



KRISHNA VISHWA VIDYA PEETH (DEEMED TO BE UNIVERSITY), KARAD

Accredited by NAAC With 'A⁺' Grade (CGPA:3.39 on 4 Point Scale)

An ISO 9001 :2015 certified "Deemed To Be University".,

Examination Manual



PREFACE

Examinations are integral to evaluating an individual's knowledge, skills, and learning progress, also an important pillar of the University.

Beyond academics, exams instill discipline, time management, and perseverance, preparing students for challenges in professional and personal spheres. While the process may invoke anxiety, it equally offers opportunities for growth, self-assessment, and setting goals for improvement. Whether written, practical, or oral, examinations provide a structured approach to learning and encourage critical thinking. Ultimately, they play a crucial role in shaping character, fostering a competitive spirit, and laying the foundation for lifelong achievement.

The Examination section of **KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD** strives to maintain a high degree of accuracy, reliability, integrity, consistency and uniformity in the conduction of Examination. To achieve these goals the University reviews and revises the Examination regulation from time to time, taking into the account the emerging challenges.

The traditional examination system has evolved with the introduction of double evaluation, electronic monitoring of examination halls, and the transition to complete automation

The Examination Manual reflects the procedural aspects of the Examination in simple terms with definition and will be of immense use to all stakeholders.

Dr. Jyotsna A Patil
Controller of Examinations
Krishna Vishwa Vidyapeeth (Deemed to Be University), Karad

KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

INDEX

SR NO	PARTICULARS	PAGE NO
1	GOVERNANACE	4
2	CONDUCTION OF EXAMINATION	7
3	UNFAIR MEANS IN EXAMINATIONS	31
4	DOUBLE EVALUATION SYSTEM	45
5	GRACE MARKS IN EXAMINATIONS	47
6	REVERIFICATION/REVALUATION/ PHOTOCOPIES OF ANSWER BOOKS	49

GOVERNANCE

The entire work of the examination is being governed by the Rules and Regulation of the Statutory Councils and different provisions of the Bye-Laws of the University.

This bye law shall be called “Board of Examinations”

Board of Examinations is the main committee constituted for Examinations as per KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD,(formerly known as KIMSDU) Bye Laws No 6 Dated 30/06/2005.

1.1. Composition of Board of Examinations:

Vice Chancellor	Chairperson
Dean of all Faculties	Members
One person from each faculty to be nominated by The Vice-Chancellor(Academic Deans)	Members
One senior Professor to be nominated by the Vice-Chancellor	Member
Evaluation expert nominated to be by the Vice chancellor	Member
Controller of Examinations	Member secretary

1.2. Special Examination Committee

As per the BOE resolution No 2 dated 21/2/2013

Members :

1. Three Deans/ Senior Professors of any Faculty
2. Chairman -- - Dean of any Faculty (appointed by BoE)
3. Member secretary – Controller of Examinations

1.3. Unfair Means Committee

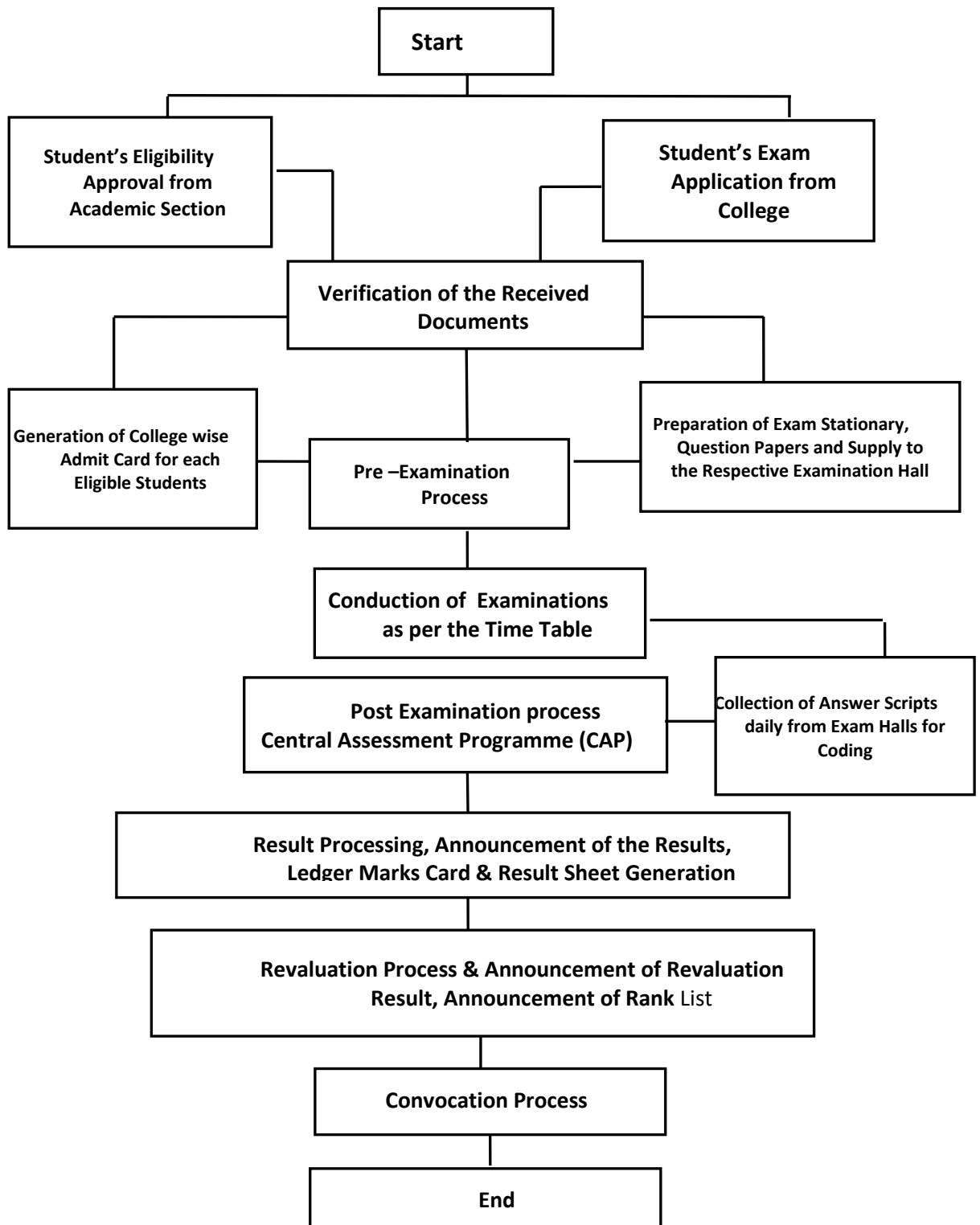
As per BoE Resolution No 4 Dated 05/02/2006

For the purpose of investigating Unfair Means resorted to by the students at the University Examinations, the Board of Examinations shall appoint Unfair Means Committee.

Members:

1. Dean of the concerned Faculty
2. Academic Dean of the concerned Faculty
3. Centre In charge
4. Controller of Examinations (Member Secretary)

1.4 Working Process- Flow Chart of Examination Process:



1.5. The work is divided into three stages:

- 1.5.1 Pre -Examination
- 1.5.2 Conduct of Examination
- 1.5.3 Post Examination

1.5.1 Pre – Examination

- Board of Examinations meeting.
- To prepare the examination programmes of all the examinations (Time – table).
- To appoint paper setters, moderators.
- To appoint Centre – in – charge, Centre observers, Supervisors.
- To appoint vigilance squad.
- Issue of admit cards, seating arrangements.
- Certification of the examination halls.

1.5.2. Conduct of the examination

- To visit various examination centres.
- Arrangement to hand over the question papers and answer books to various examination centres.
- Handing over of the answer books by the centre in charge to the COE
- To receive the report of the unfair means cases reported by the Centre in charge/vigilance squads from the examination centres.

1.5.3 Post Examination work

- To get the answer books assessed by examiners/moderators.
- To receive the practical examination mark lists from the concerned subject conveyer.
- Compiling the results.
- To process the results
- Declaration of the results within 15 days from the last day of the examination and to send the results to the respective college.
- To deal with the cases of unfair means, lapses on the part of the students and teachers respectively.
- To receive the verification and revaluation forms from the colleges.
- To make the arrangement for the verification and revaluation of answer books.
- To send the result of verification and revaluation to the colleges.
- To receive application for Provisional degree certificates, Merit Certificate.
- To make the arrangement for distribution of degrees, diplomas and certificates.
- To issue Duplicate Mark lists, Passing Certificates, Provisional Certificates and Ranking Certificates.
- To issue revised mark-sheets on the basis of revaluation/reverification.
- To preserve the record of examination.
- To keep a statistical record of the results.

