



University of Mumbai

NIRMALA COLLEGE OF COMMERCE

Municipal School Bldg., Rani Sati Marg, Malad (East), Mumbai - 400 097. • Tel.: 2844 1083

Criteria – 2
Teaching – Learning &
Evaluation




2.5.1 – Mechanism of Evaluation time bound Redressal system with transparency

Index of Criteria 2.5.1

University of Mumbai – Circular for unfair means in examination – evaluation
Notices for revaluation rechecking and xerox copy of students
Reply of Grievances to students
Formats for Grievances of unfair means
University of Mumbai ordinance for examination
University of Mumbai Circular for remuneration




I/C Principal
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Malad (E)




University of Mumbai
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2.5.1 – Mechanism of Internal/External assessment

- A. Statutory Examination Committee.
- B. Unfair means circular by University of Mumbai.
- C. Internal / External examination ordinance.
- D. Internal / External examination assessment remuneration.
- E. Revaluation / Rechecking / Xerox copy of answer sheet as a means of Examination transparency.
- F. Exam redressal SOP for Unfair means by students:
 - a. Students Application
 - b. Jr. Supervisor's application
 - c. Exam Committee discussion
 - d. Time bound communication to students for complaint of student.
- G. Examination Evaluation:
 - a. Prescribed forms distribution to students for evaluation.
 - b. Time bound – The plea of student to answer within 7 days.
- H. ATKT examination for students as chance to improvise.
- I. Additional examination or out of term examination on basis of medical ground or any justifying reason.
- J. Timely resort declaration for students.
- K. In academic year 2019-20 and 2020-21 (first half) due COVID – 19 pandemic situation, there was online examination, therefore, there was no evaluation – rechecking and xerox system of marks.
- L. HEI has mechanism of assessment in transparent because there is provision of rechecking, revaluation and even though xerox of answer sheet.
- M. HEI has grievances redressal system is time bound & efficient because, HEI answers within 15 days of the grievances by the students.




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University of Mumbai –
Circular for unfair means
in examination –
evaluation



Dr. Yadav

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CROU/J.No.706-1000-5-94.

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दिनांक २२ ऑक्टोबर १९८२

महाराष्ट्र शासन राजपत्र

असाधारण
प्राधिकृत प्रकाशन

गुरुवार ऑक्टोबर १४, १९८२/आश्विन २२, १९०४

स्वतंत्र संकलन पत्र चार्ज कार्यासाठी वा प्रामाण्य वेगळे वृत्त जांचक रिडे आहेत

भाग चार

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांची प्रत्यक्षित केलेले अधदेश व केलेले विनियम

अनुक्रमिका

PAGES

MAHARASHTRA ACT No. XXXI OF 1982.—An Act to provide for preventing malpractices at University, Board and other specified examinations ... 221-223

The following Act of the Maharashtra Legislature, having been assented to by the President on the 11th October, 1982, is hereby published for general information.

D. N. CHAUDHARI,

Joint Secretary to the Government of Maharashtra,
Law and Judiciary Department.

MAHARASHTRA ACT NO. XXXI OF 1982

(First published, after having received the assent of the President in the "Maharashtra Government Gazette" on the 14th October, 1982)

An Act to provide for preventing malpractices at University, Board and other specified examinations.

WHEREAS, both House of the State Legislature were not in session ;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstance existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakages of question papers or copying at such examinations, and for matters connected therewith, and, therefore, promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982, on the 25th May 1982 ;

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1982

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(२२१)



[Signature]
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२२२ महाराष्ट्र शासन एकनाम, अक्षा., डॉक्टोरा १४, १९८२/जाति २२, शाके १९०४ [भाग चार]

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State Legislature : It is hereby enacted in the Thirty-third Year of the Republic of India as follows :—

Short title and commencement

1. (1) This Act may be called the Maharashtra Prevention, of Malpractices at University, Board and other specified Examinations Act, 1982.

(2) It shall be deemed to have come into force on the 25th May, 1982.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or any of its Divisional Boards;

Mah. XLI of 1965.

(b) "Examination" means any examination held or proposed to be held by any University or the Board and includes such other examination held or proposed to be held by such other authority as may be specified in this behalf, from time to time, by the State Government by notification in the Official Gazettee ;

(c) "University" means any University established by law in the State of Maharashtra.

Duties of paper-setters and punishment for contravention

3. (1) Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity, thereto in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with printing, etc. of question papers and punishment for contravention

(1) Any person who is entrusted with the work of printing, cyclostyling typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.



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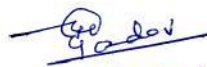
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UNIVERSITY OF MUMBAI

ORDINANCE 5050 :

1. (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
 - (b) Where the examinations of the University courses are conducted by the constituent Colleges /Recognised Institutions on behalf of the University, the Principal/Head of the concerned constituent College/ Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/ Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
 - (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
2. **Competent Authority :**
- (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
 - (ii) The Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.
3. **Definition-Unless the context otherwise requires :**
- (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
 - (b) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
 - (i) Possessing unfair means material and or copying therefrom
 - (ii) Transcribing any unauthorised material or any other use thereof.
 - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - (iv) Unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall
 - (v) Mutual/Mass copying




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- (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
- (vii) Smuggling-in blank or written answerbook and forging signature of the Jr. Supervisor thereon.
- (viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationery used in the examinations.
- (ix) Insertion of currency notes in the answerbooks or attempting to bribe any of the persons connected with conduct of examinations.
- (x) Impersonation at the University/College/Institution examination.
- (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.
- (xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examiner) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf.
- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) "Chief Conductor" means Principal of the College concerned or Head of the University Department or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, by prior approval of the University.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under :—
- (i) The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answerbook.
- (ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C) If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.




