

2015-16



Datta Meghe Institute of Management Studies, Atrey Layout, Nagpur
An Autonomous College Affiliated to RTM Nagpur University

EXAMINATION MANUAL (2015-16)
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EXAMINATION MANUAL
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1 Abbreviations –

- 1.1 “AC” means Academic Council
- 1.2 “ATKT” means Allow to Keep Terms
- 1.3 “BoM” means Board of Management
- 1.4 “BoS” means Board of Studies
- 1.5 “CA” means Continuous Assessment
- 1.6 “CGPA” means Cumulative Grade Point Average
- 1.7 “CoE” means Controller of Examinations
- 1.8 “DAC” means Disciplinary Action Committee
- 1.9 “ESE” means End Semester Examination
- 1.9.1 “College” or “DMIMS” means Datta Meghe College of Management Studies, Nagpur unless indicated otherwise
- 1.10 “MSE” means Mid Semester Examination
- 1.11 “RRMC” means Result Review and Moderation Committee
- 1.12 “SGPA” means Semester Grade Point Average
- 1.13 “SoE” means Scheme of Examination
- 1.14 “TA” means Teachers Assessment
- 1.15 “PA” means Practical Assessment
- 1.16 “CEC” means Competency Enhancement Course
- 1.17 “EI” means Examination In-charge
- 1.18 “SIP” means Summer Internship Program
- 1.19 “EC” means Examination Committee
- 1.20 “PTO” means Please turn over
- 1.21 “UGC” means University Grant commission
- 1.22 “RTMNU” means Rashtrasant Tukadoji Maharaj Nagpur University
- 1.23 “HA” means Head Academics
- 1.24 “DAC” means Disciplinary Action committee
- 1.25 “GRC” means Grievance Redressal Committee
- 1.26 “UMIC” means Unfair Means Investigation Committee
- 1.27 “QP” means Question Paper
- 1.28 “MBA” means Master of Business Administration
- 1.29 “TR” means Trial Result
- 1.30 “DA” means Daily Allowance
- 1.31 “PPC” means Paper Printing Committee
- 1.32 “TC” means Tabulation Committee
- 1.33 “VC” means Vigilance Committee
- 1.34 “HR” means Human Resource
- 1.35 “IT” means Information Technology
- 1.36 “MM” means Marketing Management
- 1.37 “FM” means Financial Management

- 1.38 “OM” means Operations Management
- 1.39 “RRC” means Research Review Committee

Please be noted that where the words “he”, “him”, “his”, occur, they also mean “she”, “her” and “hers”.

2 Meaning –

- 2.1 Course – The paper that a student undertakes or opts in each Semester
- 2.2 Programme – Programme means Master of Business Administration
- 2.3 Optional – A student have the choice in selecting courses as per his requirement
- 2.4 Specializations – A specialization course has to be undertaken by all students in third semester which will continue in fourth semester
- 2.5 Competency Enhancement Course –An industry integrated practical oriented course targeted at domain specific competencies
- 2.6 Internship – A supervised practical training to learn basic skills required to perform on job.
- 2.7 Panel – A group of Experts who will examine the student’s performance
- 2.8 Ex- student – The student who fails in regular exam and Re-Sit Exam, or fails to appear in the said exams, or the student who opted for temporary withdrawal from the course in the respective semester
- 2.9 End Semester Exam – Semester exam which is given by student at the end of the semester I/II/III/IV
- 2.10 Mid Semester Exam– The exam which is conducted during semester I/II/III/IV
- 2.11 Re-sit Exam– The exam which will be conducted for students who fails in regular examination
- 2.12 Misconduct – Irregular conduct of a student in the college premise
- 2.13 Invigilator – A person who monitors the examination during MSE & ESE
- 2.14 Beverages – Tea, coffee or any other drink except water
- 2.15 Disobedient – A person who is naughty and defiant, who refuses to obey the instructions of the authorities
- 2.16 Breach – Breaking the rules prescribed by the college
- 2.17 Bribe – Adopting means to better the result or to cheat in the examination by giving money to the competent authority
- 2.18 Debarment – a student excluded or not allowed to appear in the examination MSE/ESE
- 2.19 Anomaly – Any variance or change seen in the documents received by the student from the college authority
- 2.20 Adoption – to Accept without any corrections
- 2.21 Unfair – A student who acts or behaves against the prescribed norms of the college
- 2.22 Annulment – Withdrawal of a student from the Examination
- 2.23 Evidence – The authority finds proof against the student in a particular incident
- 2.24 Smuggling – Bringing anything which is not required in the college premise
- 2.25 Forge – A student puts a fake signature of the person concerned in the answer book or any other document that is given to him by the college
- 2.26 Counterfeit – Imitation or copying of anything useful for the student
- 2.27 Impersonation – Same as counterfeit
- 2.28 Stipulated – The rules and regulations that is prescribed as requirements to be eligible or progress further

- 2.29 Vigilance – watchful
- 2.30 Re-nomination – if any person or member of the committee is selected or nominated again
- 2.31 Masking – After the completion of MSE/ESE examination the roll no. of the student on the answer book is covered to make it confidential
- 2.32 De-masking – after valuation of the answer book removing the cover from the roll no. of the student
- 2.33 Disabled – immobile
- 2.34 Unambiguous- without any mistake
- 2.35 Custody – under the care of
- 2.36 Squad – team
- 2.37 Grievance – complaint or objection
- 2.38 Discrepancy – Any difference found in any document checked or valued in the college by the appointed authority
- 2.39 Incriminating –a student charged with a crime or fault
- 2.40 Bonafide – A genuine or a real student admitted in the college

3 List of Committees –

- 3.1 Examination Committee
- 3.2 Sub committee for appointment of Examiners
- 3.3 Subject Examination Committee
- 3.4 Vigilance Committee
- 3.5 RRC for Project Work
- 3.6 Central Assessment Cell
- 3.7 Grievance Redressal Committee
- 3.8 Tabulation Committee
- 3.9 Scrutinizer Committee
- 3.10 Result Review and Moderation Committee
- 3.11 Unfair Means Investigation committee
- 3.12 Disciplinary Action Committee

4. Preamble

Datta Meghe Institute of Management Studies (DMIMS) has 20 years of strong standing and credibility in offering quality education through MBA program at Nagpur. It is accredited twice by the National Board of Accreditation (NBA), New Delhi in 2008 and 2014. Accredited by NBA, International tie ups, Regular grants from AICTE, Collaboration with Premier B- Schools, Dedicated cell for Innovation, Research & Industry partnerships and best of the placements make DMIMS a well sought choice by students.

DMIMS is managed by prestigious Nagar Yuwak Shikshan Sanstha (NYSS) with a vision to empower students from disadvantaged backgrounds with high quality of professional education. Meghe group is a leading education group in central India with over 3 decades of glorious history and educating over 40000 students every year through 40+ institutes. The education footprints of Meghe group cover Engineering, Medicine, Management, Pharmacy and School Education.

This institute has launched its students into all spheres of life: its alumni have played decisive roles in governmental and non-governmental organizations, both nationally and internationally and have achieved global recognition.

DMIMS has bagged many awards of National and International repute like, Secured B++ in All – India B-School Survey conducted by Business Management Chronicle in 2013, Ranked 169th by Business Today, among all top management institutes in India in 2013, Ranked A+ by Business India in 2013, B-School with Excellent Industry Interface by Bloomberg UTV in 2012, B School with Excellent Industry Interface- National B-School Awards by Star News in 2011, B-School leadership award by Dewang Mehta Business School Award in 2011, Ranked 43rd among top 50 B Schools in India by Dainik Bhaskar in 2010.

The institute follows a learner-centric approach and has successfully adopted the fundamentals of academic brilliance, cultural activities, sporting excellence and spiritual evolution in students which are simultaneously progressing under the guidance of entrusted facilitators and excellent leadership. DMIMS is committed to have an environment which provides expanded employment opportunities to its students and enriched knowledge base to its faculty. It has developed an ethos of sharing professional capabilities and resources with the peers

The institute has a flexible and innovative approach towards the teaching learning process with emphasis on practical aspects and ‘beyond the syllabus’ areas of knowledge. Value addition is another area in which the institute lays great stress. A skill development and competency enhancement course has been emphasized for the growth of students.

We look forward towards achieving academic excellence through our new curriculum pattern under the autonomous status and provide best education and platform to our present and future students.

5. EXAMINATION COMMITTEE (EC)

The examination committee shall be the supreme authority for conducting examination and making policy decisions in regards to organizing and holding examinations, improving system of examination, appointing paper setters, examiners, valuers, moderators and also prepare schedule of dates of holding examinations and declaration of the results. The Examination Committee shall also observe and regulate conduct of examination in the Institution. The examination committee shall deal with all the matters in relation to examination and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the examination committee in their deliberation shall be such as may be prescribed. The system of examination in each course in each semester will be decided from time to time and will be given in the Scheme of Examinations of the program.

The Examination Committee (EC) shall consist of the following members.

Sr. No.	Committee member	Number	Designation
1	The Principal/Director	01	Chairman
2	Three senior faculty members of the College to be nominated by the Principal.	03	Members
3	The Controller of Examinations	01	Member Secretary

Power and duties of Examination Committee

1. The Examination Committee shall ensure proper organization of examinations and tests including moderation, tabulation and declaration of results.
2. Constitute a committee for each Subject Board for each course appointing Paper Setters/ Moderators/ Valuers and Examiners from amongst the persons included in the panels prepared by the respective Boards of Studies.
3. Undertake exercise/experiments in examination reform.
4. Exercise such other powers in relation to examinations as may be assigned to it by or under the Act.
5. In case of any emergency requiring any action to be taken immediately, the Chairman of EC or any officer/person authorized by him in that behalf, shall take such action as he thinks fit and necessary and shall report these actions to the EC at its next meeting for ratification of actions taken by him.
6. Take disciplinary action for malpractices and lapses on the part of candidates, papers setters, examiners, moderators, teachers, or any other persons connected with the conduct of examinations based on recommendations of statutory /non-statutory committees as it deems fit.
7. Perform such duties and responsibilities which are assigned to it from time to time by the Board of Governing Body.
8. Arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.
9. Arrange the central facility for valuation of answer-books and create academic records and maintain the transparency in the entire valuation process.
10. Ensure the Process of grade conversion, tabulation, moderation and review of results.
11. Prepare the financial estimates for incorporation in the budget of the college and shall submit the same to the Finance Committee.

12. Meet at least twice during the academic year and at such other times as may be required. Two third members shall constitute a quorum. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting.
13. Have the tenure of two years and the members will be eligible for re-nomination.
14. Prepare the rules & regulations of the examination.
15. Prepare & implement the policy to avoid the malpractices in the examination & system.

5.1 Role and Responsibilities of COE

The Controller of Examinations (COE) shall be the principal officer-in-charge for the conduct of evaluation and examinations of the Institution and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the EC. He shall be a full-time salaried officer of the Institution and shall work directly under the direction and control of the Principal. His appointment shall be for a term of two years and he shall be eligible for reappointment for only one more term of two years. The qualification and experience for the purpose of selection of COE shall be as per the UGC/RTM Nagpur University norms.

The COE shall be the member-secretary of EC. He shall have the responsibilities to implement their decisions properly and promptly.

He shall

- 5.1.1 Keep and maintain the confidentiality of the examination & result system.
- 5.1.2 Organize the meeting of the EC and other institutional examination committees,
- 5.1.3 Give the instructions to all HODs and FYC/ Dean PTDP/EI for conduct of examination..
- 5.1.4 Receive the requirements of answer books, drawing sheets, types of graph paper such as IS codes, Data Handbooks, etc. related with examination and any other materials required for conducting the examination from the respective Chairpersons of Board of Studies and distribute the same to respective HoD/EI/FYC/Dean PTDP, and keep the record of the same.
- 5.1.5 List out the different nature of work regarding the conduction of Examinations (Theory / Practical) during the semester. Prepare and announce in advance the calendar of examination as per the academic calendar received from DAM and monitor the preparations of MSE's through HoDs / FYC/ Dean PTDP and of ESE through EI.
- 5.1.6 Issue appointment orders to paper setters/moderators/ valuers/ examiners and members of various committees constituted for smooth conduct of examinations.
- 5.1.7 Issue the appointment orders to paper setters/moderators/ valuers/ examiners in case of any emergency where immediate action is to be taken, as he deems fit and report such cases to EC at its next meeting.
- 5.1.8 Prepare a yearly plan for the purchasing process for items like answer books, and related stationery as per the existing norms.
- 5.1.9 Procure the detailed information of eligible examiners (internal and external) for various courses from BOS and make it available to subcommittee constituted for appointments of the examiners for various courses/examinations and shall submit the recommendations to EC for the approval & to update the existing list of Examiners as per requirement.
- 5.1.10 Receive the "Examination Registration form" (Form No.E1) for ESE from the students section, to enroll the examinees, & to distribute the examination Admit card (Form No.E2) to the eligible candidates through student section.
- 5.1.11 Ensure maintenance of all the machineries, equipment's, Software, computerized systems related to all aspects of work of the office of CoE..

