



# **RAJARSHI SHAHU MAHAVIDYALAYA, LATUR**

**(AUTONOMOUS)**

## **Examination Mannual**

**(2016-17)**



# Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)



## Examination Manual (2016-17)

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## **PREFACE**

A country's economic growth has been credited to a larger extent to its achievements in the educational sector and it is said that, "The Destiny of a Nation is decided in its classrooms". Accordingly, Rajarshi Shahu Mahavidyalaya, with its "Pursuit of Excellence" in education through its classrooms, as its mission, has proved this prophetic statement with conviction by emerging as one of the premier institutions of higher learning in Maharashtra. The college has a longstanding academic tradition of excellence in higher education. It has crossed several milestones since its establishment in 1970. The dedication and team work of all its stakeholders have won several laurels to the institution.

Rajarshi Shahu Mahavidyalaya was selected as one of the best in India. And the UGC has awarded it the status of College with Potential for Excellence.

Rajarshi Shahu Mahavidyalaya is accredited and reaccredited at 'A grade' by the National Assessment and Accreditation Council of India and is DST – FIST supported. The UGC conferred academic autonomy in Feb 2013 to the college.

Any work related to examination is crucial and certainly reflects the very credibility of the system. The college understands that academic autonomy, while providing creative opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduated attributes, is also a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems.

This Examination Manual incorporates the clauses and conditions of the Autonomy Ordinance of the Government of Maharashtra, the major rules and provisions of Swami Ramanand Teerth Marathwada University's Examination Manual and the experiential knowledge and wisdom of the faculty of the College. The college with due respect and regard acknowledges its indebtedness to the Government of Maharashtra and Swami Ramanand Teerth Marathwada University, Nanded and firmly believes that this examination manual with its well thought out rules, regulations, provisions and procedures will constitute an effective examination system.

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## Chapter I

### Short Titles and Definitions

- 1.1 These regulations be called “Regulations of Examinations of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous).
- 1.2 These regulations shall supersede all regulations in operation hitherto for the purpose of Examination of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous).
- 1.3 These regulations shall be subject to amendments from time to time as per rules & regulations of statutory and regulatory bodies.
- 1.4 In these regulations, unless otherwise is stated :
  - (a) ‘College’ means Rajarshi Shahu Mahavidyalaya, Latur (Autonomous). Principal means the Principal of Rajarshi Shahu Mahavidyalaya (Autonomous), Latur.
  - (b) Academic Council (AC) means the Academic Council of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous). Academic year means the year commencing from the 15<sup>th</sup> of June in the calendar year and ending on 14<sup>th</sup> June of the succeeding calendar year.
  - (c) ‘Board of Studies’ means the Board of Studies of all teaching departments of the college.
  - (d) ‘Board of Examiners’ means the Board of Examiners of all teaching departments of the college and External examiners of other universities and institutions.
  - (e) Chief Controller of Examinations means Principal of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous).
  - (f) Controller means the Controller of Examinations of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous).
  - (g) Examination Committee (EC) means the Examination Committee Rajarshi Shahu Mahavidyalaya, Latur (Autonomous).
  - (h) University means the Swami Ramanand Teerth Marathwada University, Nanded.
  - (i) ‘Year’ means the Academic year (15<sup>th</sup> June to 14<sup>th</sup> June).
  - (j) Finance Committee (FC) means the Finance Committee of Rajarshi Shahu Mahavidyalaya, Latur (Autonomous).
  - (k) Semester End Examination means the Examination held at the end of the Semester.
  - (l) “Examination” means an examination for the time being specified in the schedule II and such other examinations as may be notified by the State Government in the Official Gazette and includes evaluation, tabulation, publication of results and all other matters connected therewith.

- (m) “Refusal to work” in relation to any person to whom any work in connection with any examination has been assigned means, his failure to attend at, or absence from, the place of work on a working day and during working hours, without obtaining permission of the authority competent to grant such permission or his refusal “to do the work”, or any other conduct on his part which results in or is likely to result in cessation or substantial retardation of the work, and the words “to refuse to do the work” with all their grammatical variations and cognate expressions shall be construed accordingly; and
- (n) “Malpractice” in relation to any examination means taking or giving or attempting to take or give any help or to any person or from any material, written, recorded typed or printed or from any person, in any form whatsoever.