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Appendix A

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

S. No.	Nature of Malpractice	Quantum of Punishment
(1)	Possession of copying material	Annulment of the performance of the student at the University/College/Institution examination in full.* (Note.— This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2)	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4)	Possession of another student's answer-books + Actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS).
(5)	Mutual /Mass copying.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6)	(i) Smuggling-out or smuggling-in of answerbook as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
	(ii) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(7)	Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(8)	Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(9)	Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(10)	Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note.—This money shall be credited to the Vice-Chancellor's Fund)
(11)	Using obscene language/violence threat at the examination centre by a student at the University/College/Institution examination to Jr./Sr. Supervisors/Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(12)	(a) Impersonation at the University/ College/Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute student).
	(b) Impersonation by a University/College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the impersonator from University or College or Institution examination for five additional examinations.




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- (vii) If the concerned person 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 concerned person 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 which are available before it and same shall be binding on the concerned implicated person.
- (viii) The committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

(V) Punishment :


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

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

Appendix B

S. No.	Nature of Malpractices/Lapses	Punishment
(1)	Paper-setter found responsible for leakage of the question set in the University/College/Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.
(2)	Leakage of question/question paper set in the University/College/Institution examination before the time of examination at the University/College/Institution, or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard code by the concerned authorities.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/dissertation/Project Report/Thesis by assigning the student marks to which the student is not entitled, at the University/College/Institution examination.	Disqualification from any examination work + disciplinary action by the concerned authorities.




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- (4) Examiner/Moderator/serve 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/College/Institution examinations. Disqualification from any examination work + disciplinary action by the concerned authorities.
- (5) Paper-setter omitting questions at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing. Disqualification from any examination work for a period of three years.
- (6) Paper-setter setting questions outside the scope of the syllabus. Disqualification from any examination work for a period of three years.
- (7) While assessing answerbook examiner showing negligence in detecting malpractices used by the students. As decided by the authorities of the University/College/Institution.
- (8) Guiding Teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data by a student) As decided by the authorities of the University/College/Institution.
- (9) Sr. Supervisor/Chief Conductor showing apathy in carrying out duties related to examination (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time) As decided by the authorities of the University/College/Institution.
- (10) 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 any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.
- (11) Jr. Supervisor helping student (examinee) in mass-copying while on examination duty. Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.
- (12) The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if decided guilty.
- (13) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.



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APPENDIX C

UNIVERSITY OF MUMBAI

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

Name in Full : _____
Address : _____
Examination : _____
Paper No. & Subject : _____
Seat No. : _____

To,

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagari,
Santacruz (East),
Mumbai-400 098.

Sir,

I appeared at the above examination held on _____ at the

_____ College

(Centre) in the Morning/Evening session.

I give below my statement as follows :-


Place :

Date

Time :

Signature of the Candidate




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UNIVERSITY OF MUMBAI

Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor

Block No.

Examination

Subject

Date

To:

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagari,
Santacruz (East),
Mumbai-400 098

Sir,

I, the undersigned Jr. Supervisor appointed on the above-mentioned Block at the _____
examination held at _____ college (centre), am hereby making report against Candidate No _____
Shri /Kum _____ at the examinations
as follows :-

Yours faithfully,

(Jr. Supervisor)

Date :

Time :

Name and Address of the Junior Supervisor

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

Signature of Sr. Supervisor

Name :

Date :

Forwarded to the Controller of Examinations, University of Mumbai, M. J. Phule Bhavan,
Examination Section, Vidyanagari, Santacruz (East), Mumbai-400 098 for necessary action.

Seal of the College/Institute/University (centre)

Place : _____

Date : _____

Encl. : _____

Signature of Chief Conductor

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



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[पाठ्य चार पक्षाराह शासन राजपत्र, अक्षा., ऑक्टोबर १४, १९८२/आश्विन २२, शके १९०४ २२३]

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question papers set-up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

Duties of person entrusted with custody of question papers and punishment for contravention.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held.

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Prohibition of copying and impersonating at examinations.

8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

Punishment for abetment or offences.

II of 1974.

9. Notwithstanding anything contained in the Code of Criminal Procedure, 1973 all offences under this Act shall be cognizable offences and shall be non-bailable.

Offences to be cognizable and non-bailable.

II of 1974.

10. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be tried in a summary way by any Metropolitan, Magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial :

Offences to be tried summarily.

Provided that in the case of conviction for any offence in a summary



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११ • महाराष्ट्र शासन अधिनियम, १९८२, क्र. १९/१९८२/महाराष्ट्र शासन अधिनियम १९८२

trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

Mah. Ord.
IV of
1982

11. (1) The Maharashtra Prevention of Malpractices at University Board and other specified Examinations Ordinance, 1982, is hereby repealed.

Repeal of
Mah. Ord.
IV of 1982
and saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

शासकीय पध्दवर्ती मुद्रणालय, मुंबई.



Go Gadev

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- (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case :
- In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
 - Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/ her examination.
 - May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982—An Act to provide for preventing mal-practices at University; Board and other specified examinations.
 - Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/ her fresh answerbook duly marked.
- (v) All the materials and list of material mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
- (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.