CONDUCTION OF EXAMINATIONS

2. “Competent Authority” means the Controller of Examinations
 1. Constituent colleges means colleges i.e
 - a. Krishna Institute of Medical Sciences,
 - b. School of Dental Sciences,
 - c. Krishna college of Physiotherapy,
 - d. Krishna Institute of Nursing Sciences,
 - e. Krishna Institute of Science and Technology,
 - f. Krishna Institute of Pharmacy,
 2. “Academic year” means two consecutive (one odd+one even) semesters constitute one academic year.
 3. “Programme” means a range of learning experiences offered to students in a formal manner over a period of one – to – four years leading to certificates/diplomas/degrees. Example: BA (Economics) BSc (Physics). All possible formal degree programmes are identified by UGC.
 4. “Course” means a unit in both credit based and non – credit based formal programme. A 3 – credit course will have three classroom sessions on one – hour duration during each week for the entire semester. Example: Noncredit program: BDS course: Prosthodontics; Credit based programme: Human Genetics course: Genetic Engineering (4 credits).
 5. “Semester” means each semester will consist of 15 – 18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
 6.
 - a. “Under Graduate Examination” means an examination leading to Graduate Medical/Dentistry/Physiotherapy/Nursing/Science and Technology / Pharmacy of the University.
 - b. “Post Graduate Diploma Examination” means an examination leading to Post Graduate Diploma of the University.
 - c. “Post Graduate Degree Examination” means an examination leading to Post Graduate Degree of the University.
 - d. “Super Speciality Examination” means an examination leading to Super Speciality Degree of the University after the post-Graduation.
 7. “Schedule of Examinations” means a table giving details about the time, day and date of commencement of each paper.
 8. “Applicant means a person who has submitted an application to the university in prescribed form for admission.
 9. “Candidate” means a person who has applied for the admission.
 10. “Student means and includes a person who is enrolled by the University college, for receiving instructions, qualifying for any degree, diploma or fellowship awarded by the University.
 11. “Examinee” means a eligible student who applies for an examination.

12. "Repeater student" means a student who is once admitted to an examination of the University, is again required to take the same examination by reason of his failure or absence there at.
13. "Examiner" means a person duly appointed to examine the student for the theory/practical examination work.
14. 'Paper setter' means a person appointed to set the question paper confidentially as per the syllabus for the said subject.
15. 'Moderator' means a person appointed to moderate the question papers set by the paper setter.
16. "Evaluation" means the assessment of the answer – book(s) by an evaluator.
17. "Evaluator" means a person who assesses the answerbooks.
18. Re – evaluation means the assessment of the answerbook(s) already assessed by the first and second examiner.
19. "Verification" means re – counting and reverification of marks, of all answer(s) evaluated earlier, including assessment and allotment of marks to any unassessed or partially assessed answer(s) in the concerned theory answer book.
20. "Paper setting" is a process where a paper setter sets the question paper.
21. "Remuneration" means amount paid for the examination work or service.

2.1. Pre examination

- 2.1.1. The University shall prepare and circulate the schedule of examinations for each and every programme and semester/course conducted by it at least 3 months before the examinations. Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.
- 2.1.2. The examination forms of the students shall be accepted by the Dean of the respective faculty with the prescribed examination fees within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 2.1.3. On receipt of the examination forms by the University, the name list, summary and Admit cards of the students shall be prepared and sent to the concerned Faculty by the Controller of examinations office normally 7 days before the commencement of the concerned examination.
- 2.1.4. A student who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees.
- 2.1.5. If a student suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and / or a fine, not exceeding than Rs. 5000/- will be imposed. However, in case of subsequent indulgence of similar nature, this period may be extended up to three terms.
- 2.1.6. All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed question papers including such other modality.

- 2.1.7. Notwithstanding anything contrary to this bye-law, no person shall be admitted to the University examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.
- 2.1.8. Examiners shall be appointed by the Controller of Examinations. In case of refusal from the person so appointed, the Controller of Examinations shall appoint substitute examiners serially from the panel approved.
- 2.1.9. Each Board of Studies shall submit, approved Examiners Panel List to the Controller of Examinations, along with their addresses. Cell number and E-mail address, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical.
- 2.1.10. The Controller of Examinations shall maintain a list of teachers in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator and paper setter in the past and such other information as may be relevant.
- 2.1.11. Examiners for paper setting and for practicals shall be appointed by the Controller of Examinations. In case of refusal from the person so appointed, the Controller of Examinations shall appoint substitute examiners serially from the panel approved.
- 2.1.12. Internal and External Examiners: An "Internal Examiner" means a person who is a teacher in the constituent college(s) of the University. The teachers in other universities in the state or outside the state shall be referred to as the "External Examiner".
- 2.1.13. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.
- 2.1.14. Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed in another sealed cover within prescribed period. Question paper set by an examiner shall vest with the University.
- 2.1.15. The question papers, unless otherwise specified, shall be set in English.
- 2.1.16. Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit cease to be examiners.
- 2.1.17. Examiners for paper setting and Practical shall be appointed for examinations to be held in that academic year; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
- 2.1.18. Paper setters for all faculties shall be appointed by the Controller of Examinations.
- 2.1.19. No person can claim appointment as paper setter / examiner / moderator or for any other examination work as a matter of right. The teachers appointed by the University as paper setters / examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit.

- 2.1.20. The paper setters/examiners/moderators shall follow all the instructions given by the Institute from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
- 2.1.21. Confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance / necessary action.
- 2.1.22. The Dean of the respective faculties where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
- 2.1.23. Every examination centre where theory examinations are conducted shall satisfy the following minimum conditions: -
- 2.1.24. A steel cupboards with a locker for safe custody of question papers and other confidential material.
- 2.1.25. A well protected room of minimum 200 sq.ft. for storage of examination related work
- 2.1.26. Means of communication as may be conveyed from time to time.
- 2.1.27. Controller of Examinations shall appoint the Centre-in –charge, centre observer and Supervisor (One for four blocks) for the University Examinations at each Centre of examination for smooth conduct of examination.
- 2.1.28. The Centre Incharge shall appoint the invigilators at the allotted centre. In exceptional cases the Controller of Examinations may appoint a person as the Centre-in-charge for the University examinations at a centre even though he/she may not be a teacher of a faculty.
- 2.1.29. The Controller of Examinations shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the Institute.

2.2. Conduction of Examinations

2.2.1. Officers/Staff and duties for Conduct of Examinations

- There shall be two senior officers – Centre-Incharge and Centre Observer and One Supervisor per four blocks at each examination centre is appointed by the Controller of Examinations. The invigilators – one for thirty students are appointed by the Centre - In – Charge of each examination centre.
- It is necessary to entrust work of invigilators to teaching staff only. In case there is shortage of teachers, it is necessary to obtain prior permission of the Controller of Examinations to appoint non-teaching staff (minimum graduate qualified) of the college. Appointment of an Invigilator should not be made when there is an examination of a subject in which he teaches.
- It is necessary to convene meeting of invigilators one day prior to commencement of examinations.

2.2.2. Duties and Responsibilities of Centre Incharge -

- Before taking into possession sealed packets of the question papers, to ensure that the same belongs only to your Exam hall as per statement provided. The sealed packets of question papers of each day will be collected 2 hours before the respective

examination from the COE university office. To ensure that subject, date and time will commensurate with schedule of examination.

- Take possession of question papers and answer books from concerned University Representative; keep the same in 'safe-custody' by the Centre – Incharge until handing-over the said material to the Supervisor and keep account thereof meticulously.
- While taking into possession sealed packets, please ensure that the bags containing the question paper packets are sealed.
- Carefully count the packets of question papers and answer books as and when the same reach Examination Hall.
- Ensure that total number of sealed packets tallies with total number of the same shown in statement provided along with the said packets.
- Tally Subject, Paper Number, Date, Time and Total Number of Papers Printed on sealed envelope with the statement.
- In case of shortage of question papers, the Centre – Incharge has to be contacted immediately.
- In case schedule of examination is changed due to unavoidable circumstances, to verify fresh dates and time of examination is/are in conformity with revised schedule. Further, in case revised dates and time is/are not amended, distribute question papers after making change in accordance with revised schedule and announce the change in schedule prior to commencement of examination in examination hall.
- In order to avoid malpractices during examination period, make appointment of an efficient and alert Supervisor and invigilators.
- In case of incorrect distribution of wrong question paper which is not as per examination timetable through oversight, full responsibility lies with Centre Incharge and Centre Observer. Doubts, if any, shall be cleared from the University and act as per instructions of the Controller of Examinations. However, ultimate responsibilities shall lie with Centre Incharge.
- **One day prior to commencement of examination period, to arrange a meeting of all the concerned officers and staff.** To ensure attendance of Centre Observer at a time of meeting. To discuss the following items pertaining to Conduct of Examination:-
 - a) To remain alert to avoid malpractices during examinations.
 - b) To give detailed idea about the duties and responsibilities to Supervisors and Invigilators.