## Chapter II

### **Powers and Functions of Statutory & Non-Statutory Bodies relating to Examinations**

#### **2.1 Academic Council (AC)**

The Academic Council (AC) have the following powers and functions in relation to the examinations.

- (a) To exercise general supervision over the academic work of the college and to give direction regarding methods of instruction, evaluation and research for improvement of academic standards.
- (b) To prescribe course curriculum of studies for programmes leading to degrees, diplomas & certificates.
- (c) To scrutinize and approve the proposals of Boards of Studies with or without modification. If the AC differs from the proposal it may reject or return the matter to BoS, for reconsideration, with necessary reasons there. In case the BoS re-submits without any change, the AC shall reserve the right to accept or reject the proposals.
- (d) To formulate rules and regulations for conduct of examinations and evaluation; with the provisions of the bye-laws framed there under.

#### **2.2 Board of Studies (BoS)**

There shall be one BoS for each teaching department. The BoS of various courses are entrusted with the following powers and functions in relation to examination. :

- (a) Prepare the curriculum for various courses keeping in view of the objectives of the college, interest of the stakeholders local and national get it approved from the Academic Council.
- (b) Suggest a panel of names to the AC for appointment of question – paper setters and examiners.
- (c) Suggest methodologies for innovative teaching and evaluation techniques.
- (d) Change, modify / improve the curriculum in a course necessary after assessment of learner's performance, teachers' opinion and feedback from the stakeholders.

#### **2.3 Finance Committee (FC)**

The Finance Committee have the following powers in relation to the Examinations of this College. The FC shall :

- (a) Approve the fees and other charges payable by students as prescribed and recommended by the FC.
- (b) Approve the rates of remuneration, honorarium, TA, DA and incidental expenses related to examination, tabulation as recommended by FC for such persons as appointed for the purpose of examination.

#### **2.4. Board of Examinations :**

The BoE shall consist of: Chairman – Principal of the college, two invite members from outside, seven faculty members, secretary of Academic council and CoE as the member secretary

##### **Functions of BoE**

- (a) To formulate the policies of examination and evaluation.
- (b) To act as an advisory body in the matters of conduct of examinations.
- (c) To consider and approve the reports of the 32(6) committee.
- (d) To approve the Panel of Paper setters and examiners as recommended by the various Board of Studies.

#### **2.5. 32 (6) Committee :**

The committee consists of the Chairman appointed by the Principal, Controller of Examination and five other faculties. The committee is empowered to:

- (a) To deal with unfair practices in the examinations.
- (b) To recommend Board of Examinations, the disciplinary actions to be taken against the unfair cases as per the Annexure - 1



## **Chapter III**

### **Conduct of Examinations**

The Controller of Examinations shall be responsible for the conduct of all examinations of the college. It is his/her duty to arrange for preparation, scheduling, conduct of examinations and all other contingent matters related with examinations. The Controller of Examinations in the execution of his/her office shall report to the principal periodically on the performance of his/her duties. The Controller of Examinations should take earnest efforts to see that all examinations are conducted and results declared as per the scheduled academic calendar.

#### **3.1 Controller of Examinations :**

1. Controller of Examinations shall be responsible for the conduct of all examinations.
2. It is the duty of CoE to arrange the preparation, scheduling, evaluation and reporting of all the examinations.
3. To make payment of remuneration to question paper setters, examiners and all other contingent matters connected with examinations.
4. Direct control over the examination section, typographic section, reprographic section, confidential wing, examination store and records.
5. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
6. Making necessary arrangements for the safe custody of office files connected with conduct of examinations, documents, certificates etc. under whom such documents are kept.
7. To convene the meetings of Board of Examinations, to issue notices to committees appointed by examination cell and conduct official communications.
8. To keep the minutes of the Board of Examinations and all committees appointed by the BoE.
9. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the college.
10. To take quick decisions as circumstances warrant with or without taking advice from examination cell.
11. To control over the space allotted for the examination section including that for centralized valuation.
12. CoE should ensure that the rooms, building, laboratories etc. are well in order / prepared to conduct the examinations.
13. Communications at various levels of examination such as planning, preparation, execution, valuation, tabulation and grade card printing and distribution, to be done.
14. Preparation and printing of answer books for various examinations.
15. To make sure that, the question papers are ready, before the examinations are scheduled.
16. To make sure that, forms relating to examinations are ready in time (Exam forms, Admit card, etc.)