6. Procedure to be followed by Examiner during Assessment :

If the examiner at the time of assessment of answerbook suspects that there is a *prima-facie* evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, alongwith the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

7. Case of unfair means having *prima-facie*, reported to the University/College/Institution by the Chief Conductor/Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examinations/Principal/Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned Officer/in charge of the Sub-section/ Unit to which the case is primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is *prima-facie* case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a *prima-facie* case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

8. Examination Result/s of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the concerned student/s and the College/ Institution to which he/she belongs to, shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee :

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



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reasonable opportunity has been given to the concerned implicated student in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under :


- (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in *absentia*, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment :

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

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




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- (13) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination. Annulment of the performance of the Student at the University or College or Institution examination in full.
- (14) Found having written on palms or on the body, or on the clothes while in the examination. Annulment of the performance of the student at the University or College or Institution examination in full.
- (15) All other malpractices not covered in the aforesaid categories. Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
16. If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
17. Practical/Dissertation/Project report Examination
Student involved in malpractices at Practical/Dissertation/Project report examinations shall be dealt with as per the punishment provided for the theory examination.
18. The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

(Note : The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat)

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

(I) Competent Authority :

- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution 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 examination conducted by the constituent affiliated/conducted colleges/ or Recognised Institution on behalf of the University.

(II) Definition—Unless the Context Otherwise Requires :

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :—
- (i) Leakage of question/s or question paper set at the University/College/Institution examination before the time of examination.
- (ii) Examiner/Moderator intentionally awarding marks to student in assessment of answerbooks, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.



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- (iii) Paper-setter omitting questions, 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, Chief Conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/instigating students to use malpractice/s.
- (vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) 'College', means conducted, constituent or affiliated college or recognised institution of a University.


(iii) Investigating Committee :

- (i) The Committee appointed by the Board of Examinations under the provisions of Section 32(5)(a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.
- (ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/conducted College or institution on behalf of the University.

(IV) Procedure for Investigation :

- (i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/College/institution shall be scrutinized by the concerned Officer/Incharge of the Sub-Section/Unit to which the case is primarily pertained at the Examination Section of the University/College/institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which, the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (ii) The Competent Authority of the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or 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 concerned person 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 levelled against him/her therein. The concerned person 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 concerned person 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 concerned person 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 principle of natural justice.




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FORM OF UNDERTAKING

Full Name of the Candidate : _____

Permanent/Local Address : _____

To,

The Controller of Examinations,
University of Mumbai,
M. J. Phule Bhavan,
Vidyanagar,
Santacruz (East),
Mumbai-400 098.

Sir,

I, the undersigned, student of _____ College/Institution
appearing for _____ Examination at the
_____ College (Centre) do hereby state, on solemn affirmation as under :-

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

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

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

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

I witness whereof I set my hand to this undertaking.

Signature of the Candidate


Before me

Date : _____

Chief Conductor of the Centre,
and Rubber Stamp of the College/Institution/University.

Date : _____




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13

PROFORMA 'A'

To,
The Inspector/Sub-Inspector,

_____ Police Station,

Sub. Complaint against the student for the alleged use of Unfair Means at the _____
_____ examination held in the _____

Sir,

On behalf of the University of _____, the _____

Examination held in the First Half/Second Half of 20 _____ is conducted in the premises of the _____

_____ College/Institute/University, I have been authorised by the University of

_____ vide letter No. _____ dated _____

addressed to the Principal by _____ to take action under the provisions of
Maharashtra Act. XXXI of 1982 an Act to provide for preventing malpractices at University, Board and other
specified examination.

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

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

According to Section '7' of the Maharashtra Act XXXI of 1982—An Act to provide preventing malpractices
at University/Board and other specified examinations, Shri/Kumari/Smt. _____
has committed the offence at _____ examination and therefore I lodge a
complaint against him/her with the Police Station (_____).
Name of the Police Station

Yours faithfully,

Place _____

Chief Conductor

Date _____

Name of the Centre _____



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PROFORMA 'B'

Proforma for submission of the information regarding prosecution of Candidates appeared at the Centre

Centre No	Examination	Name and Seat No of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of the Jr. Supervisor	Signature of the Sr. Supervisor	Signature of the Chief Conductor	Remarks
1	2	3	4	5	6	7	8	9	10

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Notices for revaluation
rechecking and xerox
copy of students



Pr. Gadev

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Date: 04th January 2018

NOTICE-RESULT DECLARATION

All the Learners of FYBCom /SYBCom are here by informed that your result (gazette copy) for Sem.-I/III Examination Nov 2017 is declared on date 04th January 2018

Notice for Revaluation / Photocopy/ Rechecking

All the Learners of FYBCom /SYBCom are here by informed that if you are interested to undergo revaluation/ rechecking/ Photocopy of answer sheet for theory examination only, may fill the forms for revaluation/ rechecking/ Photocopy of answer sheet within 10 working days ., please refer to the following schedule, fees details and requirements of documents for same.

A). Schedule and fees details

Sr. No.	Title	Duration	Amount
1	Revaluation	04/01/2018 to 14/01/2018	Rs. 500/- each paper
2	Rechecking	04/01/2018 to 14/01/2018	Rs. 50/- each paper
3	Photocopy	04/01/2018 to 14/01/2018	Rs. 500/- each paper

B). Details of Required Documents

- Prescribed Form
- Original Marksheet/ gazette copy & Xerox copies of concerned examination
- Original Question Paper & Xerox Copy of concerned subjects
- Concerned Fee Payment Receipt
- Dr. Rajalakshmy Nandagopal.

Principal

Rajalakshmy
Principal

Nirmala College of Commerce
Rani Sati Marg, Mun. School Bldg.,
Malad (E).