- 5.1.12 Ensure the standards, quality, utility & availability of all the documents (Blank grade sheets, certificate, other such important documents) & other consumable stationery.
- 5.1.13 Collect the sealed packet(s) of question paper from SEC & arrange the printing of each sealed packet randomly selected by the Principal. These sealed covers with seals intact shall then be sent to the printing press, along with work order.
- 5.1.14 Receive the sealed packets of each question paper in required number of copies as per work order and store in confidential section.
- 5.1.15 Prepare the Code Plan (Form No.E3) for answer books to be used for MSE/ESE.
- 5.1.16 Distribute the required stationery, examination, formats, question paper, answer sheets, blank mark sheets for CA & TA, examiners certificates, remuneration bill form to the examiners and departmental examination committees. To collect the examination documents immediately after completion of work.
- 5.1.17 Collect intermediate mark sheets from course teachers through HOD/FYC/ Dean PTDP and transfer the marks for processing of result.
- 5.1.18 Get the result moderated from the RRM, to prepare the result sheets (gazette) and grade sheets.
- 5.1.19 After approval from the EC, arrange to declare the result, and displaying it on institutional website within prescribed time and to distribute the grade reports to the candidates through the Institutional office.
- 5.1.20 Receive the cases of misbehavior, malpractices, copy cases, grievance cases from HoDs/ FYC/ Dean PTDP, CAC or EI and place before UMIC or DAC or GRC for further necessary action. The recommended action shall be place before EC for approval. He shall notify the decision of EC.
- 5.1.21 Postpone or cancel examinations in part or in whole, in the event of malpractices or if the circumstances so warrant and take disciplinary action or initiate any civil criminal proceedings against any person or group of persons alleged to have committed malpractice(s) with prior approval of EC.
- 5.1.22 Prepare the list of faculty and staff who refused or neglected the examination duties and place it before the EC.
- 5.1.23 Maintain the list of teachers/persons who are debarred from examination work.
- 5.1.24 Report the cases to EC for disciplinary action wherever necessary against the candidates, paper setter, examiners, moderators, or any other person connected with examination and found guilty of malpractices in relation to the examination.
- 5.1.25 Maintain & store all the examination documents, confidential documents, important documents (along with hard copy & soft copy as a backup) & to store the softcopy of each result in the institutional custody.
- 5.1.26 Certify bills of remuneration to the faculty & staff related to the examination work as per the approved norms of the institute
- 5.1.27 Arrange for masking, valuation and demasking of all answer books for theory courses of ESE.
- 5.1.28 Ensure the Process of grade conversion, tabulation, moderation and review of results
- 5.1.29 Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators, supervisors etc.
- 5.1.30 Exercise such other duties as may be prescribed or assigned to him from time to time by the EC.

6 TEACHER ASSESSMENT (TA)

6.1 Course teacher shall evaluate the performance of the students in respective theory courses. Performance shall be evaluated by giving and checking home assignments/tutorials, taking surprise tests/seminars in class, allotting fieldwork, etc. Course teacher shall declare to the students at the beginning of the semester,

the way in which he is going to evaluate the performance. Performance shall be regularly monitored and record of assessment shall be maintained as per prescribed format (Form No.E4) the maximum weightage for TA shall be 6%.

6.2 At the end of the semester, course teacher shall tabulate marks allotted to students for Teachers Assessment in the (Form No.E5), hand over the copy of the same to Examination In charge (EI).

6.3 EI shall receive the marks of TA for all courses in all semesters, compile them semester wise through respective subject teacher, sign the consolidated mark sheets and hand over the hard copies of the same to CoE.

7 PRACTICAL ASSESSMENT (PA)

7.1 All the mandatory courses will have compulsory practical assignments

7.2 Practical assignment are designed and assessed by the respective course teacher

7.3 Practical Assignment carries 10 Marks

7.4 A student has to execute 4 such practical assignments.

8 EVALUATION OF COURSE EXAMINATION

8.1 The AC will decide from time to time on the system of examinations in each course in each semester. The proposed assessment procedure will be as follows:

8.1.1 A student is evaluated for theory courses through Practical Assessment (PA), Teachers Assessment (TA), two mid semester examinations (MSE) and one End Semester Examination (ESE)

8.1.2 The relative weightage is 10% for PA, 6% for TA, 24% for MSE-1 & MSE-2, and 60% for ESE.

8.2 The teacher shall announce the method of TA & PA at the beginning of the semester. All MSE and ESE are compulsory for all students. The total marks are calculated in each course as per the weightage described in academic regulation. No credits are awarded if the student remains absent in the ESE.

8.3 The MSE and ESE shall be conducted as per the schedule announced in the academic calendar.

8.4 The ESE shall be conducted for the duration as given in SoE and will be held as per the schedule declared in the academic calendar for that semester. The detailed time-table for this will be declared at least one week before the commencement of ESE by the CoE.

8.5 The question paper formats will be displayed on notice boards/ college website for information of the students.

8.6 All examinations and other modes of evaluations, under TA & PA, announced by the teachers with the approval of Director/ Chairman of BoS are compulsory.

9 ASSESSMENT OF SIP/PROJECT WORK

9.1 Every student has to complete Project work of professional nature and interest. It will be evaluated on the basis of the quality of work carried out and the report of project work submitted and presentation(s) during the Viva voce. A panel of examiners shall evaluate the project work report and a viva voce shall be conducted.

9.2 The assessment of the project will be as per the details given in the Scheme of Examination.

10 MID SEMESTER EXAMINATIONS ORGANIZATION

10.1 Both the Mid Semester Examinations (MSE) shall be conducted as per the schedule given in the academic calendar prepared by the HA.

10.2 Generally not as a rule, there shall be examinations for two courses in a day.

10.3 Course teacher shall act as coordinators for conducting MSEs and shall be responsible for smooth and proper conduct of the examinations.

10.4 It shall be mandatory for the faculty and staff to accept the responsibility of examination work.

10.5 EI shall prepare the time table for holding the examination in various courses as per the scheme of examination (SoE) and submit it to the CoE,

10.6 EI shall display a copy of the Time Table on notice boards, a minimum of seven days before commencement of examinations.

10.7 A copy of Time Table shall also be circulated among the course teachers and other concerned staff members.

10.8 Seating arrangement for students during examinations shall be made for MSEs in each classroom by the concerned course teacher.

10.9 The seating plan and roll list of students shall be submitted to the CoE a week before the commencement of examination.

10.10 Faculty appointed by EI shall collect, from the CoE, the bundles of answer books and code plan one day before the commencement of examination.

11 MSE QP HANDLING

11.1 The EI shall appoint the paper setter for MSE, from among those teaching the course.

11.2 The appointed paper setter/teacher shall prepare the question papers for MSEs of his respective course as per provisions laid down and described in **Appendix 1**

11.3 The EI shall finalize the question papers of MSEs with the help of senior teacher(s) and paper setter(s).

11.4 EI shall constitute a Paper Printing Committee (PPC). EI shall communicate the number of copies of question papers required for conduct of examination to the PPC.

11.5 The PPC shall make the required number of copies of the question papers at least three days before the commencement of examination and seal the copies in a cloth bound envelopes stating the details on the envelopes (**Form No.E7**).

11.6 On the day of examination, the EI shall inspect the seals on envelopes and sign on the front of sealed envelope. He shall also show the intactness of seals and obtain the signature of at least two more faculty members on the front of envelope.

11.7 The sealed packets of question papers will be then opened by EI five minutes before the commencement of the examination.

11.8 The course teacher/ coordinator (paper setter) shall inspect the printed question paper and will ensure that there are no errors. If there are errors, the paper setter(s) will make the corrections on the printed questions papers and put his signature. The corrected copies of question papers shall be sent to different rooms for ready reference of invigilators and students.

11.9 The question papers will be distributed to rooms as per the seating plan (**Form No. E8**), 5 minutes before the commencement of examination through EI.

11.10 EI shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.

11.11 EI shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CoE.

11.12 If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any program of MBA of other colleges. The examinee shall, however, apply in a prescribed (**Form No.E9**) to EI asking for permission to allow for such a writer. EI, then, shall verify the medical certificate and give a permission letter to the examinee for the writer after taking an undertaking from the writer in a prescribed (**Form No.E9**). The examinee shall produce the permission letter (**Form No.E10**) to the invigilator for examination of each course.

11.13 In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he may be allowed to write for 15 to 30 minutes extra for all the courses, provided he seeks permission from EI for extra writing time on account of his disability by producing a medical certificate from Civil Surgeon to this effect.

11.14 Sealing assistant shall maintain the account of answers books and graphs, received and consumed for the examination in a register.

12 INVIGILATION IN MSES

12.1 Invigilator shall be the course teacher or any other teacher appointed by EI.

12.2 EI shall appoint the required number of Invigilators as per the examination schedule, from among the faculty.

12.3 The examination duty is mandatory and can be waived only in case of extreme emergency only, with the prior approval of CoE.

12.4 The course teacher, whose examination falls on a particular day, shall be one of the invigilators.

12.5 On the day of examination, the invigilator will report to the examination control room to collect the bundles of fresh answer books, at least 10 minutes before the commencement of examination.

12.6 The invigilator shall fill the details in the format and sign the attendance sheet (Form No.E12) of examination duty in the examination control room.

12.7 He shall inspect the bundles of answer books with regard to the following:

- i. Each answer book will have a unique number and Seal of Examination Section. (Form No. E13)
- ii. The number of answer books in the bundle.
- iii. The answer book serial numbers are according to the range mentioned in Invigilator Diary (Form No.E14).

12.8 The invigilator shall then carry the bundles of answer books to the allotted rooms along with the keys to the locks on room doors. Invigilators shall enter their classes/halls at least 10 minutes before the start of examination.

12.9 Invigilator shall ask examinees to deposit their belongings outside the room.

12.10 He shall ensure that the students occupy their respective seats as per the Seating Plan.

12.11 Invigilator shall distribute the answer books to the students at least 05 minutes before the start of the examination.

12.12 The invigilator shall ask students to write the details required on the front page of the answer books. He shall also read out the instructions printed on the answer book.

12.13 He shall also announce that using unfair means during examinations is punishable offence.

12.14 He shall distribute question papers at beginning of the examination.

12.15 He shall announce the correction in the printed question papers, if any.

12.16 He shall check the identity card of each student and ensure that the details on Identity card match with the student taking the examination.

12.17 He shall also check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students.

12.18 He shall then ask student to write the serial number of the answer book in the attendance record (Form No.E15) and obtain his signature. He shall also sign on the attendance record after verification of information written by the student.

12.19 He shall maintain the attendance (Form No.E15) of the students of his class/hall during examination period. He will report the details of students who remain absent.

12.20 He shall maintain the record of examination in the Invigilation Diary (Form No.E14).

12.21 He shall maintain general discipline in the classroom by frequently moving in the class room/hall and preventing any malpractices, attempt of copying by the students.

12.22 He shall report cases of students misbehavior, indiscipline, malpractices and copying cases to the EI along with his and student's statement (Form No.E16A & E16B). EI shall submit the report of all unfair means cases to the COE on same day for further necessary action (Form No.E16).

12.23 He shall then collect the answer books from the students, scratch the left out unused blank pages in each answer book, put his signature on the last line of written page, arrange them sequentially as per the roll numbers of the students, separately for each course, and hand over the same to EI along with the students' attendance record, room report and invigilation diary.

13 PROCESSING AFTER MSES

13.1 The course teacher will maintain the bundles of answer books after the examination.

13.2 The course teacher shall compile the written answer books in sequential order and hand it over to EI.

13.3 EI shall maintain the record of answer books received from CoE and consumed for the examinations. The unused answer books shall be returned to CoE at the end of examination along with the account of used answer book. (Form No. E17).

13.4 The details of bundle of answer books will be written in the “Bundle Slip” (Form No. E18) and the same will be on top of the bundle.

13.5 The course teacher shall report to the evaluation centre on the next day of examination for evaluation of the answer books.

13.6 After evaluation, the course teacher will enter the marks secured by students into the MIS and also print two copies of mark sheets. The course teacher shall ensure that there is no error in the entry of marks, and then sign both the copies of mark sheet. One copy will be filed by the course teacher for his/her record while the other copy will be retained by EI.

13.7 The course teacher will show the answer books to the students. Students shall go through the answer books and they may discuss the valuation with the course teacher. The course teacher shall obtain the signatures of students on the answer book.

13.8 A course teacher shall report to the Examination Section, changes in marks secured by students, if any in (Form No.E19) within three days from completion of the evaluation of answer books.

13.9 A course teacher shall submit the bundle of valued answer books, arranged in sequential order, to the EI which shall be kept in the safe custody.

SN	Activity	Time	Responsibility
1	Band of dates for examination	As per Academic calendar	HA
2	Submission of a) Time table for examination showing date/time/subject, b) Seating Plan c) List of course teachers, d) Number of students appearing for each course. to CoE	10 days before commencement of examination	EI
3	Announcement of Examination Schedule to students	7 days before commencement of examination	EI
4	Invigilation Duty Chart	7 days before commencement of examination	EI
5	Setting and Printing of question papers (15 copies more than the number of students appearing in the examination)	Min 3 days before the examination day	PPC

	Packing them securely in sealed envelopes and keeping them in safe custody.		
6	Collecting the bundles of blank answer books and sealed envelopes of question papers (Form No. E7,E7A, E7B) from Examination Section	One day before commencement of examination	EI
7	Question paper scrutiny and checking	10 minutes before commencement of examination	Course Teacher in presence of EI
8	Distribution of question papers to the rooms.	5 minutes before commencement of examination	Faculty authorized by EI
9	Distribution of answer books and question papers in rooms	5 minutes before commencement of examination	Course teacher
10	Ensuring seating as per plan, checking ID cards of each examinee, ensuring the correct information of examinee on answer book, maintaining the discipline , collection of answer books at the end of examination, arranging them in serial order, and hand over them to EI	During and at the end of examination	Course teacher
11	Arranging answer books of same course in one bundle and packing them securely with information label on the envelop/packet.	End of examination	Course teacher
12	Handing over the bundles to evaluation centre	On the same day of examination	Course teacher
13	Evaluation of answer books, entry of marks. Showing the answer books to students, satisfying the students about fairness of valuation, obtaining their signatures, reporting changes in marks, if any, to CoE	Within 2 days from the date of course examination	Course Teacher
14	Compilation of marks of all courses of all students of one section and submission to CoE	Within 10 days from last date of examination.	EI

14 RESCHEDULING OF MSE-1 AND MSE-2

As per the existing clause of the Academic Regulations (2015-16), a student who misses mid semester examination in one or more theory courses, has an option to take the rescheduled examination. The rescheduled MSEs will be conducted within 5 days of regular MSE.