- c) To emphasize that cooperation and responsibilities of all concerned are important to conduct examination smoothly.
 - d) The presence of the concerned officers and staff at least one hour before commencement of examination.
 - e) To emphasize on filling up the various columns like Seat Number, Question Booklet number and Version alphabet of section A, Student's Signature, invigilator's signature, Date, etc. on the answer book. The said columns should be filled up by blue pen. Time of 15 minute should be allotted for this work. Section "A/B/C" does not imply to Postgraduate Medical/Dental/Nursing/Physiotherapy courses but to emphasize on filling up the seat number, Student's signature, subject and date on the answer book provided.
 - f) Collect answer sheets of Section "A" along with question papers after half an hour. Before five minutes of collection of these answer sheets, distribute answer books of Section "B/C" among students. Section "A/B/C" does not imply to Postgraduate Medical/Dental/Nursing/Physiotherapy courses.
- To ensure that total number of rooms which are available in conformity with number of students. Also to verify that seating arrangement is satisfactory (e.g. Light, Fans, Water, etc.). It is also to be ensured that one independent room with requisite cupboard is available to keep confidential material and examination stationery therein. To see that tube lights and fans are in working conditions in each examination block/hall. In case tube lights and fans in room are not functioning, get the same repaired immediately and take precaution about their uninterrupted functioning throughout Examination period. Toilets should be cleaned every day. Arrangement should be made to conduct examination smoothly.
 - To appoint university security guards for the smooth conductance of the examination.
 - It is necessary to seal cupboard containing question papers and answer books meticulously so as to maintain confidentiality of examination. The cupboard must be sealed every time after obtaining signatures of Centre In charge and Centre Observer thereon.
 - Distribution of examination related material i.e. stationary, question papers and answer books among the supervisors/invigilators must be done 2 hours before the commencement of the Examination.
 - After completion of every examination, all the Sections (A+B/C)(Except for Postgraduate Medical/Dental/Nursing/Physiotherapy courses where Section "A/B/C" does not imply).must be kept in sealed cloth/Green envelop faculty wise/subject wise/paper wise. The said answer books must be handed-over to Representative of the University after obtaining due acknowledgment. Bundles of answer books must be classified neatly faculty wise/subject wise/paper wise. The following contents must be written on each bundle of answer books:-

- The Centre – Incharge submit the report (Appendix No 1) in original daily Controller of Examinations.

2.2.3. Duties and Responsibilities of Centre Observers

Centre Observers shall observe the working of the Centre Incharge.

- Before opening packet containing question papers, Date, Time and question paper Number should be checked as per schedule.
- During Examination period, it may be ensured that all the Invigilators are performing their duties efficiently. In case any sr. supervisor/invigilator is neglecting duties of supervision purposefully, report should be sent to the University in this regard.
- In order to maintain confidentiality of Examination, it is necessary for Centre Incharge and Centre Observer to seal the cupboard containing confidential material and must be done each and every time the cupboard is opened. It is necessary to obtain signature of Centre Incharge and Centre Observer along with date and time.
- When time for answer book writing is over, answer books must be packed in cloth bag or cloth envelop faculty wise / subject wise / paper wise and seal the same immediately
- Lock-room specially reserved for examination materials should be near to examination hall. As far as possible, the said room should have only one door. Room should be independent and secured. It should not have been attached to another room by means of door. There should be strong and safe cupboard for keeping examination material therein. It is necessary to keep the said cupboard sealed.
- Due to any injury or illness if any, student may not be able to write answer book with his/her hand. In such cases if the candidate applies for assistance of a writer, the Centre In charge may provide the same with prior permission of the Controller of Examinations. However before doing so, it is necessary to ensure two things viz. - (i) disability of student is genuine & (ii) writer is a class below and is not student of same faculty.
- It should be ensured that Invigilators distribute question paper promptly without wastage of time.
- To keep ready packets of question papers block wise and as per number of candidates in block; and so as to hand-over the same to the Invigilator which may be confirmed.
- In case student resorts to malpractices by taking disadvantage of laxity of Invigilators or Centre Observer and if the same come to the notice of the University after examination is over, then the suitable action will be taken against the concerned invigilator and Centre Observer.
- While appointing Invigilators block wise, precaution should be taken that the Invigilator shall not be appointed if it is found that said Invigilator teaches the same subject of which examination is held on that day.
- The Centre – Observer submit the report (Appendix No 2) at the end of the University Examinations to the Controller of Examinations.

2.2.4. Joint Duties and Responsibilities of Centre Incharge & Centre Observer -

- Centre Incharge shall verify whether fifteen minutes prior to commencement of examination, sealed packets of question paper are opened after verifying Subject,

- Paper Number, Date, Time, etc. with schedule of examination; and after the signatures of Supervisor and invigilator and two candidates.
- In case of loss of Hall Ticket / Identity Card, the concerned Student may be allowed to appear for examination by Centre Observer after identification and confirmation of the said candidate.
 - In case supervisors/invigilators have any doubts, the same may be clarified by Centre Incharge / Centre Observer.
 - During course of examinations no person or officer is allowed to enter to examination hall, except vigilance Squad and officer/staff appointed for examination related duties.
 - In order to maintain confidentiality of Examination, it is necessary for Centre Incharge and Centre Observer to do the work of sealing of cupboard containing confidential material, meticulously. For sealing cupboard, it is necessary to obtain signature of Centre Incharge and Centre Observer thereon along with Date and Time.
 - On every evening one day prior to examination, seat number of Students must be displayed in each room. After doing this, without permission of Centre Incharge and Centre Observer, nobody should be allowed to enter into these rooms till commencement of examination on next day.
 - It is important to note that candidates are not allowed to take question papers and answer books provided out of the examination hall; at the same time, candidate is not allowed to take help from outside examination hall. In case there is laxity or mistake in this regard, the University will take serious cognizance about the same.
 - In case question papers are incorrectly distributed which is not as per schedule through oversight, full responsibility lies with Centre Incharge. Please get cleared doubts, if any from the University and act as per instructions of the University. However, ultimate responsibilities will rest with Centre Incharge.
 - After completion of every examination, all the Sections (A+B/C), except for Postgraduate Medical/Dental/Nursing/Physiotherapy course where Section "A/B/C" does not imply, must be kept in sealed cloth envelop facultywise / subjectwise / paperwise. The same may be kept in strong room. The said answer books must be handed-over to Representative of the University on the same day. After obtaining due acknowledgment. Bundles of answer books must be classified neatly facultywise / subjectwise / paperwise.
 - After every session, answersheets to be sent to the University should be divided into Section "A" & Section "B /C" every day, along with the junior supervisor's report in duplicate out of which original should be sent to the University Except for Postgraduate medical/dental/Nursing/Physiotherapy courses where Section "A/B/C" does not imply and a single answer book is provided.
 - Student should not put any sign as revealing of identity on answer book. For more information please check on "Revealing of Identity".
 - In case any student commits malpractices, information in this regard should be sent to the University in the prescribed specimen in sealed packet with relevant documents.

2.2.5. Duties and Responsibilities of Supervisor

- Centre Incharge should appoint efficient and alert Supervisor in order to avoid any type of malpractices. The Supervisor should brief invigilators about the measures and instructions to avoid malpractices during the examination by the examinees. Also, Sr. Supervisor should announce following instructions in Examination Block/Hall prior to commencement of examination:-
- Students should not keep examination related materials either in examination Block/room or with him/her. Except drawing diagram related with the subject in answer book, color pencil and color inks should not be used elsewhere. Seat number should not be written anywhere on answer book .except on the front page. Do not make any objectionable sign/s on answer book and also any type of objectionable writing which does not pertain to the subject (viz. "Shri" or names of Gods/Goddess, etc.) should not be written on answer books. Signs, Circle, Squares, etc. should not be made around any answer. Such types of instructions are also mentioned on answer book. In case of violation of these rules, action will be taken against said student under unfair-mean activity. All students should be apprised about the same.
- There will be two packets, one of question papers and another of answer books with Supervisor; out of which, packet of answer book is to be handed-over to invigilators who will carry the same to his / her respective block.
- Five minutes prior to commencement of examination, Supervisor should hand-over question papers equivalent to number of the candidates to invigilators and request invigilators to keep themselves ready for distribution of question papers to the students. Thereafter, invigilators should make following announcements in front of candidates:-
 - a. Now question paper of Section "A" will be provided to students. After receipt of questionpaper, kindly check pages inserted therein.
 - b. Question Papers which are torn out or Page less or without printed matter, should be replaced immediately prior to writing of answer book. Complaints regarding such type of question papers will not been entertained after completion of examination.
 - c. Thereafter, students should write their respective seat numbers in prescribed place of front page.
 - d. Students should read all the instructions printed on front page of answer book.
 - e. They should start solving question papers only after ringing of bell. While solving MCQ, instructions must be followed meticulously, e.g. while solving M.C.Q., blue ink should be used. Whitener should not be used. Once option is marked, don't erase it out with help of blade or eraser or else marks will not be allotted.