17. All other task required time to time.

### 3.2 Examination Committee :

All the theory examinations (Internal as well as End Semester Exams) are conducted by the examination committee having the following composition :

Chief Superintendent	Principal (Ex-Officio Chairman)
Assistant Chief Superintendent	Senior Faculty appointed by Principal
Members	Teachers representing various faculties

In order to conduct examinations smoothly, The Principal appoints:

1. Custodian
2. Examination Squad / Vigilance Squad
3. Invigilators
4. Exam Clerks / Assistants
5. Water Boys / Watchmen

#### **The examination committee is entrusted with the following functions :**

1. Procuring course wise list of students along with seat numbers and required answer books and other related stationeries from CoE.
2. Preparing seating arrangement and allotting invigilation duties
3. On behalf of the C.S., Assistant Chief Superintendent (ACS) collects the sealed questions paper packets before one hour of commencement of exam form the CoE.
4. Preparation of absentee & presentee report of the examinations.
5. Collection of answer books from the invigilators and submit the same to the custodian along with relevant documents on the same day of the examinations.
6. Collection & submission of Vigilance Squad Report to the Custodian.

### 3.3 Invigilators :

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the moral of the candidates high. A set of guidelines for the invigilators are given below:

1. Report to the Assistant Chief Superintendent (ACS) at least half an hour before the commencement of the examination.
2. Be present at the time of the opening of the question paper cover.
3. Collect correct number of question booklets and answer books from the ACS and ascertain that the question papers pertained are of the examination scheduled.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the ACS for necessary guidelines.

5. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark the attendance of the candidates.
7. Distribute the answer book 10 minutes before the commencement of the examination and direct them to fill in the seat number and other entries in appropriate places. The invigilator shall put his/her signature with date on the answer book after verifying that the details filled in / bar code affixed by the candidate are correct.
8. Distribute the question papers after ringing long bell.
9. Ten minutes before the closing of examination, with the warning bell, announce that 'last ten minutes' are left and do not allow any candidate to leave the room. After the last long bell ask the candidates to stop writing and put their pens down.
10. Collect the answer books and arrange them in the order of seat numbers and hand over the same with attendance list and unused answer books to the ACS.
11. No candidates shall be allowed to leave the examination hall within half an hour of the start of examination.
12. Candidates shall be permitted to leave the examination hall only after his/her answer book collected by the invigilator.
13. Indiscipline in any form by the student shall be immediately reported to the ACS for necessary action.

## Chapter IV

### About Question Paper Setting and Valuation of Answer Books

#### 4.1 Question Paper Setting :

- (a) All theory examinations shall be conducted by means of written papers (printed) to be set in English medium of instruction
- (b) In preparation of question papers the controller of Examinations shall maintain absolute confidentiality and the names of the question setters shall not be disclosed at any cost.
- (c) An exhaustive list of Panel of Examiners shall be provided to the Controller of Examinations by the Board of Studies.
- (d) The End Semester Examination (EsE) question papers are set by external examiner, respective course teacher and chairman BoS/HoD by sitting in central valuation hall under supervision of CoE. For ESE, a panel should submit three set of question papers in hand written form in a sealed Envelop signed by all the panel of paper setters to CoE.
- (e) Three sets of question papers for internal examination shall be submitted by the concerned course teacher two weeks before commencement of examinations.

#### 4.2 Valuation of Answer books:

- (a) End semester Examinations papers are evaluated in the Central Valuation hall and the Internal Exam answers books are evaluated either in the central valuation or in the concern departments.
- (b) The Project and Practical evaluations are done by the Internal and External Examinations.
- (c) The course wise mark list of internal as well as end semester examinations are submitted to the custodian by the respective examiners.
- (d) The Custodian should hand over the mark lists of all courses to the Controller of Examinations after evaluation.

#### 4.3 Declaration of Results :

1. The result of end semester examinations shall be declared within 30 days of completion of examination (theory / practical which ever is later)
2. Before declaration of results, the CoE should get result approved by the Board of Examinations.
3. The result is to be published on the website of the college, as well as displayed on the student's notice board.
4. Any grievances in relation to results, shall be brought to the notice of CoE in the prescribed format within 10 days of declaration of result.
5. Application along with necessary fee for revaluation or getting photo copy of answer book to be submitted to CoE within 15 days, after declaration of result.
6. The grade cards shall be issued to the students within 15 days after declaration of results.

