question papers, answer scripts, evaluation records, and student results. Access to such information is strictly limited to authorized personnel. Any unauthorized access, sharing, or tampering with examination data is a serious violation and will lead to disciplinary and legal action. All processes shall comply with university guidelines to ensure fairness, transparency, and data protection.

34.3 Quality Control of Exam System:

Maintaining quality control of an examination system is essential to ensure fairness, accuracy, transparency, and credibility. Regular audits are essential to identify gaps, enhance transparency, and continuously improve the examination system. Internal audits are conducted by the examination committee after every exam cycle to carefully review all processes, including question paper management, exam conduct, evaluation quality, and result processing. This helps in identifying operational issues and implementing corrective measures promptly. In addition, an external audit is carried out annually by a regulatory body like IQAC to ensure compliance with university policies, accreditation standards, and government regulations. These audits collectively ensure that the examination system remains reliable, fair, and aligned with best practices.