Label on each sealed question paper packet

KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Faculty: Subject: Paper No.:

No of papers: Time: Date:

Signature and seat no of candidate:

1. _____

2. _____

Signature of Invigilator: _____

Signature of Supervisor: _____

Label on empty bag to be used to send used answer books to university

KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Faculty: Subject: Paper No.:

No of Answer Books: Time: Date:

Block No:

Total strength of the Block:

Total number of absent students:

Total number of answer booklets received:

Total number of answer booklets:

Signature of Invigilator: _____

Signature of Supervisor: _____

2.2.6. Duties and Responsibilities of Invigilator:

- Invigilators should be physically present full time at Examination Centre. Under any circumstances invigilator will not leave Examination Centre. All the personal belongings (electronic gadgets, calculator, mobile, written and printed papers, etc.) must be kept outside the examination hall and prior to solving of question papers by students. The candidates should be checked, if needed. During course of examination period, please check that students are not conversing with each other, no exchange of papers, no contact with outside person or any type of occurrence of malpractices.
- Invigilators should ascertain hall ticket with candidate at the time of each paper.
- Invigilators should remain present at the Examination Centre one hour prior to commencement and get apprised with information from Centre Incharge and Centre Observer. All the concerned should set wrist watches in accordance with wrist watch of Centre Incharge.
- Invigilators should take in his / her possession seat summary, blank answer books, and tally the same with seating arrangement at his / her respective class.
- After ringing of first bell for students, answer books and seat summary should be taken to allotted block/room.
- Invigilators should take possession of question papers duly counted and keep themselves ready for distribution among students.
- Invigilators should ensure that candidates have occupied their respective seats according to their seat numbers, photos on Hall Tickets belong to them. Invigilators will also give necessary instructions in this regard.
- After distribution of Section "A" of question paper among candidate, Invigilators should ensure that seat number is written properly on question paper. Also Invigilators should ensure that all information is filled up at prescribed place and as per prescribed procedure. Invigilator should put his/her signature on answer sheets and Section "A" of question paper. He/she should put full signature on Section "A" and question paper. Invigilators should note in his/her report the Serial Numbers of Answer books of candidates.(Appendix No.3)
- Separate answer sheet must be provided for Section "A" and that must be withdrawn after 30 minutes. Five minutes before collection of answer sheets of Section "A", Invigilators will distribute question paper of Section "B/C". At this time, invigilator should take precaution that candidates are not disturbed while solving Section "A".
- Those candidates who are absent, absentee of such candidates must be noted in Invigilators Report and after noting down seat numbers of absent and present candidates, Invigilators will put his / her signature in Invigilators Report.
- During examination period, candidate should not be allowed to leave Examination Centre under any circumstances. Also during examination period, no person or officer except officers appointed by the University, Internal Vigilance Squad, will be allowed to enter into Examination Centre.
- Invigilators should make announcement before the candidates and take action accordingly:
 - a. Announcement No. 1: Bell will ring when time of solving Section "A" will be over. At the time, it is necessary for all students to hand-over question papers and answer sheet. After distribution of answer book of Section "B/C", please check preprinted information pertaining to candidate i.e. Seat Number, Faculty, Subject, Date, etc. are

correct or not. And, then only write answers of Section "B/C" in answer book. If not done like this, concerned answers will not be assessed.

- b. Announcement No. 2 : There will be warning bell 10 minutes prior to prescribed time limit for Section "B/C"; candidate should ensure that he / she has put signature in the prescribed space on the front page of answer book.
 - c. Announcement No. 3: Candidate should not put any type of sign of revealing identity.
 - d. Announcement No. 4 : After completion of examination period and ringing of bell, announcement may be made to all students that the invigilator shall come over to their respective seat to collect the answerbook and all the students of the block shall leave the examination hall only after all the students of the block have handed over the answer book.
- Bell will be ring at the time of examination as per schedule. In case it is not possible for any supervisor/invigilator to start examination as per schedule, then time will be allotted to solve question paper as per schedule from actual commencement of examination. Precaution will be taken in this regard. However, it has to be done due to unavoidable circumstances. Centre Incharge / Centre Observer should be informed immediately. Also the University should be informed immediately in this regard.
 - In case any candidate has written answer book by resorting to malpractices by taking disadvantage of laxity of Supervisor, invigilator or Centre Observer and same has come to the notice of the University after completion of the Examination.
 - Invigilators should take the attendance of the candidates as per the Invigilators' report which also indicates the answer book number of each candidate

➤ **Instructions to be given to Students by Invigilator:**

- Care should be taken that answer books of Section "A" and Section "B/ C" and
- The answer book of the Postgraduate Medical /Dental /Nursing /Physiotherapy /Pharmacy /Science and Technology courses where Section "A/B/C" does not imply are not spoiled/folded and that the same are not damaged due to water, sweating or dust.
- On Section "A" answer sheet, columns of Seat Number, Question Booklet Version alphabet, Student's Signature, Invigilator's Signature, Date etc. to be filled up with blue/black ball pen within 15 minutes of distribution of question booklet version.
- Exact 5 minutes prior to commencement of examination, question paper of Section "A" will be placed on benches. **It is necessary to place question paper on benches according to serial numbers even if particular candidate is absent.**
- While solving MCQ, firstly read the instructions and then implement the same meticulously e.g. while solving MCQ, use blue ink. **Whitener, blade or eraser should not be used to change the option. If used marks will not be allotted.**
- At the time of commencement of examination as per schedule, start writing answer book of Section "A". Fill up with blueball pen. Time of Section "A" will over after half an hour right from the commencement of examination and thereafter, start writing answer books of Section "B/C".
- It is necessary for Centre Observer to communicate details of the arrival at Examination Centre to Centre Incharge.
- Centre Observer should submit his detailed report about the Examination Centre.

➤ **Special Instructions**

- If any student has written seat number wrongly on answer book of Section "A" inadvertently, he/she may be allowed to finish answer book and thereafter, suitable rectification may be done on the said answer book. Report in this regard may be sent to the University in a separate envelop.
- Student may not have been included in a seat summary due to an oversight and that at the said subject has been shown on his hall-ticket, he/she may be allowed to appear for examination and report may be sent to the University accordingly.
- Answer sheet of Section "A" is of different nature. In order to fill up requisite information therein, invigilator is supposed to guide students properly. As per rules, candidates may be instructed to write their Seat Number, Question Booklet Version Number, etc. on answer sheet.
- Invigilators must instruct students about checking preprinted data of Section "B/C" answer book except for Postgraduate Medical/Dental/Nursing/Physiotherapy courses where Section "A/B/C" does not imply.

2.2.7. **Seating Arrangement at Examination Centers**

- Arrange one block consisting of 30 students. Also prior to writing numbers on benches, rooms should be cleaned and benches should be cleaned. There should not be any type of writings on walls and on benches.
- Daily seating arrangement as per 30 students per block should be done as per seat summary in accordance with Subject, Date and Time.
- It is necessary to display following information in each block/room regarding seating arrangement:-

Block Number:

Seat Numbers: From university seat No. ----- To -----.

Total students -

- Keeping in view number of students to be accommodated in different examination halls, to prepare a chart of whole seating arrangement for all examination days and for all sessions.
- Clerks appointed for seating arrangement should be instructed to write seat numbers on benches, as per chart of seating arrangement. Please ensure that there should be sufficient space left in between two students so as to prevent them from resorting to copying.
- On every evening, one day prior to examination day, seat number of students should be written on benches with the wet chalks. After writing seat numbers, permission to enter in such room should not be granted without prior permission of Centre Incharge.
- Information about total summary of seating arrangement should be displayed on board outside the Examination hall. Also instruction poster about malpractices and punishment should be displayed.

2.2.8. Duties of Vigilance Squad:

- To ensure that the University Examinations are conducted as per rules and regulations lay down by the university.
- To observe whether, the Centre Incharge, Centre observer, supervisor, Invigilators, peons are following the instructions scrupulously during the conduct of the examinations.
- To check whether the students resort of malpractices at the time of Examinations and report such cases to the university.
- The vigilance squad is authorized to visit any examination centre without prior intimation and enter the Examination centre to check the record another material relating to the conduct of examination. They may enter any block of examination for checking the candidate's identity card, hall tickets to ascertain the authenticity of the candidate.
- The chairman of vigilance squad shall submit the report (Appendix No 4) in original within 24 hours to Controller of Examinations.

2.2.9. Duties and Responsibilities during Examination Period:

- All the peons should report for duty one and half hour prior to commencement of examination and should complete the cleaning work.
- Work of opening of rooms should be done in presence of Centre Incharge and Centre Observer.
- Supervisor, Invigilators and Clerks should remain present at Examination Centre one hour prior to commencement of examination.
- Blank answer books etc. should be kept ready in order to hand-over the same to each supervisor room wise. Precaution should be taken while handling answer books. The same should not be folded and also same should not get spoilt by means of water/dust/sweating. Instructions in this regard should be given to invigilators and other staff members.
- After ensuring, Subject, Date and Time in conformity with schedule of examination, the packets containing question papers should be opened 15 minutes prior to commencement of examination. Prior to opening of these packets, all the columns should be filled in legible handwriting and duly signed. Also it is necessary to obtain signatures of supervisor, invigilator, two Examinees so as to confirm a packet is sealed.
- Invigilator should take with him packets of answer books and examine the block half an hour prior to commencement of examination.
- Packets of question papers should be kept ready block wise and also in accordance with number of students accommodated in one block and the same will be handed-over by Centre In charge to the Supervisor 15 minutes prior and sr. supervisor to Invigilators 5 minutes prior to commencement of examination.