Pr. Gadev

I/C Principal
Nirmala College of Commerce
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Date: 05th May 2018

NOTICE-RESULT DECLARATION

All the Learners of FYBCom are here by informed that your result (gazette copy) for Sem.-II Examination April 2018 is declared on date 05th May 2018

Notice for Revaluation / Photocopy/ Rechecking

All the Learners of FYBCom /SYBCom are here by informed that if you are interested to undergo revaluation/ rechecking/ Photocopy of answer sheet for theory examination only, may fill the forms for revaluation/ rechecking/ Photocopy of answer sheet within 10 working days, please refer to the following schedule, fees details and requirements of documents for same.

A). Schedule and fees details

Sr. No.	Title	Duration	Amount
1	Revaluation	05/05/2018 to 15/05/2018	Rs. 500/- each paper
2	Rechecking	05/05/2018 to 15/05/2018	Rs. 50/- each paper
3	Photocopy	05/05/2018 to 15/05/2018	Rs. 500/- each paper

B). Details of Required Documents

- Prescribed Form
- Original Marksheet/ gazette copy & Xerox copies of concerned examination
- Original Question Paper & Xerox Copy of concerned subjects
- Concerned Fee Payment Receipt
-

Dr. Rajalakshmy Nandagopal.

Principal

Principal

Nirmala College of Commerce
Rani Sati Marg, Mun. School Bldg.,
Malad (E).



I/C Principal

Nirmala College of Commerce
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Reply of Grievances to students



Gadgil

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Nirmala College of Commerce
Rani Sati Marg, Mun. School Bldg.,
Malad (E)



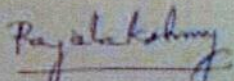
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MALAD (E)

**RESULT OF THE REVALUATION CASES FOR
EXAMINATION OF FACULTY OF COMMERCE
1ST HALF' 2018**

SR. NO	EXAMINATION	NAME OF THE SUBJECT	SEAT NO	ORIGINAL MARKS	MARKS AFTER REVALUATION	RESULT
01	S.Y.B.COM. (SEM- III) (REV-16)	ECO- III	0842816	19	19	NO CHANGE
02	F.Y.B.COM. (SEM- I) (REV-16)	ECO -I	0622464	10	10	NO CHANGE
03	F.Y.B.COM. (SEM- II) (REV-16)	A/C- II	0767791	17	21	NO CHANGE
		COMM-II		14	14	
		B.C-II		11	11	
		MATHS-II		16	16	
04	F.Y.B.COM. (SEM- II) (REV-16)	F.C-II	0768004	12	12	NO CHANGE
05	F.Y.B.COM. (SEM- II) (REV-16)	F.C-II	0767992	09	09	NO CHANGE
06	F.Y.B.COM. (SEM- II) (REV-16)	COM- II	0768172	17	17	NO CHANGE
07	F.Y.B.COM. (SEM- II) (REV-16)	E.V.S-II	0768106	12	12	NO CHANGE
		F.C-II		12	12	






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7	COM	0922829	14	14	NO CHANGE
	ADVT.		10	12	
08	ADVT.	0922857	10	10	NO CHANGE
09	A/C	0922864	10	10	NO CHANGE
	COM		16	16	
	BUS. LAW		08	08	
10	COM	0922881	12	12	NO CHANGE
	ADVT.		08	08	
	BUS. LAW		04	04	
11	MANAGEMENT	0922886	16	16	NO CHANGE
	BUS. ECO		16	16	
	ADVT.		12	12	
	F.C		08	08	
	BUS. LAW		13	13	
12	AUDITING	0922922	11	12	NO CHANGE
	COMM		11	11	
	BUS. ECO		13	14	
	BUS. LAW		06	06	
13	ADVT.	0922983	12	12	NO CHANGE
14	ADVT	0922988	08	08	NO CHANGE
15	COM	0923025	17	17	NO CHANGE
16	COM	0923026	35	35	NO CHANGE
	A/C		41	44	
17	COM	0923031	14	14	NO CHANGE
18	COM	0923045	12	12	NO CHANGE
	F.C		02	02	
19	ADVT.	0923049	11	10	NO CHANGE
	F.C		13	13	
	BUS. LAW		07	07	



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Formats for Grievances of unfair means



Yadav

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Nirmala College of Commerce

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Statement of candidate who is alleged to have used Unfair-Means at the College examination

Name (in full): _____

Address : _____

Examination: _____

Paper No. and subject: _____

Seat No/Roll no. : _____

To,
The Principal,
Nirmala College of Commerce,
Malad (East),
Mumbai - 400 097.

Respected sir,

I appeared at the above examination held on _____ at the

_____ college (centre) in the morning /evening
session.

I give below my statement as follows:

Place: _____

Date: _____

Time: _____

Signature Candidate




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FORM OF UNDERTAKING

Name of Candidate (in full): _____
Permanent/ Local Address : _____

To,
The Principal,
Nirmala College of Commerce,
Malad (East),
Mumbai - 400 097.

Respected sir,
I, the undersigned, student of _____
College/ institution appearing for _____ examination at the
_____ college (centre) do hereby state, on solemn affirmation as under:-

I understand that I am involved in respect of an alleged use of Unfair-Means in the examination hall and therefore, a case against me is being reported to the College.

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

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

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

I witness whereof I set my hand to the undertaking.

Signature the candidate

Before me

Date:

Exam Coordinator-NMF
Date:

College Seal




Dr. Umeshchandra Yadav
Principal
Nirmala College of Commerce
Rani Sati Marg, Mun. School Bldg.,
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Report of the Jr. Supervisor/Sr. Supervisor/ Principal

Block No.: _____

Examination: _____

Subject: _____

Date: _____

To,
The Principal,
Nirmala College of Commerce,
Malad (East),
Mumbai - 400 097.