- 14.1 If a student misses to take the Mid Semester Examination, he can apply for the permission to take an examination in lieu of regular MSE. Student shall submit the application either before the exam or immediately after the regular MSE. A test in lieu of scheduled MSE 1 or 2 will be conducted after about 5 days from missed MSE.
- 14.2 If a student has missed one course, he shall appear only that course for the rescheduled MSE-1 or MSE-2. The MSE will be held beyond the regular class-work hours.
- 14.3 If a student fails to take up the rescheduled MSE-1 or MSE-2 then no further rescheduling for the same will be done and student will be marked as 'Absent'.

15 ELIGIBILITY CRITERIA REGARDING APPOINTMENT OF PAPER SETTER/MODERATOR AT ESE

15.1 The paper setter/moderator shall be appointed by Examination Committee (Form No.E21). The paper setter/moderator appointed for a paper shall have a MBA degree in HR/Marketing/IT/Finance/Operation.

15.2 The paper setters/moderator shall have at least three years of teaching experience and preferably teaching the similar course for which appointment is to be made. In case paper setter is appointed from outside i.e. Industry/ Organization/ Field, he shall have preferably three years of professional experience in the related field.

15.3 No person can claim appointment as paper setter/moderator or any other appointment related to examination work as a matter of right.

15.4 Appointment of person as paper setter/moderator shall be made one month before the commencement of end semester examination.

15.5 In case Paper setter/moderator is from outside the college, he shall communicate his acceptance (Form No.E22). In case no communication is received from paper setter /moderator / within prescribed time limit it will be presumed that the appointment is not accepted.

15.6 If a teacher of the college is appointed as paper setter/moderator, it shall be mandatory on part of teacher to accept appointment. However, if a "near relative" is appearing at the examination to which the teacher is offered the appointment as paper setter/moderator then the teacher shall state this fact along with details and refuse the appointment as paper setter/moderator immediately on the receipt of appointment. "Near Relation" shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-law, direct grand children, and direct dependant of the teacher.

15.7 The paper setter shall follow all the directions given by the EC from time to time in respect of pattern of question papers, setting of question papers model answers scheme of marking etc.

16 ELIGIBILITY CRITERIA REGARDING APPOINTMENT OF VALUER FOR THEORY COURSES FOR ESE

16.1 The valuer of Theory Courses shall be appointed by EC (Form No.E23/ E24). The valuer appointed for postgraduate course shall have a MBA degree in HR/MM/FM/IT/OM.

16.2 The valuer shall have preferably three years of teaching experience and preferably teaching the similar course for which appointment is to be made. In case paper valuer is appointed from outside i.e. Industry/ Organization/ Field, he shall have preferably three years of professional experience in the related field.

16.3 However, if experts are not available as per the norms mentioned above, the teachers from relevant field may be appointed as a valuer as a special case with the approval of EC.

16.4 No person can claim appointment as valuer any other appointment related to examination work as a matter of right.

16.5 Appointment of person as valuer shall be made 15 days before the commencement of end semester examination.

16.6 In case valuer is from outside, he shall communicate his acceptance (Form No.E22). In case no communication is received from Valuer within prescribed time limit, it will be presumed that the appointment is not accepted.

16.7 If a teacher of the college is appointed as Valuer it shall be mandatory on part of teacher to accept appointment. However, if a “near relative” is appearing at the examination to which the teacher is offered the appointment as paper setter then a teacher shall state this fact along with details and refuse the appointment as paper setter. “Near Relation” shall mean and include the son, daughter, father, mother, brother, sister, wife, husband, first cousin, direct in-law, direct grand children, and direct dependant of the teacher.

17 SUB COMMITTEE FOR APPOINTMENT OF EXAMINERS

In order to appoint paper setter, examiners, valuers and moderators from the panel recommended by the BoS, the EC shall constitute a subcommittee for each Board of Studies. The Sub-committee shall consist of the following members.

Sr. No.	Committee member	Number	Designation
1	The Principal/Director	01	Chairman
2	Two senior faculty members of the College to be nominated by the Principal.	02	Members

The sub-committee shall prepare the list of persons for various examinations from amongst the persons included in the panel prepared by the Board of Studies (YA-11 and YA12) and shall submit recommendation list to EC for its consideration and approval of appointment. (Form No.E11 & E11A)

18 SUBJECT EXAMINATION COMMITTEE

Constitution, Role and Responsibilities

The paper setting will be done centrally within the premises of the College. The CoE will convene the meeting of **Subject Examination Committee (SEC)** which will consist of the following:

Sr. No.	Committee member	Designation
1	Chairman of Board of Studies	Chairman
2	Paper setters for the respective course.	Members
3	Subject expert for moderation nominated by the chairman	Member Secretary

Subject Examination committee shall-

- 18.1 Prepare the sets of Question papers as per the syllabus and the supplied format of question paper
- 18.2 Ensure that the marks allotted to the various question make up a total of the number of marks allotted in the paper(s).
- 18.3 Give clear instruction to the CoE in case the use of any specific articles like graph papers, etc is required in the examination so that arrangement for supply of the same can be made before hand.
- 18.4 Satisfy itself that the question paper set in each paper for the examination is within the syllabus and of prescribed standard.
- 18.5 Satisfy itself that the full question papers can be answered within the stipulated time allotted to them.
- 18.6 Ensure that the question paper is evenly spread over the syllabus prescribed for that paper.
- 18.7 Follow such other instruction as may be issued from time to time by the Principal.
- 18.8 Each member of the subject examination committee shall check the final question papers and shall sign on each page of the same.
- 18.9 A hard copy of question papers is placed in covers (A) which shall be sealed at both ends by the chairman.

19 INSTRUCTIONS TO THE PAPER SETTER(S)/ MODERATOR(S)

- 19.1 The paper setter(s)/moderator(s) shall not disclose his appointment and shall make correspondence, if required, in sealed envelope regarding any matter connected with the examination.
- 19.2 The question paper for ESE shall be set for the marks and duration as mentioned in the SoE of the particular course.
- 19.3 Paper setter(s)/moderator(s) shall submit his willingness/ unwillingness to CoE on receipt of the letter of appointment. It is mandatory for the teaching faculty of DMIMS to accept the appointment as paper setter, if he qualifies as a paper setter(s)/moderator(s).
- 19.4 Paper setter(s)/moderator(s) shall set the question papers as per pattern of question paper along with distribution of marks prescribed, if any, by the HA from time to time.
- 19.5 The paper setter(s)/moderator(s) shall submit the number of different sets of question papers as specified in the appointment letter.

19.6 Paper setter(s)/moderator(s) shall not set question(s) outside the scope of the syllabus.

19.7 Paper setter(s)/moderator(s) shall not repeat the same question in other question of the same set or in different set.

19.8 Nature of question paper should be precise. Paper setter should design question paper such that the questions

- i. are written with simple, straight forward and meaningful wording
- ii. are unambiguous
- iii. are asked for relevant marks
- iv. cover the entire syllabus for the course.

19.9 All questions in the paper set shall be compulsory. There can be internal choice for each question.

19.10 The questions should be serially numbered as 1, 2, 3, 4 & 5 while Sub-questions, if any, shall be numbered as a, b, c, d ... etc.

19.11 Marks shall be indicated on the right side of sub-question or the question.

19.12 Question shall be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing merely book information. The question paper may contain questions based on testing knowledge, memory and skill and thinking ability.

19.13 Diagrams or sketches, if any, shall be drawn in blue/black ink or ball pen.

19.14 The Paper setter(s)/moderator(s) shall be provided the format of question paper and common instructions mentioned for the candidates. However, paper setter(s)/moderator(s) is requested to delete excess instructions or add some instructions, if required. The Paper setter(s)/moderator(s) is expected to attend the meeting of SEC duly prepared for setting of question paper(s) in the appointed course. (Form No.E26).

19.15 Each Paper setter(s)/moderator(s) will have to submit a declaration (Form No.E21A), along with the paper.

19.16 The Paper setter(s)/moderator(s) and members of SEC shall meet together in a committee room and finalize the question paper sets duly moderated in one sitting only. They should also ensure the destruction of any material related to question paper(s).

19.17 The hard copy of a question paper set shall be placed in the white envelope (Cover–A) and will be sealed individually in presence of committee members and paper setter in blue envelope. These blue sealed envelopes shall then be submitted to CoE along with the minutes of SEC meeting duly signed by paper setter, moderator and chairman of SEC (Form No.E27).

19.18 The covers shall clearly state the name of Semester, Course Code and Course Name. There shall be no other identifiable mark on the envelopes.

19.19 In case of any difficulty regarding getting hard copy, the SEC may report the matter to CoE. The SEC members from outside DMIMS shall be paid traveling and related expenses as per prevailing rules.

19.20 The Paper setter(s)/moderator(s) and members of SEC shall observe absolute secrecy with regard to the contents of the question papers set (s) either set/moderated/seen by them.

19.21 The paper setter (s)/ moderators should not leak the question set whether intentionally or due to negligence before the time of Examination. The appointment of the teacher/person as a paper setter/examiner/moderator shall be ordinarily made at the time of odd semester and even semester examination of ESE. The same panel of examiners shall look after the works of Re-sit examination in the particular semester. However, if it is necessary to do so, the appointment of paper setters/ examiners/ moderators may be made at other time(s) necessitated by the circumstances.

20 FORMAT OF QUESTION PAPER

20.1 Page setup for question paper will be of the A4 size paper.

20.2 Both the sides of the papers would be used for printing.

20.3 The details of course coverage and sample format of paper is provided in Appendix-1

21 SELECTION OF SET FOR PRINTING FOR ESE

21.1 There will be four question paper of each course for respective semester examination. The SEC shall prepare and moderate question paper for examination according to instructions received from CoE.

21.2 The CoE will place before the Principal, all the question paper prepared, moderated and sealed by SEC. The Principal will select one sealed envelope for each course. The selection of envelopes will be done at random. The selected sealed envelopes will be sent for printing.

21.3 The remaining sealed envelopes containing the moderated question paper will be transferred to safe custody of CoE. The CoE shall maintain the record of all used and unused sealed envelopes containing question papers sets.

22 DISTRIBUTION OF QUESTION PAPER IN ESE

The printed question papers in sealed packets will be kept in safe custody by CoE till the day of examination. The sealed packets of printed question papers will be opened 10 minutes before the time of examination by EI in control room. The question papers will be put in the packets of different rooms according to the seating plan and will be given to the appointed invigilators for distribution to students 10 minutes before the commencement of examination.

23 ORGANIZATION OF ESE

23.1 End Semester Examinations for all programs shall commence as per the schedule published in Academic Calendar However, in case of any emergency, the Chairman, Examination Committee is empowered to reschedule any examination.

23.2 The ESE shall be conducted by EI under supervision of CoE. He shall however be assisted by his committee for smooth conduct of examination.

23.3 EI shall extend all the help and cooperation along with all the faculty and staff under their jurisdiction for the conduct of ESE.

23.4 All faculty and staff shall be under the direct control of CoE for conducting the examination related works during examination period defined in Academic Calendar. Hence, faculty/staff shall not undertake any assignment outside the college or shall not avail any leave during examination period. Under extreme emergency, Principal may permit such persons to handle assignments outside the college or to avail leave. The advance permission from CoE shall, however, be necessary in this regard. (Form No.E28)

23.5 The faculty and staff shall not leave the Headquarter without the permission of CoE during examination period defined in Academic Calendar.

23.6 The complete infrastructure of the college shall be under the direct control of CoE and shall not be used for any program without the advance written permission of CoE from three days before and during the schedule of examination.

23.7 The required staff for conducting the ESE such as Invigilators, additional invigilator, and relievers etc. shall be appointed from amongst the faculty by EI with prior approval from CoE as per the following structure:

1	Invigilators	One invigilator for every unit of 30 students or less in a room subjected to a maximum two per class room.
2	Additional invigilators	One for every 6 invigilators appointed
3	Reliever	One per 3 class rooms
4	Packing & sealing Assistants	One class III employees
5	Exam peons	One for examination
6	Waterman	One for three class rooms
7	Sweeper	One for building
Additional requirements, if any, shall be sanctioned by the Director/Principal		

23.8 EI shall show the intactness of the seals of the packets of question papers to any two invigilators and obtain their signatures on all the packets indicating the date and time of opening the packets. (Form No.E29)

24 SCRUTINY OF ANSWER BOOK

Scrutinizer shall

- 24.1 Check all questions and sub questions are valued
- 24.2 Ensure that the marks given by the valuer are as per the marks allotted to the questions.
- 24.3 Check correct posting of marks allotted by the valuer to each question/ sub-question on the Front Page of answer book.
- 24.4 Make totals of marks awarded to each sub question(s) and questions and overall grand total.
- 24.5 See that the valuer has signed at the place provided.
- 24.6 Report to Scrutiny Officer in case of any discrepancy, which shall be amended by bringing it to notice of the concerned valuer. In any case, the Scrutinizer or any person of CAC shall not correct any such mistakes on their own.
- 24.7 After removal of discrepancies, if any, transparent adhesive tape shall be pasted on the marks obtained by the candidate.
- 24.8 Scrutinizer shall put his signature on the bundle slip provided with the bundle to certify that scrutiny has been done satisfactorily.