2.2.10. Time Table for Ringing Bell

Bell	Details	Morning Session	Evening Session
First	Entry for Examinees into Examination hall	9.00	1.30
Second	Distribution of Question Papers. Distribution of Answersheets of Section "A"	9.20 9.25	1.50 1.55
Third	Solving of Question Paper of Section "A"	9.30	2.00
Fourth	Collection of Answersheets of Section "A"	10.00	2.30
Fifth	Ten minutes before scheduled end timing (Warning Bell)	10 min. before	10 min. before
Sixth	Time is over and stop writing (Exam completion)	12.30pm	5.00pm

Bell	Details	Morning Session	Evening Session
First	Entry for Examinees into Examination hall	30 min. prior to start of exam.	
Second	Distribution of Question Papers. Distribution of Answer sheets of Section "A"	10 min. prior	
Third	Solving of Question Paper of Section "A"	Time of start of exam.	
Fourth	Collection of Answer sheets of Section "A"	Time of end of sec. An exam.	
Fifth	Warning Bell	Ten minutes before scheduled end timing	
Sixth	Time is over and stop writing	Time of end of examination	

All above timings are mentioned on question paper packet/schedule.

Note:

1. Morning Session- 9.10 to 9.15: Announcement about important instructions in respect of Section "A" answer sheet.
2. Evening Session- 1.40 to 1.45: Announcement about important instructions in respect of Section "A" answer sheet.

2.2.11. Examination Stationery

Answer books, Course/subject wise Students List, stationery will be sent to the Examination Centre by the University and shall be kept in safe custody.

2.2.12. Probable malpractices and expected action on behalf of Centre Incharge & Centre Observer at Examination Centre

- A. Those students who will attempt to do malpractices or found doing malpractices, report about misconduct of student, in the prescribed format must be sent to the University on the same day. Also Invigilator must take in his possession answer book of student involved in malpractices. In case COE allows such candidate to solve remaining paper, he may be allowed to write answers on the same answer book.
- B. Such type of answer book along with other documents (confiscated copy material, statement of student, Report of invigilator/Centre Incharge/Centre Observer) should be sent to the University in sealed envelopes.
- C. Writing on clothes or body of student, writing on table is found, then the student has to give a written statement about his malpractice with the student's signature and countersigned by the Centre Incharge and Centre Observer. If the student refuses to do so, then the photo of the writing on clothes or body shall be taken and submitted to COE with a written report by the Centre Incharge.
- D. Also, material found during malpractices like mobile, electronic watch, pad, scale, handkerchief, calculator, etc. should be confiscated and sent to the University along with the report.
- E. All type of precaution should be taken at the time of examination at usual. especially during examination, care should be taken to see that there is no contact in between candidates. In case candidate is found copying material, the same should be prevented immediately and report along with statement of Centre Incharge and Centre Observers along with material found with candidates should be sent to the University.
 - i. Written statement should be obtained from student containing therein Subject, Date, Time of material found with candidate along with his/her signature thereon. Signature of two candidates must be obtained on statement as witness. Centre Incharge and Centre Observer should sign statement along with their remarks.
 - ii. In case candidate refuses to give statement, Centre Incharge and Centre Observer should prepare their own report mentioning therein refusal of candidate and sign the same. Signature of two candidates should be obtained on report as witness. Signature of two candidates as witness may be obtained after time of examination is over so that there will be no wastage of time for these candidates (witnesses) and if they refuse then it shall be mentioned in the report.
 - iii. The said statement/report along with material should be put in sealed envelope.
 - iv. Centre Incharge / Centre Observer should send the same to the University immediately.
- F. Hall Tickets and any other chits should not be misused by candidate for writing answers. It must be ensured before start of examination that such packets or chits are not found with candidates; if found, the Centre Observer should take the same in his/her possession and destroy before start of examination. In addition to this, examinee has done any rough work, the same should be treated as unfair-means and

act accordingly. In case any candidate has taken disadvantage of laxity of Supervisor and Centre Observer for writing answer books through malpractices, and if the same comes to the notice after examination, then as per rules action will be taken against concerned Supervisor and Centre Observer. This should be noted by the Supervisor, Centre Incharge and Centre Observer.

- G. In case any candidate is found in making unnecessary arguments with Invigilator / Centre Observer and if Supervisor finds it difficult to conduct examination smoothly due to nuisance of the student, he/she should take into possession Question paper and answer book of the concerned candidate and the said candidate should be taken out of examination hall. Written statement in this regard may be obtained from the concerned candidate with his signature and address thereon.

2.2.13. Action to be taken on copy cases

- A. Obtain the " Form of Undertaking" (Appendix no 5) signed along with the date and time by the candidate, centre in charge, centre observer, Invigilators of the candidate's block and of two candidates who sitting in front and behind the student involved in malpractice.
- B. This statement should be taken after time of examination is over so that there will be no loss of time for these students.
- C. Signature of student should be obtained on copying material and other documents / evidence; counter signatures of Invigilators, Centre Incharge and Centre Observer should also be thereon.
- D. Answer book, Supplements, Hall Ticket and any other papers of impostor candidate should be sent to the University immediately in a separate packet.

APPENDIX No: 1



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Centre Incharge Daily Report

Examination (Summer/Winter): _____

Date:

Name of the theory examination centre:

1. Name of the Centre In Charge:
2. Name of the College:
3. Whether first meeting with Centre In Charge and staff held?
Yes No
4. Whether familiarization of Duties and responsibilities of concerned staff carried out?
Yes No
5. Whether any deficiency of question paper (numerical)? If any mention details in enclosure.
Numerical: Yes No
Encloser: Yes No
6. Whether Supervisor/ Invigilator performed their duties satisfactorily? If not attach detail report
Performed satisfactorily: Yes No
Report attached: Yes No
7. Whether full secrecy maintained at centre
Yes No
8. Whether sufficient cupboards provided to keep the question papers and answer papers with security arrangements.
Yes No
9. Whether writer/Translator/extra time provided to examinee? Specify details in separate report.
Yes No NA
10. Whether Internal Vigilance squad visited the center?
Yes No

11. Whether answer books of section A, B/C were sent section wise in separate bags provided by the University?
Yes No
12. Whether all the examinations were conducted in time?
Yes No
13. Whether the time table, instructions, seating arrangements etc were displayed on Notice Board at suitable place?
Yes No
14. Whether security/protection was available?
Yes No
15. Whether any hurdle/disturbance from outside observed during examination Period?
Yes No
16. Whether any theft case observed?
Yes No
17. Whether question papers/solved answer books were kept at secured place?
Yes No
18. Whether any unfair means observed? Specify details.
Observed: Yes No
Report attached: Yes No
19. Any other difficulties, complaints regarding centre?
20. Any suggestions?

Date:

Time

Place:

Signature of Centre in Charge

Name

APPENDIX No :2



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Centre Observer's Daily Report

Examination: (Summer/Winter)_____

Date :

Name of the theory examination centre:

1. Name of the Centre Observer:
2. Name of the College:
3. Whether first meeting with Centre In Charge and staff held?
Yes No
4. Whether familiarization of Duties and responsibilities of concerned staff carried out?
Yes No
5. Whether any deficiency of question paper? If any mention details in enclosure.
Yes No
6. Whether Sr. Supr./ Invigilator performed their duties satisfactorily? If not, mention details
Yes No
7. Whether full secrecy maintained at centre
Yes No
8. Whether sufficient cupboards provided to keep the question papers and answer papers with security arrangements.
Yes No
9. Whether Centre In Charge was available at centre during examination period?
Yes No
10. Whether writer/Translator/extra time provided to examinee? Specify details.
Yes No
11. Whether Internal Vigilance squad performed their duties satisfactorily?
(Mention their name and department)
Yes No
12. Whether answer books of section A, B and C was sent section wise to the University?
Yes No
13. Whether all the examinations were conducted in time?

Yes No

14. Whether the time – table, instructions, unfair means, seating arrangements etc was displayed on Notice Board at suitable place?

Yes No

15. Whether security protection was available?

Yes No

16. Whether any hurdle/disturbance from outside observed during examination period?

Yes No

17. Whether any theft case observed?

Yes No

18. Whether question papers/solved answer books were kept at secured place?

Yes No

19. Whether any unfair means observed? Specify details.

20. Any other difficulties, complaints regarding centre?

21. Any suggestions?

Date:

Time:

Place:

Signature of Centre Observer

Designation

APPENDIX No :3

KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

INVIGILATOR'SREPORT

Examination (Summer/Winter): _____ Centre : _____
 Subject : _____ Paper No. _____
 Seat No. From _____ To _____ Total No. of Answer books

 Block No. : _____ No. of candidates in this Block :

Seat numbers of the students	Answer Book No.		Student's Signature	Seat Numbers of students "Absent"
	Section A	Section B		

I certify that I have verified the students seat numbers on each Answer-book submitted by each student in the block and that the same tallies with the number allotted by the University.