Respected Sir,
I, the undersigned Jr. supervisor appointed on the above- mention block at the _____ examination held at _____ college (centre) am hereby making report against candidate number _____ Shri/Kum _____ at the examinations, as follows:-

Yours faithfully,

(Signature of Jr. Supervisor)

Date:

Time:

Name and address of the Jr. Supervisor

On the basis of report made by Jr. Supervisor, I am of the opinion that there is a prima facie Case of Unfair-Means resorted to by the aforesaid Candidate No. _____ and therefore the case be forwarded to the college for investigation.

(Signature of Sr. Supervisor)

Date:

Time:

Forwarded to the Chairperson Examination Committee -TSDC, Kandivali (East), Mumbai - 400 101 for necessary action.

Place: _____

Date: _____

Encl: _____

College Seal

Signature of Chief Conductor

(N.B. Kindly Enclose a Copy of the relevant Question Paper)



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University of Mumbai ordinance for examination



G. G. Gade

VC Principal

Nirmala College of Commerce

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Academic Council 25/05/2011

Item No. 4.101

University of Mumbai



NAAC ACCREDITED
(2001-2006)

Additional Provisions

To

General Ordinances

With Respect to

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

For the Programmes

Under

The Faculty of Arts, Commerce & Science

With effect from the Academic year 2011-12



E. G. Yadav

V/C Principal

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

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

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

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

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

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

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

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



G. Gadev

I/C Principal

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

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

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

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

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

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

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

ORDINANCE O. 5045-A: - Condonation

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





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

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

ORDINANCE O. 5046-A: - Moderation

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

ORDINANCE O.5047-A: - Vigilance Squad

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





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

ORDINANCE O. 5048-A: - Amendments of Results

Due to errors

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

Error means:-

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



U. G. Gadev

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

A. Due to fraud, malpractices etc.

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

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

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



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University of Mumbai Circular for remuneration



Gadav

I/C Principal
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3.7. Remuneration for Conduct of Practical Examinations In Science Faculty.
(to be paid to the colleges)

A. For the Subjects other than Mathematics / Statistics						
2 Units		3 Units		6 Units		
Practical	Rate (Rs.)	Practical	Rate (Rs.)	Practical	Rate (Rs)	
02	80	02	100	04	150	

B. For Mathematics / Statistics subjects							
Subjects / Units	2 Units		3 Units		6 Units		
	Details	Rate (Rs.)	Details	Rate (Rs.)	Details	Rate (Rs.)	
Mathematics	02	50	03	50	03	75	
Statistics	02	80	03	100	04	200	

C. Remuneration for Practical Examination in Home Science in each subject where practical examination is prescribed :

(i) For FY - Rs. 50 per subject / Examinee.
(ii) For SY and TY - Rs. 100 per subject / Examinee.




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No. Exam.VCD/DBOEE/ICD/2017-18/325

WHEREAS the rates for the remuneration for the teachers and non-teaching staff engaged in Examination Work Conducted by the University need to be revised.

AND

WHEREAS there is a demand for the revised rates for the teachers and non-teaching staff who are engaged in the Examination Work and whereas the statute 483A & 483B has not been revised since long time.

AND

WHEREAS considering the importance and urgency of the matter, it is necessary to pay the amount to all the teachers and non-teaching staff who engaged in Examination Work urgently.

AND

WHEREAS Committee of all Deans was constituted and the draft proposal for the revised Rates of Remuneration to the teaching and non-teaching Staff engaged in Examination Work was prepared.


AND

WHEREAS the same was approved in the meeting of Management Council Resolution dated 18.01.2016 vide item No. 30 "Resolved that the proposal for Revision in Examination fees and remuneration to the Faculty and Staff Engaged in Examination work to be accepted & that in accordance therewith, the Rules & Regulations to such effect as per Annexure be accepted. It is further resolved that, the Statute 483-A and 483-B be repealed".

AND

WHEREAS there is no time available to approach the Competent Authority for implementing resolution passed by the Management Council vide item No. 30 dated 18.1.2016.




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..2..

AND

WHEREAS the assessment of the Examinations conducted in the first half of year 2017 is in progress.

AND

WHEREAS the said process of On Screen Marking (OSM) is putting place for the first time and whereas it is necessary to implement revised rates of remuneration as resolution by the Management Council vide item No. 30 dated 18.1.2016 expeditiously.

AND

Therefore I Dr. Sanjay Deshmukh Vice-Chancellor, University of Mumbai in exercise of the powers conferred upon me under sub section (8) of section 12 of the Maharashtra Public Universities Act, 2016, hereby issue the revised in the forms of the rules mention hereunder which shall come into force forthwith.

AND

CHAPTER – 1

2.1 Short Title, Commencement, application & Definitions :

- a) These rules may be called as Rules of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination Work.
- b) They shall come into force immediately
- c) They shall apply to all the –
 - (i) University Departments, Schools, Institutes and Conducted colleges.
 - (ii) Affiliated colleges, autonomous colleges & recognized institutes.

2.2 Definitions :

In these rules unless the context requires otherwise, the terms defined but used in these rules shall have the same means as assigned to them in the Maharashtra Public Universities Act, 2016.

2.3 Removal of difficulties :

If any difficulty arises in giving effect to the provisions of this Rules, Vice-Chancellor, by his order, direct the appropriate decision, not inconsistent with the objects and purpose of these Rules, which appears to it necessary for the purpose of removing the difficulties.




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This VCD shall come into force with immediate effect i.e. from the examination of First Half 2017 and shall remain in force till new rules and regulations in pursuant to the subject matters dealt with in this VCD are made by the appropriate authorities.