25 TIME ALERTS DURING EXAMINATIONS:

EI shall instruct the examination peon to ring the siren as per following timings during all examinations:

Sr. No.	Type of bell	Schedule of bell for Morning /AfternoonSession	Remarks
1	Long siren	Fifteen min. before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two short sirens	beginning of examination	To indicate start of the examination
3	One short Siren	Hourly warning	To indicate end of an hour(s) of examination
4	Two short sirens	Ten min. before the end of examination	To indicate last 10 minutes of exam time.
5	Long Siren	At the end of examination	To indicate end of duration paper

26 VIGILANCE COMMITTEE

The EC shall constitute vigilance squad(s)(VS) under the chairmanship of any one senior faculty member and two faculty members to visit the examination halls. The squad shall have at least one lady member.

Sr. No.	Committee member		Number	Designation
1	One Senior faculty	Dr. Hetal Gaglani	01	Chairman
2	Two faculty members of the College to be nominated by the Principal/Director.	Dr. Shantanu Bose Dr. Vinod Waiker	02	Members

- 26.1 All the members of the VS shall be informed through a letter as per (Form No.E31).

26.2 The tenure of VS shall be for two years.

26.3 A senior member of the Examination committee shall act as the Chairman of the VS appointed by the Principal / Director.

26.4 The chairman of Vigilance squad is authorized to form vigilance teams of two members (preferably from senior faculty) each and teams formed shall work during the examination period as per examination time table. The team will submit the daily vigilance report through the chairman of vigilance squad to COE. The member of such teams shall get the remuneration as per rate of invigilators.

26.5 The members of the team shall visit the examination hall to ensure that;

26.5.1 The examinations are conducted as per norms laid down from time to time.

26.5.2 The rules and instructions for conduct of examinations are scrupulously followed.

26.5.3 The seating arrangement made in examination hall and facilities available to the students/ examinees during the examination are satisfactory and adequate.

26.5.4 The examination premises are well protected so that no trespassers or outsiders can enter the premises unnoticed.

26.5.5 All requirements for smooth conduct of examination are properly provided.

26.5.6 No way is available to the examinees to try to resort to unfair means/ malpractice like smuggling out of the blank answer book or smuggling in of written answer book based on the question paper set at the examination or any coping material, during the conduct of examination.

26.5.7 The answer books supplied to the examinees are in good condition. The pages of the answer books are serially numbered. Answer books in bad condition/ answer books without page number serially/ answer books containing loose pages/ answer book without number on cover page, etc are cancelled by the CoE.

26.5.8 In the examination hall, the Invigilators are performing their duties as per instruction issued i.e. checking the condition of answer books, printed Sr.Nos., entries made by the students on answer books, signing at the end of last written page by the examinee, canceling the blank pages of an answer book by drawing a line across the blank page etc.

26.5.9 Immediately report any sort of lack or shortcomings in the arrangements made at the examination halls. CoE shall take prompt action to rectify them.

26.6 VS is authorized to visit the examination center/CAC without prior intimation to the in- charge faculty.

26.7 The members of the VS are authorized to enter in the room of the examination for checking the students/ examinees, identity card, admission card etc, to ascertain the authenticity of the examinee(s).

26.8 The members of the VS are authorized to detect unfair means/ malpractices in the examination(s) for which, if required, they may take physical search of the examinee(s).Faculty. After verification GRC shall put their recommendatory remark on each grievance case and submit the same along with consolidated report, to EC. Approved recommendations will be notified by COE on behalf of EC.

26.9 The members of the VS shall submit the report of surprise visit to CoE in (Form No.E32). The CoE shall place it before the EC for its consideration and necessary action thereon.

26.10 EC may inspect the following records to their satisfaction and submit their reports thereon to the Principal for issuing instruction to the Controller of Examination to take immediate action, if required :

- 26.10.1. The stock and record of receipt and utilization/cancellation of answer books.
- 26.10.2. The stock and record of receipt and utilization of question papers.
- 26.10.3. The record of unfair means/ malpractices cases.
- 26.10.4. The seating plan of the examinees at the Center.
- 26.10.5. Record of appointments of Invigilators and supporting staff at the center.
- 26.10.6. Record of dispatch of written answer books to CoE.
- 26.10.7. Confirming whether the dockets containing the roll number of the absent examinee are dispatched along with the answer books.
- 26.10.8. Any other record relating to the conduct of examinations.

27 CENTRAL ASSESSMENT CELL

For assessment of answer books of all examinations, the COE will constitute a Central Assessment Cell (CAC) with the prior approval from Principal/Director

The appointment letters will be issued to examiners by CoE ,from list of approved recommendations of EC(Form E-11). After receipt of acceptance from examiners, list of such examiners shall be prepared course wise and examination wise with their contact details such as addresses, mobile numbers and email addresses. This list shall be supplied to In-Charge, CAC.

Composition of CAC is as below

Sr. No.	Committee member	Number	Designation
1	Controller of Examination	01	Chairman
2	Four Senior faculty members of the College to be nominated by the Principal/Director.	04	Members

For effective working of CAC, the In-Charge CAC shall be supported by the following staff structure.

1. Room Supervisors
2. Masking and Demasking Assistants
3. Valuation Room Clerks
4. Scrutiny Officer
5. Checkers
6. Computer Programmer
7. Data entry Operators
8. Peons
9. Assistants in CAC

However the number required in above mentioned staff structure will be worked out by the In Charge, CAC

Work Flow for CAC

He/she shall make the arrangement of the valuation work in the following sequence:

- 27.1. Receipt of the bundles of sealed answer books.
- 27.2. Sorting out of sealed answer book bundles examination-wise/ course-wise/ paper-wise.
- 27.3. Opening of the sealed answer book bundles.
- 27.4. Checking / Verification of the number of answer books, contained in the bundles as per Invigilator's Diary (Form No.E14) and keep the record of these diaries which will be required for filling the absentees at the time of making entries of the marks,
- 27.27. He shall arrange to paste transparent plastic tape on the Roll No. , Enrolment No. etc., written on each answer-book (including graph papers etc.) immediately.
- 27.6. Noting down in the, the roll numbers of absentee students, if any from the work record of unvalued answer books (Form No.E35).
- 27.7. masking of the cover page of these answer books and prepare bundles of 30 answer books so that the Roll No., Registration number etc., (including on graph papers, drawing sheets etc, if any,) will not be visible and nobody will be able to identify the roll no./registration number of the examinee.
- 27.8. place 'Bundle Slip' (Form No.E34) on the top of each bundle of 30 answer books. He shall give the number to each bundle of 30 answer books and shall fill in the necessary information in the 'Bundle Slip' placed on the top of each bundle.
- 27.9. After masking the answer-books, mix-up the 30 answer books in bundle and handover the bundle to the room supervisor. Then the room supervisor shall acknowledge the receipt in the (Form No.E36).
- 27.10. Issuing answer books bundles to the Examiner for valuation by the Room supervisor, CAC.
- 27.11. Handing over the valued answer books to the scrutinizer for checking marks by the checker.
- 27.12. Receipt of the scrutinized answer books by the Room Supervisor from Scrutinizer.
- 27.13. Demasking of answer books after scrutiny.
- 27.14. Handing over the answer books to data entry operator for entry of marks.
- 27.127. Getting a print of mark sheets and obtain signature of valuers and scrutiny officer on the mark sheet.
- 27.16. Handing over the bundle of answer books to course teachers for showing to students and obtaining his receipt (Form No.E18).
- 27.17. Collecting back the answer books from course teachers after they are shown to students and having obtained their signatures along with the report of change of mark, if any in (Form No.E39).
- 27.18. Collection of mark sheets and arranging them in the sequence of the Course/paper. Course wise/ paper wise, in sequence of the roll numbers. All mark sheets shall be put in one cover. Details such as Course code, Course Name, Name of Programme, Term, Academic Year etc. be mentioned on each cover and these sealed cover be handed over to the CoE.
- 27.19. Arrange the answer books in sequential order and seal them in paper pack and hand over to In-charge for storage.

28 INSTRUCTIONS TO THE PAPER SETTER(S)/ MODERATOR(S)

- 28.1 The paper setter(s)/moderator(s) shall not disclose his appointment and shall make correspondence, if required, in sealed envelope regarding any matter connected with the examination.
- 28.2 The question paper for ESE shall be set for the marks and duration as mentioned in the SoE of the particular course.

28.3 Paper setter(s)/moderator(s) shall submit his willingness/ unwillingness to CoE on receipt of the letter of appointment. It is mandatory for the teaching faculty of DMIMS to accept the appointment as paper setter, if he qualifies as a paper setter(s)/moderator(s).

28.4 Paper setter(s)/moderator(s) shall set the question papers as per pattern of question paper along with distribution of marks prescribed, if any, by the HA from time to time.

28.5 The paper setter(s)/moderator(s) shall submit the number of different sets of question papers as specified in the appointment letter.

28.6 Paper setter(s)/moderator(s) shall not set question(s) outside the scope of the syllabus.

28.7 Paper setter(s)/moderator(s) shall not repeat the same question in other question of the same set or in different set.

28.8 Nature of question paper should be precise. Paper setter should design question paper such that the questions

- i. are written with simple, straight forward and meaningful wording
- ii. are unambiguous
- iii. are asked for relevant marks
- iv. cover the entire syllabus for the course.

28.9 All questions in the paper set shall be compulsory. There can be internal choice for each question.

28.10 The questions should be serially numbered as 1, 2, 3, 4 & 5 while Sub-questions, if any, shall be numbered as a, b, c, d ... etc.

28.11 Marks shall be indicated on the right side of sub-question or the question.

28.12 Question shall be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing merely book information. The question paper may contain questions based on testing knowledge, memory and skill and thinking ability.

28.13 Diagrams or sketches, if any, shall be drawn in blue/black ink or ball pen.

28.14 The Paper setter(s)/moderator(s) shall be provided the format of question paper and common instructions mentioned for the candidates. However, paper setter(s)/moderator(s) is requested to delete excess instructions or add some instructions, if required. The Paper setter(s)/moderator(s) is expected to attend the meeting of SEC duly prepared for setting of question paper(s) in the appointed course. (Form No.E26).

28.15 Each Paper setter(s)/moderator(s) will have to submit a declaration (Form No.E21A), along with the paper.

28.16 The Paper setter(s)/moderator(s) and members of SEC shall meet together in a committee room and finalize the question paper sets duly moderated in one sitting only. They should also ensure the destruction of any material related to question paper(s).

28.17 The hard copy of a question paper set shall be placed in the white envelope (Cover–A) and will be sealed individually in presence of committee members and paper setter in blue envelope. These blue sealed envelopes shall then be submitted to CoE along with the minutes of SEC meeting duly signed by paper setter, moderator and chairman of SEC (Form No.E27).

28.18 The covers shall clearly state the name of Semester, Course Code and Course Name. There shall be no other identifiable mark on the envelopes.

28.19 In case of any difficulty regarding getting hard copy, the SEC may report the matter to CoE. The SEC members from outside DMIMS shall be paid traveling and related expenses as per prevailing rules.

28.20 The Paper setter(s)/moderator(s) and members of SEC shall observe absolute secrecy with regard to the contents of the question papers set (s) either set/moderated/seen by them.

28.21 The paper setter (s)/ moderators should not leak the question set whether intentionally or due to negligence before the time of Examination. The appointment of the teacher/person as a paper setter/examiner/moderator shall be ordinarily made at the time of odd semester and even semester examination of ESE. The same panel of examiners shall look after the works of Re-sit examination in the particular semester. However, if it is necessary to do so, the appointment of paper setters/ examiners/ moderators may be made at other time(s) necessitated by the circumstances.

29 DEMASKING OF ANSWER BOOKS

Once the answer books for one course are evaluated and scrutinized they shall be demasked to reveal the roll number and other details of examinee. The answer books shall be arranged in sequential order of the examination seating numbers. The bundle will be then handed over to the data entry operator for the preparation of the mark sheet.

30 MARK SHEETS OF ASSESSED ANSWER BOOKS

After demasking, the answer books shall be given to the data entry operator who will prepare the mark sheet on the computer by entering the marks into the software program specially prepared for the purpose. Both Scrutiny officer and valuer shall ensure the correctness of the mark sheet prepared by data entry operator and shall sign the two copies of the mark sheet. One copy of the mark sheet shall be retained with the CAC and one copy shall be kept in the bundle of answer books.

31 TRANSPARENCY IN ASSESSMENT

31.1 The bundle of answer books, then, shall be handed over to the course teacher so that he can show the same to the students in order to maintain the transparency in the assessment process. After obtaining the signatures of students on the front face of answer books, he shall return the answer books to the CAC.

31.2 If the course teacher is not the valuer and found any discrepancy regarding the assessment then he shall bring it to the notice of CAC In-Charge. CAC In-Charge shall invite the original valuer to look at the cases having discrepancies and submit the modification in marks, if any in (Form No.E39).

31.3 If the course teacher is himself the valuer and found any discrepancy regarding the assessment then he shall submit the modification in marks, if any in (Form No.E39) to CAC In-Charge.

31.4 The answer books of all written examinations will be shown to students after the valuation has been done within 12 days from the date of examination. The student shall sign the cover page of answer book and return it to the course teacher if he is satisfied with the valuation.

31.5 If the student is unsatisfied with the valuation, he can meet the Principal, discuss the matter and shall apply in (Form No.E41) mentioning the details of his grievances regarding assessment. On the recommendation of Principal the such case shall be placed before the Grievances Redressal Committee for further action. If the Principal is not satisfied with grievance application of the student then he/she shall reject the same and the answer book duly signed by the student shall be sent back to CAC through course teacher.

31.6 The Grievances Redressal Committee on recommendation of Principal shall investigate the grievance and give their recommendation. These recommendations shall be in form of moderation of answer book, modification of marks etc. If the student fails to see his answer book himself and sign it, his case cannot be taken up by Grievances Redressal Committee. The maximum time limit for submission of grievances shall be 06 days from the date of examination of that paper.