## Chapter V

### Award of Class and Grades

After declaration of End Semester Examination result, a grade card to be issued to every student who appeared for examination showing the Semester Grade Point Average (SGPA).

#### 5.1 Award of Class and Grades :

Class and grades will be awarded on the following basis for UG and PG courses/Programmes :

Range of Marks	Grade Points	Letter Grade	Description
90-100	9.0-10.0	O++	Outstanding
80-89	8.0-8.9	O+	Excellent
75-79	7.5-7.9	O	Distinction
70-74	7.0-7.4	A+	Best
60-69	6.0-6.9	A	Very Good
55-59	5.5-5.9	B+	Good
50-54	5.0-5.4	B	Satisfactory
40-49	4.0-4.9	C	Average
00-39	0	F	Reappear
ABSENT	AA	AA	ABSENT

#### 5.2 Semester Grade point Average (SGPA) :

For every Semester Grade Point Average (SGPA) will be issued on Grade Card. SGPA will be calculated with the help of following Formula :

$$SGPA = \frac{\sum CG}{\sum C}$$

Where

C is number of credits for the course

G is grade point

### 5.3 Cumulative Grade Point Average (CGPA) :

After the final year result declaration, a grade card will be issued indicating Cumulative Grade Point Average (CGPA) along with Grades.

Cumulative Grade Point Average calculated with the help of following formula

$$\text{CGPA} = \frac{\sum \text{CG}}{\sum \text{C}}$$

Where

C is Total credits for all the semesters.

G is Total grade points for all the semesters.

The overall CGPA will be computed as follows.

CGPA	Grade	Final Result
9.5-10.00	O	First Class with Distinction*
9.0 and above but below 9.5		
8.5 and above but below 9.0		
8.0 and above but below 8.5		
7.5 and above but below 8.0		
7.0 and above but below 7.5	A	First Class
6.5 and above but below 7.0		
6.0 and above but below 6.5		
5.5 and above but below 6.0	B+	Higher Second Class
5.0 and above but below 5.5	B	Second Class
4.0 and above but below 5.0	C	Pass Class
0.0 and above but below 4.0	F	Reappear

### 5.4 Grace Marks :

Following are the norms for allotting grace marks

1. 1% of the Total Theory Marks will be added to any Theory Course / Courses to fulfill the passing norms.
2. 1% of the Total Practical Marks will be added to any Practical Course / Courses to fulfill the passing norms
3. Maximum 02 grace marks shall be given for a course (Theory / Practical) of 50 marks and maximum 03 grace marks shall be given for a course (Theory / Practical) of 100 marks.
4. 1% of the Total Marks of last semester will be added to the Grade Total to obtain a Second Class or a First Class, provided that the student has not granted grace marks for passing.

## **5.5 Additional Marks for Extra Curricular Activities :**

Additional 05 marks will be allotted for extra curricular activities i.e. Sports, NSS, Cultural activities in UG Final Year examinations.

Additional 05 marks will be allotted to :

1. If a student fail in one course by 5 marks, mark will be given to that course.
2. If a student fail in two courses by 3 and 2 marks or by 4 and 1 mark , marks will be given to that two courses.
3. If a student passed clearly the additional 5 marks will be given in total marks of programme.

### Disciplinary Actions for Malpractices

	<b>Nature of Malpractice(s)</b>	<b>Punishment</b>
(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of. (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject only. In case of an outsider, he will be handed over to the police and a case will be registered against him.
(c)	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate will be seized and cancelled



(d)	Impersonates any other candidate in connection with the examination.	The candidate/Person who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeits the course. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course of such candidate is subject to the academic regulations in connection with forfeiture of seat.
(e)	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
(f)	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.

(g)	<p>Refuses to obey the orders of the Principal / Controller of Examinations any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall <b>of any injury to his person or to any of his relations</b> whether by words, either spoken or written or by signs or by visible representation, assaults the officer- in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	<p>Expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.</p>
(h)	<p>Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also be debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>

(i)	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
(j)	If the student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause (g) to (i).	Student of the college: Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit the course. Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.
(k)	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
(l)	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
(m)	If any malpractice is detected which is not covered in the above clauses	In such cases the Principal will impose suitable punishment.

**Controller of Examinations**

**Principal**