Mumbai-400 098

Dated : 24th July, 2017

(Dr. Sanjay Vasant Deshmukh)

Vice-Chancellor



I/C Principal
Nirma College of Commerce
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CHAPTER - 3

**Revised Rates of Remuneration to the Teaching
And Non-Teaching Staff Engaged in Examination Work**

3.1. Remuneration for all University and College Examinations (All Faculties)

A) Remuneration for Conduct of Examination & other related work (Theory papers)

Sr. No.	Particulars	Quantum	Rates / Day(Rs.)
1	Chief Conductor	One per center	200
2	Joint Chief Conductor	One per center	150
3	Senior Supervisor	One per center	150
4	Understudy Supervisor	One per 10 Blocks	100
5	Junior Supervisor	One per Block	100
6	Peon / Water-man	Two per center	40
6	Peon cum Bell-boy / Liftman / Hamal / Sweeper / Watchman/ Pasting / other arrangement & any other allied work assigned by Chief Conductor.	Three up to 500 examinees. One each for every additional group of 200 examinees.	30

B) Remuneration for Paper Setting and other various related work of Theory papers

Sr. No.	Particulars	Rates / Paper (Rs.)	
		UG and PG	M. Phil. & PET
1	Paper Setting	400	500
2	Translation	250	300
3	Proof Correction	100	150
4	Preparation of Model Answer and Scheme of Marking	300	400

C) Remuneration for Referee of M. Phil. / Ph.D./ D. Lit/ D. Sc. & other related work.

Sr. No.	Particulars	Rates in (Rs.)		
		M. Phil.	Ph.D.	D. Lit / D. Sc.
1	External Referee (Assessment of Thesis)	1000	1500	2000
2	Internal Referee (Assessment of Thesis)	1000	1500	2000
3	Chair Person (Open Defense Viva)	1000	1500	2000
4	External Referee (Open Defense / Viva)	1000	1500	2000
5	Internal Referee (Open Defense / Viva)	1000	1500	2000

(Signature)

IC Principal

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D) The Remuneration rates for Assessment, Moderation & Revaluations (UG & PG)

Particulars	For 100 marks Paper duration (3 hours)	For 75/80 marks Paper duration (3 hours)	For 75/80 marks Paper duration (2 to 2½ hours)	For 40/50/60 marks Paper duration (2 hours)
For Under Graduate Courses - Rate per answer book				
Assessment	Rs.16	Rs.16	Rs.12	Rs.08
Moderation	Rs.20	Rs.20	Rs.15	Rs.10
For Post Graduate Courses - Rate per answer book				
Assessment	Rs.20	Rs.20	Rs.15	Rs.10
Moderation	Rs.24	Rs.24	Rs.18	Rs.12
Minimum A/B's to be assessed for obtaining full Cap Allowance				
CAP Allowance	Rs. 175	Rs. 175	Rs. 175	Rs. 175
UG & PG	Minimum 25 answer books	Minimum 25 answer books	Minimum 30 answer books	Minimum 40 answer books
Notes :				
1) Papers with lesser marks but having duration of 3 hours or 2.5 hours or 2 hours, the payment is to be made as per their respective duration & not as per marks.				
2) The minimum remuneration is to be paid, even the duration / marks are less.				
3) The CAP allowance is not applicable if requisite A/Bs are not assessed in a Day.				
4) If a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance.				
Internal assessment for UG / PG programs – Rs.4 per examinee				
Revaluations of all UG / PG programs - Rs.25 per A/B				
Project & Viva Voce: Internal & External Examiner - Rs.150 each per Project.				

E. Remuneration for CAP Co-ordination work(for University Examinations)

Sr. No.	Particulars	Rates in (Rs.)
1	CAP Director / Principal	Rs.2.00per Answer Book
2	CAP Co-ordinators	Rs.1.50 per Answer Book
3	Cashier cum Accountant	Rs.1.00per Answer Book
4	Clerk	Rs.1.00per Answer Book
5	Peon	Rs.0.50 per Answer Book
6	Contingency and Administrative	Rs.0.50per Answer Book
7	Local Travel allowance will not be applicable for the University Teachers and Teachers working at same college, where, CAP funds are allotted.	



[Signature]
I/C Principal

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3.2. Remuneration for Digital Examination Paper Delivery System (DEPDS).
(For University Examinations)

Sr. No	Particulars	Rates	Examination
1	Principal	Rs.05 per examinee	For entire examination
2	IT Co-ordinators	Rs.05 per examinee	For entire examination
3	Peon	Rs.02 per examinee	For entire examination
4	Printing Charges	Rs.50 per examinee	For entire examination

3.3. Travelling & Meeting Allowance for attending University Examination work.

Sr. No.	Particulars	Designated as	Rates (Rs.)
1	Travelling Allowance (Local travel)	All Members	200 per day
2	Meeting Allowance (for Examination work)	All Members	250 per day

3.4. The Remuneration rates for Assessment of PET Examination work.

Sr. No.	Particulars	Rates Rs.
1	Assessment of Theory Paper / Descriptive Answer Paper	Rs.25 per A/b
2	Moderation of Theory Paper / Descriptive Answer Paper	Rs.30 per A/b
3	Travelling Allowance (Local Travel)	Rs.200 per day
4	CAP Allowance will be as per theory papers (25 A/Bs.)	Rs.175 per day
5	Local Travel allowance will not be applicable for the University Teachers and Teachers working at such colleges, where, CAP center is allotted.	
6	The TA/DA for outstation Examiners will be as per University rules.	