32 COLLECTION OF ANSWER BOOKS AND MODIFIED MARK SHEETS

32.1 After showing the answer books to students and obtaining their signatures, they shall be arranged in sequential order according to the roll numbers. The In-Charge of CAC shall count the number of answer books as mentioned in “Bundle Slip” (Form No.E18).

32.2 The mark sheet for the entire bundle, report of change in marks, if any, and the written objection raised by the student, if any, shall also be submitted along with the bundle of answer books to In-Charge of CAC.

32.3 The CAC shall arrange to print one modified mark sheet with the words “MODIFIED” written in the right hand top corner (Form No.39). The modified mark-sheet shall be printed for the complete bundle of answer book. The valuer shall sign the modified mark sheets and submit to In-charge of CAC.

32.4 The In charge of CAC shall write the words: “Modified” against the roll numbers of students in the original mark sheet, whose marks are modified.

33 RECEIPT OF MARKS

In-Charge CAC shall receive the statement of marks of students of one semester for all courses under various categories like, Teachers Assessment, Mid Semester Examinations and Continuous Assessment for Practical courses duly signed by course teacher and certified by EI a tabular format as prescribed in (Form No.E42). These statements of marks shall then be submitted to the tabulation committee for compilation. The End Semester Examination marks of various programmes and courses shall be handed over to tabulation committee by the In-Charge of CAC.

34 THE GRADING SYSTEM

The evaluation of students will be done on the basis of grades as detailed below

34.1.1 For every course, the students will be evaluated on the basis of the grading system.

34.1.2 For every course taken by a student, he will be assigned a grade based on his combined performance in all the assessments. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

34.1.3 The academic performance of a student shall be graded on a ten-point scale.

34.1.4 The Grades (up to D only) awarded to a student in all the courses shall be converted into a semester performance index and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

Please refer to the academic regulation for further details

35 TABULATION AND DECLARATION OF RESULTS

35.1 Organization of work

The Tabulation Committee (TC) (which will work under CAC) shall be constituted for tabulation of marks, conversion of marks to grades, prepare trial and final result and declare the final result. The orders of TC and Scrutinizers shall be drawn by CoE. The TC shall be given support of the computer programmers and operators for completing the work in stipulated time for declaration of result. The computer personnel shall be dedicated for the examination/tabulation work during the examination period.

35.2 Tasks

The processing of data shall be done in the following sequence.

35.2.1 TC shall obtain the marks of T.A., MSE1, MSE2 and PA and ESE in theory courses. The final marks for ESE in theory courses shall contain all the modifications done by the valuers after showing the answer books to students.

35.2.2 These marks will be assigned the weightages as given in Scheme of Examination of the program.

35.2.3 The marks will be added together to get the total marks obtained by the student in particular course.

35.2.4 TC shall convert these absolute marks into grades to be awarded to the students in respective course by using the rules given in Academic Regulations.

35.2.5 TC shall prepare a trial result as per the **Form No.E44** which shall show the following points:

- i. the absolute marks as well as the grades awarded to each student.
- ii. The grade points for each course taken by each examinee.
- iii. The credits earned by each examinee.
- iv. The Semester Grade Point average and Cumulative Grade Point Average for each examinee.

35.2.6 TC shall also prepare the analysis of result for each course in the semester which shall include students appeared, student passed, student failed and results withheld etc.

35.2.7 The scrutinizers shall check and scrutiny the tabulation and trial result and remove errors/discrepancies, if any. They shall sign the tabulation registers.

35.2. All cases of modification in marks shall be reviewed by the RRMC, if needed concerned valuers may be called for justification. The trial result shall then be submitted to RRMC by TC.

35.2.9 RRMC shall review the result and its analysis. RRMC may moderate the grades/result as it deems fit and direct TC to incorporate of its recommendations into the result. A report of directives from RRMC shall, then, be submitted to TC for finalizing the result.

35.2.10 The TC shall incorporate the directions given by RRMC to modify the tabulation/conversion of grades etc. The result will be prepared again and will be scrutinized. The final Tabulation Register (**Form No.E44**) and Result Gazette (**Form No.E35**) shall be printed, signed by Scrutinizers and members of TC. The final Tabulation Registers and result gazette shall be submitted to RRMC for its approval and declaration of results.

35.2.11 The members of RRMC shall put their signatures on the Tabulation Register and Result Gazette as a mark of their approval.

35.2.12 TC shall also print the Semester Grade report (**Form No.E46**) for each student.

35.2.13 RRMC shall prepare the confidential report of discrepancies noticed in valuation, and any other irregularities noticed. The report shall be submitted to EC.

36 PUBLICATIONS OF RESULTS

The results will be published on the notice boards of the college as well on the website of the college after approval from RRMC by CoE on behalf of EC.

37 PRESERVATION OF RECORDS

The answer books for theory examinations like MSE, ESE and practical examinations as well TA, CA and all other material related with the evaluation of students shall be retained for six months from the date of

declaration of the results. After the elapse of above period, no representations/ grievances from the students or any other person shall be entertained.

38 DESTRUCTION OF RECORDS

After the expiry of six months from the date of declaration of result of examination, all the material connected with the evaluation processes shall be destroyed.

39 UNFAIR MEANS CASES

The “EC” of the Institution shall be the competent authority to take appropriate disciplinary action against students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means during the examination period.

39.1 Definitions

a) “**Student**” means and includes person who is admitted to the College according to prescribed methods of admissions and is enrolled as such by RTMNU and is receiving instructions qualifying for any degree awarded by the RTMNU. It also includes Repeater students and students registered as candidates (examinees) for MBA degree.

b) “**Unfair Means Investigation Committee**” means a Sub-Committee constituted by EC for investigation of Unfair Means cases.

c) “**Unfair means**” means one or more of the following acts or commissions on the part of the students in the examination precincts.

- i. Possessing unfair means material and / or copying there from.
- ii. Transcribing any unauthorized material or any other use thereof.
- iii. Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- iv. Mutual / mass copying
- v. Smuggling-out either blank or written, or smuggling-in of answer books as copying material
- vi. Smuggling-in blank or written answer book and forging signature of the Invigilator thereon.
- vii. Interfering with or counterfeiting of Institution seal, or answer books or office stationary or any other official material used in the examinations.
- viii. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
- ix. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the Institution examination.
- x. Impersonation at the Institution examination.
- xi. Intimidating or using obscene language or threatening or use of violence against invigilator, a person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the invigilator or causing disturbances in any manner in the examination period.
- xii. Any other similar acts or commission which may be considered as unfair means by the Competent Authority.
- xiii. Possession and/or use of electronics devices like mobiles, pagers, radio transceivers etc.

d) **“Paper-setter, Examiner, Invigilator, Moderator & Teacher”** means and includes persons duly appointed/deputed as such for the examination work.

e) **“Malpractices”** mean and include one or more of the following acts or commissions on the part of the persons included at 39.1(c) above relating to the examinations:

- i. Leakage of questions or question paper set for the examination before the start of examination.
- ii. Any members of the Subject Examination Committee copying down the material from the sets of the question papers, which they are setting and/or moderating.
- iii. Invigilator / or any other person appointed by the Institution for conduct of examination aiding / abetting / allowing / instigating students to use malpractices.
- iv. Examiner / moderator intentionally awarding marks to student in assessment of answer books, practical work project work or internal assessment to which the student is not entitled or not assigning marks to the student to which the student is entitled.

f) **“Lapses”** mean and include one or more of the following acts or commissions on the part of the persons included at 39.1(c) above relating to the examinations:

- i. Invigilator / or any other person appointed by the Institution for conduct of examination showing negligence / apathy in carrying out duties
- ii. Any other similar acts and / or omissions, which may be considered as malpractices or lapses by the competent authority.
- iii. Paper-setter omitting question, Sr. No. of Questions, repeating question or setting question outside the scope of syllabus or not setting the question paper unit wise.
- iv. Examiners showing negligence in detecting malpractice used by students

g) **“Unfair means material”** means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on desk or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc., which is not allowed and permitted in the examination hall.

h) **“Unfair means material in Possession of Examinee”** means having any unauthorized material on his person or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time during the examination hours.

i) **“Student found in possession”** means a student, reported in writing, as having been found in possession of unfair means material by Invigilator, member of the Vigilance Squad or Examination Committee or any other person authorized for this purpose, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the examinee or by any other person acting on his behalf to such an extent that it has become illegible. Provided that report to that effect is submitted by the Principal or any other authorized person to the CoE or to any officer authorized on his behalf.

j) **“Material related to the subject of Examination”** means and includes,

- i. if the material is produced as evidence, any material certified as related to the subject of the examination by a Principal and

- ii. if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (45.1(i)) above, the presumption shall be that the material did relate to the subject of the examination.

39.2 The “EC” shall be the Competent Authority to take disciplinary action against a student / examinee or any other person, for use of unfair means by him during the examinations conducted by the Institution.

a) The EC shall constitute a sub-committee called as Unfair Means Investigation Committee of not more than three persons of whom one shall be a chairman. Such committee shall investigate unfair means cases and submit its report along with its recommendations to the EC which shall take disciplinary action against a student/person involved in the unfair means / malpractice directly or indirectly in the matter as it deems fit.

b) The UMIC will function as a enquiring and recommendatory body and submit its recommendations in the form of a report to the EC, which will issue final orders with regard to the penal action, if any, to be taken against the students or any other person after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student or person concerned in his defense, the principles of natural justice have been followed and then recommend quantum of punishment in accordance with the guidelines laid down in this behalf.

39.3 During the examination if the student/ examinee is found using unfair means the disciplinary action shall be initiated against him/her as under:

- i. The student / examinee shall be called upon to surrender to the EI along with the unfair means material found in his possession, if any, and his answer books.
- ii. Signature of the concerned student / examinee shall be obtained on the relevant materials along with the signature of the concerned Invigilator. Finally the EI shall put his signature on the incriminating material / documents received from the student / examinee.
- iii. Statement of student / examinee and his / her undertaking in the prescribed format (Form No. E16A) along with the statement of the concerned invigilator in Form No. E16B shall be recorded in writing by the EI. However, if the student / examinee refused to make the statement or to give undertaking to the concerned invigilator, EI shall record accordingly under his/her signature.

39.4 The report against a student / examinee received in Form Nos. 16,16A,16B for his / her misconduct or unfair means committed by him / her during the examinations, by the Examination In-Charge, shall be submitted in a separate and confidential sealed envelope marked “**suspected unfair means case**”to COE. The COE shall place these cases before the Unfair Means Investigation Committee for their investigation and recommendations.

39.5 CoE shall take one or more decisions depending upon seriousness / gravity of the cases as under:

- i. In the case of impersonation or violence, expel the concerned student from the examination and not allow him to appear for remaining examination and shall inform the action taken to the CoE immediately.

- ii. Obtain undertaking in the prescribed form (**Appendix-IV**) 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.
- iii. 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 Malpractices at University, Board and other specified examinations (**Appendix-VI**).
- iv. Confiscate his answer book, mark it as “suspected unfair means case” and issue him fresh answer books duly marked.

39.6 If the **examiner** at the time of assessment of answer book suspects that there is a prima-facie evidence that the students whose answer books the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his report, through the In Charge, CAC, in case the assessment of answer book is being done centrally, along with the evidence, to the CoE with his opinion in separate confidential sealed envelope marked as “**suspected unfair means case**”. In case of those examinations, where the assessment of answer book is not done centrally, the examiner shall send his report directly, in sealed envelope, marked as “**suspected unfair means case**” along with evidence to the CoE.

39.7 Prima-facie cases of unfair means reported by the examiners shall be inquired into by the Unfair Means Investigation Committee. In the event of cases of unfair means reported through any other sources, the CoE shall collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility and then shall submit the said case with his preliminary report to the Director/Principal. If the EC is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Investigation Committee for further investigation. The CoE/ In Charge, CAC, through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Investigation Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.

39.8 Examinations results of the concerned students involved in such cases shall be ‘**Withhold**’ under “**Unfair Means Category**” till the EC takes final decision in the matter.

- i. The Director/Principal of the Institution or an officer not below the rank of **Assistant Registrar** nominated by him shall inform the student concerned, in writing of the act of unfair means alleged to have been committed by him, and shall ask him to show cause as to why the charges leveled against him should not be held as proved and the punishment stipulated in the show cause notice be not imposed.
- ii. The student shall be asked to appear before the Unfair Means Investigation Committee on a day, time & place fixed for the meeting, with written reply / explanation to the show cause notice served on him therein. The student himself only shall present his case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the student. shall be shown to him by the **Unfair means Investigation Committee**, if the student presents himself before the Committee. The evidence, if any, shall be recorded in the presence of delinquent.
- iv. Reasonable opportunity, including oral hearing shall be given to the examinee in his defense before the Committee. The reply / explanation given by the examinee to the show cause notice shall be considered by the Committee before making final recommendations in the case.

- v. After serving a show cause notice, if the implicated student fails to appear before the **Unfair Means Investigation Committee** on the day, time and place fixed for the meeting, the Committee shall take decision in his case in his absentia, on the basis of the available evidence /
- vi. documents which shall be binding on the student concerned.
- vii. The Committee shall follow the above procedure in the spirit of the principles of natural justice.
- viii. The Committee shall submit its report to the ‘EC’ along with its recommendation regarding punishment to be imposed or otherwise.