Sr. No.		Name	Signature
1	Invigilator		
2	Supervisor		

Date :
Time :
Place :

APPENDIX No:4



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Vigilance Squad Report

Examination: _____

Name of the theory examination centre:

1. Name and designation of the Vigilance person:
2. Whether familiarization of Duties and responsibilities of concerned staff carried out during examination?
Yes No
3. Whether any deficiency of question paper? If any mention details in enclosure.
Yes No
4. Whether supervisor performed their duties satisfactorily? If not, mention details
Yes No
5. Whether full secrecy maintained at centre
Yes No
6. Whether sufficient cupboards provided to keep the question papers and answer papers with security arrangements.
Yes No
7. Whether Centre In Charge was available at centre during examination period?
Yes No
8. Whether writer/Translator/extra time provided to examinee? Specify details.
Yes No
9. Whether answer books of section A, B and C was sent section wise to the University?
Yes No
10. Whether all the examinations were conducted in time?
Yes No
11. Whether the time – table, instructions, unfair means, seating arrangements etc was displayed on Notice Board at suitable place?
Yes No
12. Whether security was available?
Yes No

13. Whether any hurdle/disturbance from outside observed during examination period?

Yes No

14. Whether any theft case observed?

Yes No

15. Whether question papers/solved answer books were kept at secured place?

Yes No

16. Whether any unfair means observed? Specify details.

17. Any other difficulties, complaints regarding centre?

18. Any suggestions?

Date:

Time:

Place:

Signature of vigilance squad member

Designation

UNFAIR MEANS

- 3.1** The Colleges should ensure that, the rules regarding Disciplinary action in the case of Unfair means in connection with the Examinations at the centres as framed by the University and notifications issued from time to time, are scrupulously followed by them while giving the admissions.
- 3.1.1. These rules shall apply to inquire into and to take disciplinary action for “ mal-practices and lapses on the part of students / examinees / paper-setters /, examiners / moderators / members of the Subject Examination Committee, referees / teachers or any other persons connected with the conduct of University Examinations”
- 3.1.2. Unless the context otherwise requires:
- a. “Board of Examinations” means the Board of Examinations duly constituted in accordance with the MOA and is hereinafter referred to as the “Board”.
 - b. The “Board of Examinations” of the University shall be the competent authority to take appropriate final disciplinary action against students using, attempting to use, aiding, abetting, instigating or allowing using unfair means during the examination period.
 - c. “Unfair Means Committee” means a Committee constituted by Board of Examinations for Unfair Means Investigations in accordance to MOU.
 - d. “Controller of Examinations” means a person duly appointed / designated as Controller of Examinations in accordance with the MOA.
 - e. “Student” means and includes person who is enrolled as such by the University or receiving instructions qualifying for any degree, diploma or fellowship awarded by the University. It includes repeater students and students registered as students (examinees) for any of the degree, diploma or certificate examination.
 - f. “Examinee” means a person who actually presents himself/herself for an examination.
 - g. “Unfair means” means all the acts stated in 3.1.4 of this Bye-Laws.
 - h. Malpractices means all the acts stated in 3.1.5 of this Bye-Laws.
 - i. “Paper-setter, Examiner, Moderator means and includes persons duly appointed as such for the examination work.
- 3.1.3. “Unfair means” means and includes one or more of the following acts or omissions on the part of the students during the examination period.
- 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 University seal, or answer books or office stationary 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 University examination.
- x. Impersonation at the University examination.
- xi. Intimidating or using obscene language or threatening or use of violence against invigilator, supervisor, Centre observer, Centre-in-Charge or 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 commissions which may be considered as unfair means by the Competent Authority.

3.1.4. "Malpractices" mean and include one or more of the following acts or omissions on the part of the persons included at Para 5 above relating to the examinations:

- a. Leakage of questions or question paper set at the University examination before the time of examination.
- b. Paper-setter omitting question, Sr.No. Question, repeating question or setting question outside the scope of syllabus or not setting the question paper unit wise.
- c. Any moderator copying down the material from the sets of question papers, which they are moderating.
- d. Examiner showing negligence in detecting malpractice used by students
- e. Invigilator / Centre Observer / Centre-in-charge or any other person appointed by the University or on behalf of the University for Conduct of examination at the centre showing negligence / apathy in carrying out duties or aiding / abetting / allowing / instigating students to use malpractices.
- f. Examiner / moderator intentionally awarding marks(over marking or under marking) 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.
- g. Any other similar acts and / or omissions, which may be considered as malpractices or lapses by the competent authority.

3.1.5. "Unfair means relating to Examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or mal-practice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other persons.

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

- 3.1.7. "Unfair means material in Possession of Examinee" means having any unauthorized material on his / her person or desk or chair or table or at any place within his / her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- 3.1.8. "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Invigilator, Sr. supervisor, Centre Observer, Centre-In-Charge, member of the Vigilance Committee or Examination Squad or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of 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 report to that effect is submitted by the Centre Observer or Centre-In Charge or any other authorized person to the Controller of Examinations or to any officer authorized on his behalf.
- 3.1.9. "Material related to the subject of Examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a Centre –In- charge and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (10) above, the presumption shall be that the material did relate to the subject of the examination.
- 3.2** The "Board of Examination" shall be the Competent Authority to take final disciplinary action against an examinee or any other person, for his / her misconduct due to unfair means committed by him / her during the examinations conducted by the University.
- 3.2.1. The Unfair Means Committee (Unfair Means Inquiry) will function as a enquiring and recommendatory body and submit its recommendations in the form of a report to the Board, 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 / her defense, the principles of natural justice have been followed and then recommend quantum of punishment is in accordance with the guidelines laid down in this behalf.
- 3.2.2. The examinee on dissatisfaction with the verdict of the Board of Examinations may appeal to the Vice Chancellor.
- 3.2.3. During the examination, the examinees and other students shall be under the disciplinary control of the Centre-in-Charge and he/she shall in the case of unfair means adopt the procedures as under:
- a) The examinee shall be called upon to surrender to the Centre –In- Charge, the unfair means material found in his / her possession, if any, and his / her answer books.

- b) Signature of the concerned examinee shall be obtained on the relevant materials along with the signature of the concerned Invigilator and the Centre Observer. Finally the Centre – In - Charge shall put his signature on the incriminating material / documents received from the examinee. Refusal by the examinee to do so shall be reported by the Centre In charge in writing.
- c) Statement of examinee and his / her undertaking in the prescribed format along with the signature of the concerned invigilator, Centre Observer shall be recorded in writing by the Centre-in-Charge. However, if the student / examinee refused to make the statement or to give undertaking the concerned invigilator Centre Observer, and the Centre-in-Charge shall record accordingly under their signatures.

3.2.4. Centre In Charge 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 / her to appear for remaining examination and shall inform the action taken to the Controller of Examinations immediately.
- ii) If the student caught copying then, obtain undertaking in the prescribed form (Appendix No.3 and Appendix No.4) from the student to the effect allow him / her to continue with his / her examination.

3.2.5. All the material and list of material and the undertaking with the statement of the student and that of the Invigilator / Centre Observer / Centre-In-Charge as mentioned and the answer books shall be forwarded by the Centre In-Charge, along with his report, to the Controller of Examinations, in a separate and confidential sealed envelope marked “suspected unfair means case”. Provided that, In case of unfair means of oral type, the Invigilator / Centre Observer / Centre-in-Charge or concerned authorized person shall record the facts in writing and Centre-in-Charge shall report the same to the Controller of Examinations.

3.2.6. 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, along with the evidence, to the Controller of Examinations with his opinion in separate confidential sealed envelope marked as “suspected unfair means case”.

3.2.7. Prima-facie cases of unfair means having reported to the University by the Centre-In-Charge and or examiners shall be inquired into by the Unfair Means Committee. In the event of cases of unfair means reported through any other sources, the concerned Centre-in-Charge 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 Controller of Examination. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Committee for further investigation. The concerned Centre-in-Charge / Chief Spot Valuation Centre, through which the case has

originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee.

- 3.2.8. Examinations results of the concerned students involved in such cases shall be **'Withheld'** "Under Unfair Means Category" till the Board of Examinations takes final decision in the matter and the concerned students and the constituent College he / she belongs to, shall be informed accordingly.
- a. The student is asked to appear before the Unfair Means Committee on a day, time & place fixed for the meeting, with written reply / explanation to the show cause notice served on him / her by the member secretary of the Unfair Means Committee therein. The student himself / herself only shall present his / her case before the Committee.
 - b. 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 by the Member Secretary, Unfair Means Committee, when the student presents himself / herself before the Committee.
 - c. Reasonable opportunity, including oral hearing shall be given to the examinee in his / her 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.
 - d. After serving a show cause notice, if the implicated student fails to appear before the Unfair Means Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his / her defense. Even after providing two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his / her case in his / her absentia, on the basis of the available evidence / documents which shall be binding on the student concerned.
 - e. The Committee shall follow the above procedure in the spirit of the principles of natural justice.
 - f. The Committee shall submit its report to the 'Board' along with its recommendation regarding punishment to be imposed or otherwise.
- 3.2.9. The Board after taking into consideration the report of the Unfair Means Committee, shall pass such orders as it deem fit, including granting the student benefit of doubt, issuing warning or exonerating him / her from the charges and may impose any one or more of the following punishments on the students found guilty of using unfair means:
- a. Annulment of performance of the student in full or in part in the examination he / she appeared for.
 - b. Debarring student from appearing for any examination of the University for a stipulated period not exceeding three years.
 - c. Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding three years.