3.5. Remuneration for Finalization of Results to be paid by colleges.
(For Examinations conducted by colleges on behalf of University)

Sr. No.	Honorarium / Remuneration to	Rate
1	Principal / Director of college / Institute	Rs.5000 per session of Examination
2	Chairman Examination Committee	Rs.3000 per session of Examination
3	Examination Committee	Rs.10 per Examinee per Examination (distributed amongst themselves)



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3.6. Remuneration for Conduct of Practical Examinations-Science Faculty
Applicable for Practical Examinations of Sem V & Sem VI conducted by colleges
on behalf of University - UG & PG)

Sr. No.	Particulars	Proposed Rates (Rs.)	
		UG	PG
1	Paper Setter (Practical Examinations)	400	400
2	Preparation (Per Day / Per Person)	200	250
3	Remuneration of Examiner (per Candidate)	20	25
4	Expert (Per Day)	150	200
5	Laboratory Supervisor (Per Day)	200	250
6	Laboratory Assistant (Per Day)	100	150
7	Field Collector (Per Day)	100	150
8	Laboratory Attendant (Per Day)	50	75
9	Peon (Per Day)	50	75
Project and Viva Voce (Per Project)			
10	Internal Examination	120	150
11	External Examination	120	150

3.7. Remuneration for Conduct of Practical Examinations In Science Faculty.
(to be paid to the colleges)

A. For the Subjects other than Mathematics / Statistics							
2 Units		3 Units		6 Units			
Practical	Rate (Rs.)	Practical	Rate (Rs.)	Practical	Rate (Rs.)		
02	80	02	100	04	150		
B. For Mathematics / Statistics subjects							
Subjects / Units	2 Units		3 Units		6 Units		
	Details	Rate (Rs.)	Details	Rate (Rs.)	Details	Rate (Rs.)	
Mathematics	02	50	03	50	03	75	
Statistics	02	80	03	100	04	200	
C. Remuneration for Practical Examination in Home Science in each subject where practical examination is prescribed :							
(i) For FY - Rs.50 per subject / Examinee.							
(ii) For SY and TY - Rs.100 per subject / Examinee.							



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3.8. Remuneration for Technology Faculty. (Term Work / Oral / Practical / Internal Assessments)

A. For Engineering courses(F.E. to B.E.)				
Sr.No	Title	Marks	Rates / Per Student	
1	Term Work – UG	25	Internal Examiner	Rs.06/-
		50	External Examiner	Rs.10/-
2	Oral – UG	25	Internal Examiner	Rs.06/-
			External Examiner	Rs.08/-
		50	Internal Examiner	Rs.10/-
			External Examiner	Rs.10/-
3	Oral with Practical or Only Practical - UG	25	Internal Examiner	Rs.10/-
			External Examiner	Rs.10/-
		50	Internal Examiner	Rs.20/-
			External Examiner	Rs.20/-
4	Term Test - UG (Internal Assessment)	20	Internal Examiner	Rs.04/-

B. For Post Graduate Engineering(M.E.) and M.C.A courses				
1	Term Work – PG	25	Internal Examiner	Rs.15/-
2	Oral – PG	25	External Examiner	Rs.20/-
			Internal Examiner	Rs.20/-
		50	External Examiner	Rs.25/-
			Internal Examiner	Rs.25/-
3	Oral + Practical (PG)	25	External Examiner	Rs.25/-
			Internal Examiner	Rs.25/-
		50	External Examiner	Rs.30/-
			Internal Examiner	Rs.30/-

C. For Pharmacy courses.				
Sr. No.	Title	Marks	Rates/Per Student	
1	Practical and Oral (First, second & third year)	35	Internal Examiner	Rs. 10
			External Examiner	Rs. 10
2	Practical and Oral (Final Year – UG)	35	Internal Examiner	Rs. 14
			External Examiner	Rs. 14
3	Practical and Orals (PG)	75	Internal Examiner	Rs.30
			External Examiner	Rs. 30

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3.9. Remuneration for M.E. / MCA / M. Pharmacy courses.

A. For Engineering Courses				
Sr.No	Title	Marks	Rates / Per Student	
1	Seminar Term Work	50	Internal Examiner	Rs.100/-
2	Seminar Oral	50	External Examiner	Rs.100/-
			Internal Examiner	Rs.100/-
3	Dissertation Term Work	100	Internal Examiner	Rs.200/-
4	Dissertation Oral	100	External Examiner	Rs.1000/-
			Internal Examiner	Rs.500/-
B. For Master of Computer Applications.				
5	Project Term Work	25	Internal Examiner	Rs.50
		50	Internal Examiner	Rs.100
6	Project Oral and Demo	100	Internal Examiner	Rs. 400/-
			External Examiner	Rs. 500/-
7	Mini Project	50	Internal Examiner	Rs.100/-
			External Examiner	Rs.100/-
C. For Master of Pharmacy				
8	Thesis Viva-voce	100	External Examiner	Rs. 1000/-
			Internal Examiner	Rs. 500/-

3.10. Remuneration for Ph. D. (Engineering / Architecture / M.C.A. / Pharmacy)

Sr.No.	Title	Rates/	
1	Course work	Paper Setting	Rs. 400/-
		Assessment Per student	Rs.20/-
2	Each Stage Presentation	Internal Examiner.	Rs.300/-
		External Examiner.	Rs.400/-
3	Thesis Oral	Internal Examiner. (Assessment of Thesis / open defense viva)	Rs.2000/-
		External Examiner. (Assessment of Thesis / open defense viva)	Rs.2000/-
		Chairperson for open defense viva	Rs.2000/-



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3.11. Remuneration for Project, Term Work & Oral / Viva Voce

A For Engineering / M.C.A.