39.9 The EC after taking into consideration the report of the **Unfair Means Investigation Committee**, shall pass such orders as it deem fit, including granting the student benefit of doubt, issuing warning or exonerating him from the charges and may impose any one or more of the following punishments on the students found guilty of using unfair means:

- i. Annulment of performance of the student in full or in part in the examination he appeared for.
- ii. Debarring student from appearing for any examination of the College for a stipulated period not exceeding three years.
- iii. Debarring student from taking admission for any course in the Institution for a stipulated period not exceeding three years.
- iv. Cancellation of the College scholarships or awards or prize or medal etc. awarded to him in that examination.
- v. The student concerned be informed of the punishment finally imposed on him in writing by the EC or by the officer authorized by it in this behalf.
- vi. The Court matters in respect of the unfair means cases should be dealt with by the CoE.
- vii. As far as possible the quantum of punishment should be as prescribed (category wise) as mentioned in **Appendix – II**.

39.10 The EC shall take appropriate disciplinary action like disqualification from examination work against the paper-setters, examiner, moderators, teachers or any other persons connected with the conduct of examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractices in the examination conducted by the Institution.

39.11 The **Unfair Means Investigation Committee** appointed by the EC under the rules to investigate unfair means reported in respect of students at the Institution examinations shall also investigate the cases of malpractices used and or lapses committed by the paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations at the Institution examinations.

- i. **Malpractices or lapses** committed by the paper setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, reported to the Institution. The CoE shall place the same before the **Unfair Means Investigation Committee** for further investigation. The concerned officer through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the **Unfair Means Investigation Committee**, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- ii. The CoE shall inform the implicated person (paper-setter, examiner, moderator, teacher or any other person connected with the examination) in writing of the act of malpractice used and / or lapses committed by him at the examination and shall ask him to show cause as to why the

charges leveled against him should not be held as proved and the punishment stipulated in the show cause notice be not imposed.

- ii. The concerned person shall be asked to appear before the **Unfair Means Investigation Committee** on the day, time and place fixed for meeting, with written reply / explanation to the show cause notice served on him and charge leveled against him therein. The concerned person himself only shall present his case before the Committee.
- iii. The documents that are being taken into consideration or to be relied upon for the purpose of proving charges against the concerned person shall be shown to him by the **Unfair Means Investigation Committee**, if he presents himself before the Committee. The evidence, if any, shall be recorded in presence of the delinquent.
- iv. Reasonable opportunity, including oral hearing shall be given to the concerned person in his defense before the Unfair Means Investigation Committee. The reply / explanation given to the show cause notice shall also be considered by the Unfair Means Investigation Committee before marking final report / recommendation.
- v. If the concerned person fails to appear before the **Unfair Means Investigation Committee** on the day, time and place fixed for the meeting, he shall be given one more opportunity to appear before the Committee in his defense. If even after providing two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his case in his absence on the basis of whatever evidence / documents which are available before it and same shall be binding on the concerned implicated person.
- vi. The **Unfair Means Investigation Committee** shall follow the above procedure in the spirit of principles of natural justice.
- vii. The Committee shall submit its report to the 'EC' along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.

39.12 The EC, after taking into consideration the report and recommendations of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him from the charges and shall impose any one or more of the following punishment on the implicated person found guilty of using malpractices or committing lapses at the examinations:

- i. Declaring the concerned paper-setter, examiner, moderator, teacher or any other person connected with the examination to be disqualified from any examination work either permanently or for a specified period.
- ii. Referring his case to the concerned disciplinary authorities i.e. the Vice- Chancellor / Registrar of RTMNU and/or Management of Institution for taking such disciplinary action as deemed fit as per the rules governing his service conditions.
- iii. The officer authorized in this behalf, shall inform the concerned person of the decision taken in his case and the punishment imposed on him.
- iv. The court matters in respective cases of malpractices / lapses should be dealt with by the respective competent authority.
- v. As far as possible the quantum of punishment shall be as prescribed (category wise) as mentioned in **Appendix-II**.

40 PROCESS OF FILLING OF EXAMINATION FORM FOR APPEARING FOR END SEMESTER / RE-SIT EXAMINATION :-

Before the commencement of ESE/Re-Sit/Summer Term ESE all the students shall fill the Examination Form (Form No E-1) as per the guide lines mentioned below. The Registrar shall take out notification for the same well in advance before the commencement of ESE/Re- Sit/Summer Term ESE. The student shall pay the prescribed examination fee for every examination for which he/she shall appear,

40.1. Examination forms shall be printed by student section through MIS with required details.

40.2. Examination forms shall be numbered serially by student section.

40.3. These Examination forms of Regular students shall be distributed through the respective HOD/ coordinator.

40.4. Examination forms of Ex-students shall be distributed to concerned student directly by student section..

40.5. Student shall

a. Check the information,

b. Accept the same if correct, put the signature thereon,

c. Take signature from HOD,

d. Deposit the fee in account section as per the schedule,

e. Attach the fee receipt and submit the Examination form to student section in college office.

40.6. In case of any discrepancies in Examination form, Regular student shall approach Dean Academics office and Ex-student shall approach CoE office along with examination form for necessary input data correction.

40.7. Student section shall see the attached fee receipt and accept Examination form.

40.8. Student section shall prepare the discrete list of students from MIS according to Programme, Semester, Section, Term (ODD/Even/Re-sit/Summer), Academic year, Student category (Regular/ Ex/ Abs). Name of student, Gender, Reg. ID

40.9. Student section shall sort the forms as per the discrete list of students.

40.10. The student section has to ensure following things

40.10.1 Detained student shall not appear for ESE without Re -registration.

40.10.2 The absorbed student shall not appear for ESE without completing the term for the course not studied in RTMNU pattern.

40.10.3 The student who cancelled the admission temporary / permanently shall not appear for the examination.

40.10.4 The student promoted by mistake of operator shall be taken due care.

(Above students may not be in detained list)

40.11. The student section shall send duly certified examination forms along with discrete list to the office of controller of Examination.

40.12. CoE office shall print the admit card and send to student section.

40.13. Student section shall distribute the Admit card to the concerned student by confirming the outstanding dues against the student with the help of account section.

40.14. The student section shall distribute the grade card to the concerned student.

40.15. Any discrepancies pointed out by any student in admit card or grade card shall be forwarded to the office of CoE by student section.

40.16. CoE office shall do the necessary corrections in admit card/ grade card and send to student section for distribution.

40.17. The CoE office shall send the list of failure students as soon as the results are declared and will print the notice stating the dates of declaration of result, last date without fine and with fines.

40.18. The student section shall arrange for the examination forms to be filled by the student as above for preparation of Re-sit examination or Ex-student for ESE as applicable.

41 INSTRUCTIONS TO THE STUDENTS/EXAMINEES

41.1

(a) Examinee shall write his/her Roll number in English, in figures as well as in words.

(b) The examinee should not write anything on the answer book, except their Roll Number, Enrolment number, Registration Number, Course and date of examination, at the places provided for the purpose, before he receives the question papers.

41.2 The examinee should read the instruction on the inside cover page of answer book carefully and write their answers on the both sides of the leaf of answer book supplied.

41.3 The examinee shall not get the additional answer book. They should write their answers within the answer book supplied to them.

41.4

(a) A warning bell will be given ten minutes before the concluding time of the examination.

(b) During the last ten minutes before the concluding time of the examinations, Examinee (s) shall not leave examination hall, unless the answer books of all the examinee are collected by the invigilators at the end of the paper(s)

41.5 Examination will be held on the dates and time mentioned in the program/Time table of the examination.

41.6 Examination hall shall open half an hour before the prescribed time on the first day of examination and 15 minutes before the succeeding days.

41.7 Entry without the Identity/ Admission card is prohibited.

41.8 Identity /Admission card may be checked during the examination.

41.9 The candidate must be in his seat in the hall ten minutes before the commencement of the examination. However, the CoE at his discretion may allow late-comer up to half an hour there after.

41.10 Every candidate shall maintain peace in examination hall.

41.11 Examinee shall not bring with him any book(s), written/Printed papers of any objectionable material etc. in the examination hall unless otherwise permitted by the instructions printed on the question paper.

41.12 Before writing the roll number on the answer book the examinee shall observe the condition of the answer book. If found bad, containing loose pages, pages are not serially numbered, answer book is without serial number on its cover page etc. then he shall bring the discrepancy to the notice of the invigilator and CoE immediately, and obtain new answer book.

41.13 Examinee shall not write anything on the question paper supplied to him.

41.14 No examinee shall be allowed:-

(a) To leave his seat within the first half an hour.

(b) To submit his answer book before completion of an hour from the starting of the examination.

41.15 Examinee shall leave the hall only after handing over his Identity/Admission Card to the invigilator.

41.16 The examinee who has submitted answer book and left the examination hall will not be allowed to enter the examination hall again.

41.17 Examinee shall sign the attendance sheet.

41.18 Examinee found using unfair means or violating the rules shall be liable for punishment by the Examination Committee of the Institution.

41.19 Examinee will not ordinarily be allow to change seating arrangement.

41.20 Facility of lesser qualified amanuensis/writer to the handicapped students can be availed by the examinee after submission of original medical certificate issued by the civil surgeon/Orthopedics surgeon for verification to the CoE of their respective examination.

41.21 Facility of one additional hour (over and above the stipulated time limit of the paper)to the writer of the examinee and extra half and hour(over and above the stipulated time limit of the paper) to the writer of handicapped examinee can also be availed.

41.22 Facility of extra hour (over and above stipulated time of the paper) to write answer during the examination can be availed by orthopedically handicapped examinee who have and co-ordination problem/visually handicapped examinee. These examinee should obtain prior permission well in advance from the CoE before the commencement of the examination by the submitting original certificate issued by the civil surgeon/orthopedics surgeon for verification.

41.23 The examinees shall not bring with them any mobile/cell phone/ communications devises in the examination hall.

The Institution reserves the right to cancel the admissions of the students at any stage when it is detected that his admission to the examination or to the institution is against the rules.

42 GRIEVANCES REDRESSAL COMMITTEE

The composition of grievance redressal committee is given as below

Sr. No.	Committee member	Number	Designation
1	Principal/Director	01	Chairman
2	Three faculty members of the College to be nominated by the Principal/Director.	03	Members
3	One senior faculty member		Member Secretary

Powers & Duties of Grievance Committee

The Grievance Redressal Committee (GRC) shall remain present on a date, time & place fixed for the meeting by COE and shall investigate the grievances of the students regarding the evaluation of answer books/ improper posting/entry of marks in the software.

42.1. The COE shall place all grievance cases before the GRC for investigation. The GRC shall scrutinize these grievances.

42.2. Grievances shall be verified from the original records available with office of COE.

43 TABULATION COMMITTEE

Sr. No.	Committee member	Number	Designation
1	One senior faculty member	01	Chairman

2	Two faculty members of the College to be nominated by the Principal/Director.	02	Members
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Duties and Responsibilities of TC:

The TC shall remain present on a date, time & place fixed for the meeting by COE.

43.1. TC shall verify and certify the allotment of grades, earned grade points, SGPA and CGPA as calculated by MIS software, for each student.

43.2. They shall prepare result analysis semester wise, course wise and section wise and shall submit the copy duly signed by the members and Chairman.

43.3. The TC shall incorporate the directions given by RRMC to modify the tabulation / conversion of grades etc., and resubmit the same.

43.4. TC shall prepare Merit List for final year of each programmes.

43.5. TC shall prepare toppers list for each semester of all the programmes.

44 SCRUTINIZER COMMITTEE

Two Faculty members one of them will be lady faculty nominated by CoE.

Duties and Responsibilities of Scrutinizers

The scrutinizers shall remain present on a date, time & place fixed for the meeting by COE.

44.1. Scrutinizers shall verify data posted on TR/gazette generated by the software from the original data provided by office of CoE and shall point out the discrepancies, if any.

44.2. They shall verify the course name, course code, credits and total credits as per the SoE.

44.3 Verify” I “grade for detained students.

44.4. They shall verify grade card/ final grade report with final TR.

45 RESULT REVIEW AND MODERATION COMMITTEE

Sr. No.	Committee Member	Number	Designation
1.	One Senior Faculty	01	Chairman
2.	Two faculty members – subject experts	02	Member

Powers & Duties of the Result Review and Moderation Committee

45.1 The RRMC shall review and analyze results of examinations before declaration.

45.2 If the need arise the RRMC shall review and monitor grades awarded.

45.3 If the need arise the RRMC shall review valuation in some course and recommend moderation.

45.4 If in a particular course number of failures are much more the RRMC shall decide common grace marks for the moderation of result.

45.5 The RRMC shall review all complaints regarding examinations and award of marks or grades. Based on complaints shall prepare a detailed report and submit it to the Principal.

45.6 The RRMC shall prepare a detailed confidential report of the findings and submit it to the Principal.

46 DISCIPLINARY ACTION COMMITTEE (DAC):

The Disciplinary Action Committee (DAC) shall be constituted by the Chairman, EC as follows:

Sr. No.	Committee Member	Number	Designation
1.	Senior Faculty of Prof./Asso. Professor rank	01	Chairman
2.	Two Senior faculty members nominated by CoE	02	Members

Duties and Responsibilities of DAC:

46.1 The Disciplinary Action Committee (DAC) shall remain present on a date, time & place fixed for the meeting by COE.

46.2 The COE shall place all received cases before the DAC for investigation. The DAC shall investigate and recommend disciplinary action for, mal-practices and lapses on the part of paper-setters, examiners, moderators, teachers or any other person connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever after investigation DAC shall submit its report and recommendations, as per the provisions in Appendix III and Appendix VI of Examination Manual, to EC.

46.3 Approved recommendations will be notified by COE on behalf of EC.

47 RRC FOR PROJECT WORK

Sr. No.	Committee Member	Number	Designation
1.	Research Head	01	Chairman
2.	Five Internal subject expert of each specialization nominated by Director/Principal	05	Members

47.1 The research head will orient the students with respect to project work and subsequently the project guides. The project guides will submit a plan wherein the weekly task, Reporting, and steps involved in project completion will be mentioned.