- d. Cancellation of the University scholarships or awards or prize or medal etc. awarded to him / her in that examination.
- e. The student concerned is informed of the punishment finally imposed on him / her in writing by the Board or by the officer authorized by it in this behalf under intimation to the College / Institution he / she belongs to.
- f. The Court matters in respect of the unfair means cases should be dealt with by the Controller of Examinations.
- g. As far as possible the quantum of punishment should be as prescribed (category wise) as mentioned.

3.2.10. 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.

3.2.11. Student involved in malpractices at Practical / Dissertation / Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

Note: The term "Annulment of Performance in Full" includes performance of the student at the theory as well as annual practical examination but does not include performance at term work, project work and dissertation examinations unless malpractices used thereat.

3.2.12. The Board shall to take appropriate disciplinary action like disqualification from examination work against the paper-setters, examiner, moderators, referees, 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 University.

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

- a. Unfair means or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University. The concerned officer shall place the same before the Unfair Means 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 Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- b. The concerned officer shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the examination) in writing of the act of malpractice used and / or lapses committed by him / her at the examination and shall ask him / her to show cause as to why the charges leveled against him / her should not be held as proved and the punishment stipulated in the show cause notice issued by the Member Secretary, Unfair Means Committee, be not

- imposed.
- c. The concerned person shall be asked to appear before the Unfair Means Committee on the day, time and place fixed for meeting, with written reply / explanation to the show cause notice served on him / her and charge leveled against him / her therein. The concerned person himself / herself only shall present his / her case before the Committee.
 - d. The documents that are being taken into consideration or to be relied upon for the purpose of proving charges against the concerned person shall be shown to him / her by the Unfair Means Committee, if he / she present himself / herself before the Committee. The evidence, if any, shall be recorded in presence of the delinquent.
 - e. Reasonable opportunity, including oral hearing shall be given to the concerned person in his / her defense before the Unfair Means Committee. The reply / explanation given to the show cause notice shall also be considered by the Unfair Means Committee before marking final report / recommendation.
 - f. If the concerned person fails to appear before the Unfair Means Committee on the day, time and place fixed for the meeting, he / she are given one more opportunity to appear before the Committee in his / her defense. Even after providing two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his / her case in his / her absentia on the basis of whatever evidence / documents which are available before it and same shall be binding on the concerned implicated person.
 - g. The Unfair Means Committee shall follow the above procedure in the spirit of principles of natural justice.
 - h. The Committee shall submit its report to the 'Board' along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.
- 3.2.14. The Board, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him / her from the 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:
- a. Declaring the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the examination to be disqualified from any examination work either permanently or for a specified period.
 - b. Referring his / her case to the concerned disciplinary authorities i.e. Vice-Chancellor for taking such disciplinary action as deemed fit as per the rules governing his / her service conditions.
 - c. The officer authorized in this behalf, shall inform the concerned person of the decision taken in his / her case and the punishment imposed on him / her.
 - d. The court matters in respective cases of malpractices / lapses should be dealt with by the respective competent authority.
 - e. As far as possible the quantum of punishment shall be as prescribed (category wise) in Appendix No I and 2

APPENDIX No. 1

UNFAIR MENAS RESORTED TO BY STUDENTS AT THE UNIVERSITY EXAMINATION AND THE PUNISHMENT FOR EACH CATEGORY

Sr. No.	Nature of Malpractice	Quantum of Punishment
1	Material not concerned to the subject	To warn the examinee and impose a fine of Rs 5000/- and on repetition exclusion from the remaining examination.
2	Concerned to the subject(Without actual copying)	Warn and impose a fine not exceeding Rs 5000/- and on repetition-exclusion from remaining examination.
3	Actual copying from copy materials/ Electronic devices Smuggling – in or out of copy materials/Found having written on palms or on the body, or on clothes while in examination/Smuggling – in or out of written answer books and forging Signature of the invigilator/ to bribe or Attempt to bribe any of the person connected with the conduct of examinations using obscene language/violence/threat at the examination centre by student to the centre In charge.	To declare the result as nullified in the concerned subject and on repetition - exclusion for one additional examination/semester.
4	All other malpractices not covered in the aforesaid categories	Annulment of the performances of the student at the college examination in full and severe punishment depending upon the gravity of the offence.
5	Possession of another students answer-books	Exclusion of the student from University examination for a period of six months i.e one additional examination/semester. (BOTH STUDENTS)
6	Possession of another students answer-books + actual evidence of Copying therefrom	Exclusion of the student from University examination for a period of one year i.e for two additional examinations/semester. (BOTH STUDENTS)

7	Mutual / Mass copying	Exclusion of the student from University examination for a period of one year i.e for two additional examinations/ semester.(BOTH STUDENTS)
8	a) Smuggling-out or smuggling-in of answer-book as copying material	Exclusion of the student from University examination for a period of one year i.e for two additional examinations/ semester.
	b) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University examination for a period of one and a half year i.e for three additional examinations/semester
	c) Smuggling-in of written answer-book and forging signature of the Invigilator/Supervisor thereon.	Exclusion of the student for University examination for a period of two years i.e for four additional examinations/semester.
9	Attempt to forge the signature of the Invigilator on the answer book or supplement.	Exclusion of the student for University examination for a period of two years i.e for four additional examinations/semester.
10	Interfering with or counterfeiting of University seal or answer-books / supplement	Exclusion of the student for University examination for a period of two years i.e. for four additional examinations/semester.
11	Answer book, (main or supplement) written outside the examinations hall or any other insertion in answer-books	Exclusion of the student for University examination for a period of two years i.e for four additional examinations/semester.
12	Insertion of currency notes / to bribe or attempting to bribe any of the persons connected with the conduct of examination.	Exclusion of the student for University examination for a period of two years i.e for four additional examinations/semester.
	Note: This money shall be credited to the University Fund.	
13	Using obscene language / violence threat at the examination centre by a student to invigilator/ Supervisor, Centre observer/ Centre-in-Charge / any other person connected with the conduct of examination.	Exclusion of the student for University examination for a period of two years i.e for four additional examinations/semester.

14	a) Impersonation at the University examination.	Exclusion of the student for University examination for a period of two and half years i.e for five additional examinations/semester.
	b) Impersonation by a student at University examination	Exclusion of the student for University examination for a period of two and half years i.e for five additional examinations/semester.
15	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University examination.	Annulment of the performance of the student at the University examinations in full.
16	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University examination in full.
17	All other malpractices not covered in the aforesaid categories	Annulment of the performance of the student at the University examination in full and further punishment depending upon the gravity of the offence.

APPENDIX No. 2

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

Sr. No.	Nature of Malpractice / Lapses	Punishment
1	Paper-setter found responsible for leakage of the question set in the University examinations whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work for a period of five years.
2	Leakage of questions / question paper set in the University examination, before examination at the centre, by any persons connected with examinations.	Disqualification from any examination work for a period of five years.
3	Favoring a student (examinee) by examiner, moderator, and referee in assessment of answer books / dissertation / project report / Thesis by assigning the student marks to which the student is not entitled to at the University examinations.	Disqualification from any examination work for a period of five years.
4	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his / her answer books / dissertation / project work, the marks to which the student is entitled to at the University examinations	Disqualification from any examination work for a period of three years.
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	Disqualification from any examination work for a period of three years.

	students.	
9	Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student)	As decided by the examiners to whom the dissertations were dispatched for expert written reports.
10	Invigilator/ supervisor/ Centre observer/ Centre-in-Charge 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).	Disqualification from any examination work for a period of three years.
11	Invigilator/ supervisor/ Centre observer/ Centre-in-Charge 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 for a period of three years.
12	Invigilator/supervisor helping examinee in mass-copying/helping isolated examinee while on examination duty.	Permanent disqualification from any examination work

Appendix No. 3



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

FORM OF UNDERTAKING BY STUDENT

To,
The Controller of Examinations,
KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY),
KARAD.

Respected Madam,

I, undersigned _____ the,
candidate appearing for exam, do hereby state on solemn affirmation as under

I understand that I am involved in an alleged case of unfair means in the Exam Hall and therefore, a case against me is being reported to the University.

That in spite of registration of a case of unfair means against me, I request the University authorities to allow me to appear for the Exam.

In case my request is granted, I do hereby agree that my appearance in the exam will be provisional and subject to the decision of the University Authorities in the matter of disposal of the case of alleged use of unfair means.

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

In witness where of I set my hand to this undertaking.

Faculty :

Subject :

Seat No. :

Paper No.:

Signature

Name :

Date:-

Time :

APPENDIX No . 4



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

REPORT OF THE INVIGILATOR / SUPERVISOR

To,
The Controller of Examinations,
KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY),
KARAD.

Sir,

I, the undersigned, was appointed as _____ for the invigilation in the / Room / block
No..... at the Examination held at College Centre. I
am hereby making report against Examinee having seat no.

Shri / Smt. / Ku. Appeared for examination at
..... College Centre, as follows:

.....
.....

Yours faithfully,

Signature of Supervisor
Name _____ -
Date :Time

Signature of Invigilator
Name _____

I certify that above report is made by who was working as
Invigilator and by _____ who was working as Supervisor at
..... College Centre..... during Morning / Evening session.