Sr No.	Title	Marks	Rates / Per Student	
1	Project Term Work (Per Student)	25	Internal Examiner	Rs.15/-
		50	Internal Examiner	Rs.20/-
		100	Internal Examiner	Rs.25/-
2	Project Oral (Per Project Group)	25	External Examiner	Rs.150/-
			Internal Examiner	Rs.150/-
		50	External Examiner	Rs.200/-
			Internal Examiner	Rs.200/-
		100	External Examiner	Rs.300/-
			Internal Examiner	Rs.300/-
3	Seminar / Mini- Project / Term Work (Per student)	50	Internal Examiner	Rs. 20/-
		25	Internal Examiner	Rs. 15/-
4	Seminar / Oral/ Mini - Project	50 (Per Project Group)	External Examiner	Rs.200/-
			Internal Examiner	Rs.200/-
		25 (Per Seminar Group)	External Examiner	Rs.150/-
			Internal Examiner	Rs.150/-

B Bachelor of Architecture (B Arch)

Sr. No.	Title	Remuneration (Per Student)	
		Particular	Rate
1	B. Arch. (Architectural Design - Viva) (to be shared by two external examiners)	External Examiner	Rs.50/-
2	B. Arch. (Third / Fourth Year) Technical Courses - Viva	External Examiner	Rs. 25/-
3	B. Arch. (Fourth/ Final Year) Professional Practice - Viva	External Examiner	Rs. 100/-
4	Final Year B. Arch. (Design Dissertation Viva) (to be shared by two external examiners)	External Examiner	Rs.120/-
5	Final Year B. Arch. Technical Courses Viva	External Examiner	Rs.50/-

C. Master of Architecture (M Arch)

Sr. No.	Title	Remuneration (Per Student)	
		Particular	Rate
1	M. Arch. Semester IV Viva	(All streams)	Rs. 200/-
2	M Arch. (by Research, partly by papers) Semester I, II, III Viva	(shared by two external examiners)	Rs. 200/-
3	M. Arch. (by Research) Semester IV Viva	(All streams)	Rs. 1000/-



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3.12. Remuneration for Practical Examination / Laboratory Setup & Other Work
(For Engineering / Architecture / M.C.A. / Pharmacy (UG & PG))

Sr. No.	Designation	Particulars	Rates (Per day)
1	Expert Assistant	Per day	Rs.100/-
2	Laboratory Assistant	Per day	Rs.80/-
3	Attendant	Per day	Rs.50/-
4	Peon	Per day	Rs.40/-

3.13. Remuneration for Teaching & Non Teaching Staff engaged in University work
(For LICs & other special purpose committees)

Sr. No.	Designation	Particulars	Rates (Per visit)
1	Chair-Person of the Committee	Per Person	Rs.2,500/-
2	Member(s) of the Committee	Per Person	Rs.2,000/-
3	To be paid to the persons those who perform the duties at places other than University campus / sub center.		

3.14. Remuneration for Teaching & Non Teaching Staff engaged in University work
(for PET / NET / SET, M. Phil./ Ph.D./ D. Sc. / D. Lit., courses)

Sr. No.	Examinations	Fees(Rs.)	Particulars
1	Chief Observer (One per examination)	Rs.2,000	Dy. Registrar
2	Center Observer (One per center)	Rs.1,000	DR / AR
3	Center In-charge (One per center)	Rs.1,000	Principal / Director
4	Sr. Supervisor (One per center)	Rs.500	College Teacher
5	Jr. Supervisor (One per Block)	Rs.200	College Staff
6	Clerk / Accountant (One per center)	Rs.150	College Staff
7	Peon / Bell Boy (One per center)	Rs.100	College Staff
8	Waterman (One per center)	Rs.100	College Staff

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3.15. Examinations Fees (for UG & PG courses to be paid by students / examinees)

Sr. No.	Examinations	Fees(Rs.)	Particulars
1	Certificate Examinations (Post SSC & HSC)	500	Per Semester
2	Diploma Examinations (Post SSC & HSC)	600	Per Semester
3	Certificate Examinations (Post Graduate)	700	Per Semester
4	Diploma Examinations (Post Graduate)	800	Per Semester
5	UG Examinations – All Faculties	1,000	Per Semester
6	PG Examinations – All Faculties	1,500	Per Semester
7	Only in case of the Yearly pattern syllabi and wherever examinations are conducted on yearly basis instead of semester-wise examinations, the Examination fee will be applicable once in a year, on yearly basis.		

3.16. Examinations Fees (for PET / NET / SET)

Sr. No.	Examinations	Fees(Rs.)	Particulars
1	Ph. D / M. Phil Entrance Test (PET)	Rs.2,000	Per Examination
2	Masters Degree by Research – All Faculties (Only by Research / Partly by Papers)	Rs.10,000	Per Examination
3	M. Phil. Examinations / Viva – All Faculties	Rs.5,000	Per Examination
4	Ph.D. Examinations / Viva – All Faculties	Rs.10,000	Per Examination
5	D. Sc. & D. Litt. By Evaluators / Viva	Rs.25,000	Per Examination
6	Synopsis Submission Fee (PG)	Rs.5,000	Per Examination
7	Synopsis Submission Fee (M. Phil/ Ph.D.)	Rs.10,000	Per Examination
8	Synopsis Submission Fee (D. Sc. & D. LR.)	Rs.15,000	Per Examination
9	Other related fees will be prescribed and circulated in the course.		

3.17. Distribution of Examinations Fees

Sr. No.	Particulars	University Share	College Share
1	Examinations conducted by the University	75 %	25 %
2	Examinations conducted by the Colleges on behalf of the University	25 %	75 %



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