47.2 The project guide will help the students in finalizing the Title after brainstorming and subsequently will orient him/her on literature review.

47.3 The student will submit to the respective project guide the literature review completed and the formulation of objective, hypothesis and the statistical tool to be used for analysis.

47.4 The student will prepare a questionnaire based on the recommendation of project guides and the process of data collection and sample size will be briefed by the project guide.

47.5 The student will submit the data collected using the approved questionnaire and the project guide will help the student in analyzing the collecting data. (Apply Suitable Test By Using Excel/SPSS).

47.6 The student will submit the 1st draft to the project guide after the completion of 6 weeks. The guide will suggest the changes within two days from the date of submission.

47.7 The final Project Work Report will be submitted by the student.

47.8 The assessment of the project work shall be done on

- Project work report (50% of the total weightage),
- Viva-Voce (11% weightage), and
- Project Work Presentation (11% weightage).

47.9 A panel of examiners for the assessment of project work shall consist of

- The supervisor for project work.
- One Examiner from outside the college, preferably from the industry, who is designated as manager with more than 05 years professional experience.

47.10 On conclusion of examination, the panel may accept the report and award the marks to the student in the mark sheet with the signatures of all the members of panel. The mark-sheet (Form No.E33A) shall be put into the envelope and it shall be sealed. The external examiner shall sign across the joints of envelop at prominent places.

47.11 The director shall collect the sealed envelopes containing the marks of project work examination and then sent all of them to CoE for tabulation and further processing.

47.12 The performance of the students shall be judged jointly by the Internal and External examiners.

47.13 In case of difference of opinion in award of marks for the viva-voce between the internal and external examiner, then decision of external examiner shall be final and binding on internal examiner.

47.14 The marks obtained by the students for the project work shall be known to the students through EI.

47.15 Director shall hand over the sealed envelopes of project work marks to the CoE for further processing.

47.16 The office of CoE shall acknowledge the receipt of sealed envelopes from EI.

47.17 The remunerations to the external examiners shall be paid as per rules and regulations, after the viva-voce of the respective course is over. However, remuneration to the internal examiners and other staff shall be paid after the viva-voce by the Accounts Officer. In both the case, the remuneration shall be certified by CoE for payment.

47.18 The traveling expenses and dearness allowance or conveyance expenses to the examiners shall be submitted in the (Form No.E33) duly certified by the COE for payment as per rules, and will be paid by the Accounts Officer.

APPENDIX I

Pattern of the question Papers and course coverage

1. Structure of the question paper for MSE1

- 1.1 The duration of MSE1 shall be of half an hour.
- 1.2 The question paper shall be set for maximum marks of 12.
- 1.3 All the questions will be compulsory.
- 1.4 QUESTION 1 shall be set for maximum of 6 marks (2X3). There shall be 4 sub-questions on Unit 1 out of which 3 shall be asked to be solved.
- 1.5 QUESTION 2 shall be set for maximum of 6 marks (2X3). There shall be 4 sub-questions on Unit 2 out of which 3 shall be asked to be solved.

2. Structure of the question paper for MSE 2

- 2.1 The duration of MSE2 shall be of half an hour.
- 2.2 The question paper shall be set for maximum marks of 12.
- 2.3 All the questions will be compulsory.
- 2.4 QUESTION 1 shall be set for maximum of 6 marks (2X3). There shall be 4 sub-questions on Unit 3 out of which 3 shall be asked to be solved.
- 2.5 QUESTION 2 shall be set for maximum of 6 marks (2X3). There shall be 4 sub-questions on Unit 4 out of which 3 shall be asked to be solved

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SDMP Campus, Atrey Layout, Nagpur-22.				
Term	ODD/EVEN		Duration	60 Mins
Exam	MSE-I/MSE-II		Marks	12
Course Code & Name	C2101	Principles of Business Management		
Instructions	<ol style="list-style-type: none"> 1. No additional answer book will be supplied. 2. All questions carry equal marks. 3. Figures in to the right indicate the marks for questions. 4. Attempt any three questions from Q1 & Q2 each. 5. Write equations wherever necessary 6. Assume suitable data wherever necessary 			
Q.1.- Any two	A			2
	B			2
	C			2
Q.2 – Any two	A			2
	B			2
	C			2
Q.3 – Any one	A			4
	B			

3. Structure of the question paper for ESE

3.1 The duration of ESE shall be of two hours.


3.2 The question paper shall be set for maximum marks of 60.

3.3 ESE will contain the three questions

3.4 QUESTION 1 shall be for 16 marks. The questions will be set on the following lines. There will be four compulsory sub-questions each carrying 4 marks (Unit1-Unit 4)

3.5 QUESTION 2 shall be for 24 marks. The questions will be set on the following lines. There will be 6 compulsory sub-questions with internal choice (A or B) carrying 4 marks (Unit 1-Unit 6)

3.6 QUESTION 3 shall be for 20 marks. There will be two sub-questions, each carrying 10 marks with internal choice (Unit 5-Unit 6), off which one question will be based on case.

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	Datta Meghe College of Management Studies, Nagpur (An Autonomous College Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University) SDMP Campus, Atrey Layout, Nagpur-22.			
Term	ODD/EVEN		Duration	2 Hrs
Exam	ESE		Marks	60
Course Code & Name	C2101	Principles of Business Management	Exam code: ESEO15M101	
Instructions	1. No additional answer book will be supplied.			

		2. All questions are compulsory. 3. Figures in to the right indicate the marks for questions. 4. Write equations wherever necessary 5. Assume suitable data wherever necessary	
Q.1 (Any three)	A		2
	B		2
	C		2
	D		2
Q.2 (Any three)	A		2
	B		2
	C		2
	D		2
Q.3.	LAQ	A / B	8
Q.4	LAQ	A / B	8
Q.5	LAQ	A / B	8
Q.6	LAQ	A / B	8
Q.7	LAQ	A / B	8
Q.8	LAQ	A / B	8

Note: The format is just a reference point for the paper setter but he has the liberty to set his own paper pattern ensuring equal weightage for each unit, which will be tabled in the subject board meeting for approval

APPENDIX - II

UNFAIR MEANS RESORTED TO BY STUDENTS AT THE INSTITUTION EXAMINATION AND THE PUNISHMENT FOR EACH CATEGORY

Sr.No.	Nature of Unfair Means adopted	Quantum of Punishment	Total Punishment (Attempts)
1.	Possession of copying Material/Actual copying from the material in possession	Annulment of the performance of the student at the Examination in full. (Students are not allowed to appear for that courses and subsequent examination of the same courses depending on the total punishment)	01
2.	Possession of another student's answer book	Exclusion of the student from Institution examination for one additional examination.	1+1 Both students

3.	Possession of another student's answer book and Actual evidence copying from that	Exclusion of the student from Institution examination for one additional examination. (BOTH STUDENTS)	1+2 Both students
4.	Mutual Both	Exclusion of the student from Institution examination for two additional examination (BOTH STUDENTS)	1+2 Both students
5.	Smuggling in or smuggling out of newer answer books as copying material	Exclusion of the student from Institution examination for two additional examinations	1+2
6.	Smuggling in of answer books based on the question paper set at the examination	Exclusion of the student from Institution examination for three additional examinations	1+3
7.	Smuggling in written answer book and forging the signature of supervisor	Exclusion of the student from Institution examination for four additional examinations	1+4
8.	Attempt to forge the signature of the supervisor on the answer book	Exclusion of the student from Institution examination for four additional examinations	1+4
9.	Interfering with or counterfeiting of DMIMS seal or answer books or office stationery used in the examination with the intention to mislead the authorities	Exclusion of the student from Institution examination for four additional examinations	1+4
10.	Answer book written outside the examination hall or any other insertion in the answer book	Exclusion of the student from Institution examination for four additional examinations	1+4
11.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination	Exclusion of the student from Institution examination for four additional examinations	1+4
12.	Using obscene language/ violent threats in the examination by a student to room supervisor/ any other authority related to exam	Exclusion of the student from Institution examination for four additional examinations	1+4
13.	Impersonation for a student or	Exclusion of the student from Institution examination for five additional examinations	1+5

	impersonation by a student in University or other examinations		
14.	Revealing the identity (Name, roll No, G.R. No. in the main answer book)	Annulment of the performance of the student at the Institution examinations in full	1
15.	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the student at the Institution examination in full.	1

1. The term “Annulment of Performance in Full” includes performance of the student at the theory and practical examination for the particular semester but does not include performance at term work, project work and dissertation examinations unless malpractices used there at.

2. 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.

3. Student involved in malpractices at CEC/SIP/Project Work examinations shall be dealt with as per the punishment provided for the theory examination.

APPENDIX – III

UNFAIR MEANS RESORTED BY PAPER-SETTERS, EXAMINERS, MODERATORS, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE EXAMINATION

Sr.No.	Nature of Malpractices/Lapses	Quantum of Punishment
1.	Paper-setter found responsible for leakage of the question set in the Institution examinations whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned rules applicable
2.	Leakage of questions / question paper set in the Institution examination, before examination at the centre, by any persons connected with examinations.	Disciplinary action against the guilty / responsible persons as per the prevailing rules by the concerned authority.
3.	Favoring a student (examinee) by examiner, moderator, in assessment of answer books / dissertation / project report / Thesis by assigning the student marks to which the student is not entitled to at the Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.

4.	Examiner/Moderator 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 Institution examinations	Disqualification from any examination work + disciplinary action by the concerned authorities.
5.	Paper-setter omitting question at the time of finalization 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.	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8.	While assessing answer book examiners showing negligence in detecting malpractices used by the students	As decided by the authorities of the Institution.
9.	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 Institution.
10.	HOD/FYC showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at the examination centre during examination period or opening the packet of question paper before prescribed time).	As decided by the authorities of the Institution.
11.	Invigilator / HOD/FYC helping student in copying answers 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 rules if he / she is a Institution / College / Institution employee.
12.	Invigilator 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 rules if he / she is a University / College / Institution employee.
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.	

APPENDIX – IV

FORM OF UNDERTAKING

Full Name of the Examinee :

Permanent / Local Address :

.....

To,

The Controller of Examinations

Datta Meghe College of Management Studies

Atrey Layout, Nagpur-440022

1. I, the undersigned, Examinee of

College / College appearing for

Institution Examination at DMIMS do hereby state, on solemn affirmation as under :-

.....

.....

.....

2. 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 Institution.

3. 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 thereafter.

4. 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 College authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

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

In witness whereof I set my hand to this undertaking.

Signature of the Candidate

Date :

Signed Before me Place :

Time :

Signature of Invigilator

Seal of the Examination In-Charge

Date :

APPENDIX – V

To,
The Inspector / Sub-Inspector,
..... Police Station,
.....

Subject :- Complaint against the student for the alleged use of Unfair Means at the examination held at Datta Meghe College of Management Studies, Atrey Layout, Nagpur

Sir,

On behalf of the Datta Meghe College of Management Studies, Atrey Layout, NAGPUR, the..... examination held in the First Half / Second Half of 20..... is conducted in the premises of the Datta Meghe College of Management Studies, Atrey Layout,. I have been authorised by Datta Meghe College of Management Studies, Atrey Layout,, Nagpur, to take action under the provisions of Maharashtra Act XXXI of 1982.

I furnish herewith the details of the following students who has / have used unfair means at the examination.

1. Name of the Student :

2. Examination Seat No. :

3. Name of the College :

appeared for the examination

4. Name of the Subject :

5. Name of the Invigilator :

OR Name of the Centre Supervisor/person

Who detected the case

6. Material found with the Examinee :

7. Other information if any in :

connection with the case

According to Section 7 of the Maharashtra Act XXXI of 1982 – An Act to provide for preventing malpractices at University / Board and other specified examinations, Shri / Ku.....
..... has committed the offence at the
..... Examination and therefore, I lodge a
complaint against him / her with the Police Station.

Name of the Police Station.

Yours faithfully

Signature of CoE

Place : with Seal

Date :

APPENDIX – VI
MALPRACTICES AT EXAMINATION

THE MAHARASHTRA ACT No. XXXI OF 1982¹

[THE MAHARASHTRA PREVENTION OF MALPRACTICES AT UNIVERSITY, BOARD
AND OTHER SPECIFIED EXAMINATIONS ACT, 1982].

[This Act received assent of the President on the 11th October, 1982; assent was first published in the *Maharashtra Government Gazette*, Part IV, Extraordinary, on the 14th October, 1982].

Amended by Mah. 22 of 1991

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

WHEREAS both Houses of the State Legislature were not in session;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstances 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;

Mah.
Ord.
IV of
1982.

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 :—

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

Short title and
commence-
ment.

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

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

Definitions.

(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 Gazette* ;

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

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.

Duties of
paper setters
and punish-
ment 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.

¹ For Statement of Objects and Reasons, see *Maharashtra Government Gazette*, Part V, dated 14th October 1982, at page 282.

- Duties of persons entrusted with printing, etc. of question papers and punishment for contravention.
- 4.** (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 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 custody of question papers and punishment for contravention.
- 5.** (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question paper 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.
- (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.
- Prohibition of supply or publication of any question paper before examination is held.
- 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 copying and impersonating at examinations.
- 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.
- Punishment for abetment [of] offences.
- 8.** Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.
- Offences to be cognizable and non-bailable.
- 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. 11 of 1974.
- Offences to be tried summarily.
- 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 : 11 of 1974.
- Provided that in the case of conviction for any offence in a summary 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.

¹ This word was substituted for the word " or " by Mah. 22 of 1991, Second Schedule.



Nagar Yuwak Shikshan Sanstha's
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Atrey layout, Nagpur

AMENDMENT
EXAMINATION MANUAL

9.11 – ABSENTEE TEST (Page No. 13 of examination manual)

An amendment is proposed in the examination manual –

The student who due to some exigency is not able to give the Mid-Semester examination 1 or 2 is eligible to appear in absentee test. The terms and conditions for registration is as given below –

1. Registration for the absentee test is mandatory.
2. Student who is absent for even one paper will have to register.
3. The registration fee of Rs. 100 per paper will be charged. *Fee in per copy office*
4. Students who fail to register for Absentee test will not be allowed to appear for the examination.
5. The date of the examination will be as per the academic calendar.

This amendment is proposed in the academic year 2015 – 2016.


DIRECTOR


CONTROLLER OF EXAMINATION



Nagar Yuwak Shikshan Sanstha's
Datta Meghe Institute of Management Studies
(An Autonomous Institute affiliated to RTM Nagpur University)
Atrey layout, Nagpur

OFFICE OF CONTROLLER OF EXAMINATION

Ref.No.: DMIMS/COE/2019-20/S2020

Date: 12.05.2020

Guidelines for conduct of ESE (Even) 2019-20 in view of COVID-19 Pandemic

Examination committee, DMIMS decided as follows on the lines of Government of Maharashtra directives: UNI/2020/बैठक/विशी-1/4131A Dated 08-05-2020.


1. Due to COVID-19 Pandemic situation, everyone is bound to maintain physical distance from each other for safety and health reasons as per the directions of Government authorities.
2. ESE (Even) 2019-20 (Theory, project) will be conducted for 4th semester MBA in college premises using pen paper, in July 2020. Examination time table will be displayed on college website on or before 20 June 2020.
3. The ESE (Even) 2019-20 of Ex-students of all semesters (except finale semester) will be conducted in college premises using pen paper during Winter 2020 examination.
4. If the student has not submitted examination form yet, will be permitted to submit it online. Wait for notice regarding payment gateway.
5. The failed students will get admission to next semester with 'no restrictions of minimum credits' (carry on). This is a special facility only for session 2020-21 in wake of COVID-19 pandemic.
6. The results of ESE (Even) 2019-20 regular students of 2 semester will be prepared by following steps.

Step A: Continuous assessment marks, which are out of 40, will be converted to out of 50.

Step B: Cumulative Grade Point Average up to previous semester i.e. CGPA, will be converted to percentage & the numerical value of this percentage will be divided by 2 for marks out of 50.

Step C: Marks obtained by each course will be as below –

- C (Marks out of 100) = Marks obtained from Step A + Marks obtained from Step B.
D. Marks out of 100, obtained by step C, will be converted to absolute Grade for every course and result will be finalize accordingly.
E. If any student, wants to improve this Grade, will be permitted to appear 'once' in that course in ESE (Even) 2019-20 to be conducted for Ex-students as per above paragraph 3.
7. The institute is committed to take best possible efforts to handle this situation and thankful to students and parents for cooperation and the best support extended so far.


(Dr. Subramaniam Seshan)
COE, DMIMS, Nagpur

Website – www.dmims.edu.in

Email – subramaniamcoeoffice@gmail.com
Phone – 0712 - 2249527



Nagar Yuwak Shikshan Sanstha's
Datta Meghe Institute of Management Studies
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Atrey layout, Nagpur

OFFICE OF CONTROLLER OF EXAMINATION

Ref: DMIMS/CoE/2019-20/

Date: 09/09/2020

NOTIFICATION (EXAM)

This is to inform to all concerned that in view of CORONA pandemic and recent development regarding on-line conduct of examination at University Level, End Semester Examination for EVEN term session 2019 – 20 will be conducted MCQ type – online (On Google Meet Platform) from Monday 14th September 2020 for students of fourth semester as per the decision taken by examination committee in the meeting held on 08.09.2020.

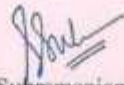
Syllabus for 4th Semester examination is all 6 units with **one hour examination.**

The Viva voce of Project will be conducted on-line the schedule will be announced soon.

The time table will be displayed on the website www.dmims.edu.in

The details of roll number, will be posted.

The changes, if any, in above schedule will be notified before start of the examination.


(Dr. Subramaniam Seshan)
Controller of Examinations

Copy to:
• Dean Academic Matters
• Administrative officer, Accounts officer
• Principal for information

Website – www.dmims.edu.in

Email – subramaniamcoeoffice@gmail.com
Phone – 0712 - 2249527



Nagar Yuwak Shikshan Sanstha's
Datta Meghe Institute of Management Studies
(An Autonomous Institute affiliated to RTM Nagpur University)
Atrey layout, Nagpur

OFFICE OF CONTROLLER OF EXAMINATION

Ref: DMIMS/CoE/2019-20/

Date: 10/09/2020

NOTIFICATION (EXAM)


In continuation to earlier notification regarding conduct of examination (online) MCQs, it is further notified to all students of FINANCE SPECIALISATION.

The examination will be theory based with the question paper pattern as per earlier semester and the duration of the examination will be of 2 hours (11.00 am to 1 pm)

The examination will be conducted through Google Meet platform and the student must login through the link at 10.30 am. The examination incharge will admit you in the classroom. As per the earlier rules and regulations are concerned the student must submit the scanned copy to the email address posted in the classroom.

All the other courses Human Resource, Operations, Business Analytics & Marketing will be as per the earlier notification.

The changes, if any, in above schedule will be notified before start of the examination.


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OFFICE OF CONTROLLER OF EXAMINATION

Ref.No.: DMIMS/COE/2020-21/W2020

Date: 28.11.2020

Guidelines for conduct of ESE (Odd) 2020-21 in view of COVID-19 Pandemic

The Examination committee, DMIMS in its meeting held on 27th November 2020 decided following -

1. Due to COVID-19 Pandemic situation, everyone is bound to maintain physical distance from each other for safety and health reasons as per the directions of Government authorities.
2. ESE (Odd) 2020-21 (Theory, project) will be conducted for 3rd Semester MBA through online method in the month of December 2020. Examination time table will be displayed on college website on or before 5th December 2020.
3. If the student has not submitted examination form yet, please submit immediately online.

The paper pattern will be Multiple Choice Question with total 36 questions in each course. One paper will be conducted each day. There will be 12 questions of 01 mark each and 24 questions of 02 marks each. There will be no negative marking.

The examination will be conducted as per following guidelines –

1. The Google meet link will be given on scheduled examination date 30 minutes before the time.
2. The form link will be pasted on the chatbox at the time of the examination. All the students must click on the link for answering the questions.
3. The examination will be of 90 minutes
4. The examination will start at 11.00 am and end at 12.30 pm.
5. A separate classroom will be created for ESE (Odd 2020-2021) examination and all students must join the classroom through their allotted link.

(Dr. Subramaniam Seshan)
COE, DMIMS, Nagpur

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OFFICE OF CONTROLLER OF EXAMINATION

Ref: DMIMS/CoE/2020-21/ EVEN202021

Date: 11/02/2021

NOTIFICATION (EXAM)

This is to inform to all concerned that in view of CORONA pandemic and recent development regarding on-line conduct of examination at University Level, End Semester Examination for EVEN 2020 - 2021 will be conducted MCQ type - online (On Google Meet Platform) from Monday 10th May 2021 for students of fourth semester as per the decision taken by examination committee in the meeting held on 09.02.2021.

Syllabus for fourth Semester examination is all 6 units with 90 minutes examination.

The time table will be displayed on the website www.dmims.edu.in

The details of roll number, will be posted.

The changes, if any, in above schedule will be notified before start of the examination.

Examination form submission process -

Step 1 - Download the form from the website

Step 2 - Fill it and mail it to subramaniamcoeoffice@gmail.com

Step 3 - Pay the examination fee (online)

Examination Fee - Rs. 3650 (Rs. 1950 (Exam fee) + Rs. 1500 (Project fee) + Rs. 200 (Degree fee)

Bank details for payment

Bank A/c No. 1472002100025242

IFSC Code - PUNB0147200


Account Name - Datta Meghe Institute of Management Studies

Bank - Punjab National Bank, Khamla Branch

Mode of payment - Online

Last date of submission of examination form is 16th April 2021.

In case of any difficulty please mail on subramaniamcoeoffice@gmail.com


(Dr. Subramaniam Seshan)
Controller of Examinations

Copy to:

- Dean Academic Matters
- Administrative officer, Accounts officer
- Principal for information



Website - www.dmims.edu.in

Phone - 0712 - 2249527

Email - subramaniamcoeoffice@gmail.com



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Atrey layout, Nagpur

Ref: DMIMS/2021-22/ ODD2021

Date: 02/09/2021


NOTIFICATION

This is to inform to all concerned that in view of CORONA pandemic and recent development the ODD 2021 – 2022 examination of Third Semester will be conducted in online mode. The examination will be conducted in **DESCRIPTIVE FORM** from 2nd December 2021 as per the decision taken in Board of Studies meeting held on 14.08.2021. Syllabus for third Semester examination is all 6 units with **120 minutes examination**.

The time table will be displayed on the website www.dmims.edu.in

The question paper pattern will be – 60 Marks (120 minutes)

Q.1.		Short Answer Question based on Unit 5 (any three: 2x3 = 6 marks)	6
	A		
	B		
	C		
	D		
Q.2.		Short Answer Question based on Unit 6 (any three: 2x3 = 6 marks)	6
	A		
	B		
	C		
	D		
Q.3	LAQ	Unit 1	8
Q.4	LAQ	Unit 2	8
Q.5	LAQ	Unit 3	8
Q.6	LAQ	Unit 4	8
Q.7	LAQ	Unit 5	8
Q.8	LAQ	Unit 6	8


(Dr. Subramaniam Seshan)
Controller of Examinations



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OFFICE OF CONTROLLER OF EXAMINATION

Ref: DMIMS/CoE/2021-22/ ODD 2021 - 2022

Date: 04/10/2021

NOTIFICATION (EXAM)

This is to inform to all concerned that in view of CORONA pandemic and recent development regarding on-line conduct of examination at University Level, End Semester Examination for ODD 2021 - 2022 will be conducted as written examination (online) from Monday 2nd December 2021 for students of third semester as per the decision taken by BoS on 14.08.2021.

Syllabus for third Semester examination is all 6 units with **120 minutes examination**. An orientation program of online written examination will be conducted, the dates will be shared with all the students.

The time table will be displayed on the website www.dmims.edu.in

The changes, if any, in above schedule will be notified before start of the examination.

Examination form submission process –

Step 1 – Download the form from the website

Step 2 – Fill the form with all the details

Step 3 – Pay the examination fee (online)

Step 4 – Scan the form and proof of payment and mail it to ssubramaniam@dmims.edu.in

Examination Fee – **Rs. 1950**

Bank details for payment

Bank A/c No. 1472002100025242

IFSC Code – PUNB0147200

Account Name – Datta Meghe Institute of Management Studies

Bank – Punjab National Bank, Khamla Branch

Mode of payment – Online

Last date of submission of examination form is 15th November 2021.

In case of any difficulty please mail on subramaniamecooffice@gmail.com

(Dr. Subramaniam Seshan)
Controller of Examinations

Copy to:

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Principal's Direction No.1 of 2022

DIRECTION FOR CONDUCT OF ODD 2021 – 2022 & EVEN 2021 - 2022

The Direction will be called as "Direction for conduct of ODD 2021 – 2022 & EVEN 2021 - 2022 examination in view of Rashtrasant Tukadoji Maharaj Nagpur University guidelines for conduct of offline examination of End Semester.

The direction shall come into force from the date of its approval by Board of Management.

The direction is issued on the lines of Rashtrasant Tukadoji Maharaj directives: सन्मनामि /विद्यार्/२१/२४ dated 31.01.2022

1. As per the above referred guidelines RTMNU has categorically communicated to all institutes to start offline class from 1st February 2022.
2. In view of starting of offline classes, further it is mentioned to all the students that the End Semester examination of all will be conducted offline.
3. It is also mentioned that there will be no online provision for conduct of examination, every student must be physically present for the examination at the centre.
4. The institute will take all steps to maintain the hygienic level in the premise as per the Nagpur Municipal Corporation guidelines.
5. The examination guidelines for all the students will be circulated separately before the commencement.
6. The institute is committed to take best possible efforts to handle this situation and thankful to students and parents for cooperation and the best support extended so far.


(Dr. Shiny Chih)
Principal





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OFFICE OF CONTROLLER OF EXAMINATION

Ref: DMIMS/CoE/2021-22/ EVEN 2021 - 2022

Date: 05/03/2022

NOTIFICATION (EXAM)

This is to inform to all concerned that with reference to the direction issued on the lines of Rashtrasant Tukadoji Maharaj directives: रातूमनावि /विद्या/२२/५४ dated 31.01.2022 the ESE Examination of fourth Semester Even 2021 – 2022 will be conducted OFFLINE in paper and pen mode in the centre. The examination will start from 9th May 2022 as per the Academic Calendar issued.

The time table will be displayed on the website www.dmims.edu.in

The changes, if any, in above schedule will be notified before start of the examination.

Examination form submission process –

Step 1 – Download the form from the website

Step 2 – Fill the form with all the details

Step 3 – Pay the examination fee (online)

Step 4 – Scan the form and proof of payment and mail it to ssubramaniam@dmims.edu.in

Examination Fee – **Rs. 3650 (Fee – Rs. 1950 + Project fee – Rs. 1500 + Degree fee – Rs. 200)**

Bank details for payment

Bank A/c No. 1472002100025242

IFSC Code – PUNB0147200


Account Name – Datta Meghe Institute of Management Studies

Bank – Punjab National Bank, Khamla Branch

Mode of payment – Online

Last date of submission of examination form is 15th April 2022.

In case of any difficulty please mail on ssubramaniam@dmims.edu.in


(Dr. Subramaniam Seshan)
Controller of Examinations

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