Signature of Centre-in-Charge

Date :
Time :

Name : _____

DOUBLE EVALUATION SYSTEM

Procedure of Double Evaluation System of Assessment of Theory Answer Books Pertaining to all Under Graduate and Post Graduate Courses

To regulate the assessment of examination following bye-laws was framed.

4.1 Definition: unless defined otherwise

- a. Evaluation – Means the assessment of the answer book(s) done by the first evaluator
- b. Double evaluation – Means the assessment of the answer book(s) done by the first and second evaluator.

4.2 Applicability:

This Bye - law shall apply only to theory papers (Section B and Section C of all Under graduate and Post graduate/MCh Super specialty University conducted theory examinations and shall not be applicable for viva/clinical/practical examinations.

4.2.1 Procedure for assessment:

- a. All the answer book(s) shall be evaluated by the First evaluator at the Central Assessment Programme (CAP) as directed by the University.
- b. The marks of answer book assessed by the first evaluator will be entered in the sheet provided and handed over to the CAP Director.
- c. The CAP Director shall arrange for reevaluation of all the answer book(s) by the second evaluator who shall enter the marks in a separate mark sheet as directed by the University.
- d. The CAP Director shall file all the mark sheets of answer books on which first evaluator have allotted the marks.
- e. The CAP Director shall file all the mark sheets of answer books on which second evaluator have allotted the marks.
- f. It shall be the responsibility of the CAP Director to ensure that all attempted answers are assessed by both of the evaluators.
- g. It shall be the CAP Director's responsibility to get rectified such totaling mistake(s) (if any) from the concerned evaluators and also to get assessed the unassessed answer(s) (if any) by both the evaluators.
- h. The CAP Director shall submit the mark sheets to the examination department of the University as directed by the University.
- i. The Examination department of the University shall take the average (mean) of the marks given by the first and second evaluator for the final computation of the results. Such average (mean) of the marks shall be considered as marks obtained by the concerned evaluator for the particular subject.
- j. Double evaluation is adopted for undergraduate and postgraduate university examinations. Each answer book is evaluated independently by two evaluators. The evaluators will award marks on different award lists without marking on the answer books. Mean of these two assessments is taken.

- k. Third evaluation is considered if the difference between the two evaluations is more than 15% and mean of the near two (taking the third assessment as standard) is computed.
- 4.3. The existing facility of Re – evaluation and Re-verification after the declaration of the results shall be continued for theory answer book(s).
 - a. The University reserves the right to change the said non – refundable fees for Re – evaluation/Reverification of answer books from time to time by way of issuing suitable notification displaying on the website.
 - b. The student may apply to the University through his/her college within a period of 15 days after the declaration of the results in the prescribed format attached to this direction.
 - c. The applications for Re – evaluation/Reverification of answer book(s) received after such period shall not be considered.
 - d. The postal delay/delay on the part of concerned college or student shall also not be considered by the University.
 - e. The student desirous to apply for Re – evaluation/Reverification of answer book(s) should submit only one application for one or more subject(s).
 - f. Revaluation result shall be considered only if the difference is more than or equal to 10 % of the total marks of the section.

GRACE MARKS IN EXAMINATIONS

- 5.1.** Unless the context otherwise requires:
- a. "Competent Authority" means the Controller of Examinations.
 - b. "Examination" means an examination prescribed by the University.
 - c. "Student" means and includes person who is enrolled as such by the University or receiving instructions qualifying for any Degree, Diploma or Fellowship awarded by the University.
 - d. "Marks" means the marks that have been awarded to the examinee / student by an examiner upon valuation of his / her performance at theory / practical / oral / sessional and Internal Assessment examination conducted by the University or on its behalf.
 - e. "Grace Marks" means the additional marks, which are awardable to an examinee under this Ordinance.
 - f. "Head of Passing" means a head under which minimum marks are prescribed for passing in an examination.
 - g. Explanation 1. For the purposes of this definition "Head of Passing" for MBBS includes Theory + oral, Practical, Internal Assessment wherever prescribed.
 - h. "Prescribed" means prescribed by relevant ordinance for the concerned Examination.

5.1. Award of Grace Marks

- 5.2.1 Five Marks as Grace Marks shall be applicable for clearing examination in the faculty of Dentistry and not applicable to Postgraduate programs.
- 5.2.2 Where an examinee is failing exclusively in one subject he / she shall be granted grace marks maximum up to five marks subject to condition that the candidate passes all the other subjects of an examination in one and the same attempt.
- 5.2.3 Provided that the benefit of gracing of marks shall be applicable only if the candidate passes the examination in the same attempt.
- 5.2.4 Provided further that the maximum deficiency of Grace Marks to be granted under one single head of passing in any case shall not exceed five marks.
- 5.2.5. The award of grace marks shall be reflected in the statement of marks with indication that Grace Marks are only for passing the examination.
- 5.2.6. The grace marks shall be shown by one asterisk (viz*,) above the head or right side of the original marks in the Tabulation Register.
- 5.2.7. The following sign with a note shall be printed at the bottom of the statement of marks.
"Note : (*) Passes by grace marks
- 5.2.8. Provision of grace marks shall not be applicable to the examinee who remains absent for theory examination or part of it and / or Practical / Oral / Sessional / Internal Assessment if they are separate heads of passing.
- 5.2.9. The examinee passing the examination with grace marks shall not be eligible to be placed in the merit list and also shall not be eligible for any University Scholarship, medals, prizes or any other University awards pertaining to that examination.

REVERIFICATION/REVALUATION/PHOTOCOPIES

6.1 Reverification/Revaluation

6.1.1 The eligibility and criteria conditions for the reverification/revaluation of answer books facility will be as under: -

- a. A student may apply for reverification/revaluation in any number of papers per summative examination in which he/ she has appeared at the written examination.
- b. A student will be entitled to apply for revaluation of theory answer books in prescribed form along with requisite fees.
- c. Practical exam papers of the students will not be revaluated since the practical exams are conducted based on the clinical examination/practical knowledge of the concerned subject.
- d. The reverification includes the process of verification of total. In case of error in total, the verified marks (less or more) shall be considered.

6.1.2 Procedure for application: A student shall be entitled to apply for reverification/revaluation of his/her theory subject answer books.

- a. The student shall have to submit application for reverification/revaluation of answer books within 15 days from the date of declaration of the respective results on the website.
- b. The student has to submit application at the constituent college where he/she had submitted the exam form of the concerned exam.
- c. The constituent colleges will ensure that the application forms for reverification/revaluation of answer books reach university within 15 days from declaration of respective results.
- d. Application forms of the students for reverification/revaluation of answer books received after due date shall not be accepted by the concerned college. The colleges will be having 5 days with them to deposit the application forms at the University.
- e. The answer book revaluation fees will be as prescribed per subject and reverification fees will be as prescribed per subject.
- f. Application form shall be accompanied by the non-refundable fees receipt as may be prescribed by the University from time to time payable by way of demand draft, in favour of KIMS University, payable at Karad.
- g. The revised results in case of any changes in the previous results will be intimated to the constitute college and the revised mark sheets will be sent to the concerned constitute college.
- h. The request for reverification/revaluation of answer book(s) is an additional facility extended to the students by the University. Therefore, in case of any delay in the reverification/revaluation process due to any administrative/technical reason shall not confer any right upon the students(s) to claim any kind of relief/benefit.
- i. If the marks awarded by the subsequent examiner vary/deviate by more than 10% on either side determined on the basis of the marks awarded by the original examiner/moderator then alone the marks awarded by the subsequent examiner shall be awarded to the concerned examinee.

- j. The revised results after the reverification /revaluation shall be final which shall be binding on the concerned student.

6.2 Photo/Xerox copies

6.2.2 Definitions: Unless the context otherwise provides,

- i. "Examinee" means the student/candidate who has appeared for full or part of immediately preceding University examination or in case of repeater for part of the immediately preceding University examination, the performance at which is counted towards award of a Certificate/Diploma/Degree, as the case may be.
- ii. "Photo copy" means certified photo/xerox copy of the entire assessed answer book of a theory paper duly certified on each page by the officer designated not below the rank of Assist. Registrar (Exam.) for the purpose.

6.2.2 Eligibility :

- i. An examinee shall be entitled to apply in prescribed form along with requisite fees for photo copies only of his/her assessed answer books of such University examination (s) in which he has appeared.
- ii. The examinee shall be eligible to apply for the photo copy of maximum answer book (s) of two subject (s) for which he had appeared.
- iii. So far the practical examinations are concerned the examinee shall be eligible to apply for photo copies of the answer books (if any) prescribed by the University.

6.2.2 Procedure for application :

- 6.2.3.1 An examinee or his/her proxy, hereinafter referred to as "person", alone shall be entitled to procure the photo copy of the assessed answer book (s)
- 6.2.3.2 A person desirous of procuring the photo copy of the answer book (s) shall be required to apply in the prescribed form. (Appendix – 2)
- 6.2.3.3 The person shall be required to submit separate application for each subject The application form in prescribed proforma (Appendix – 2) shall be made available by the University at such price as may be prescribed by the University from time to time.
- 6.2.3.4 The person shall have to submit application form within 15 days from the date of declaration of results of the concerned examination (s).
- 6.2.3.5 The person shall have to submit application at the same college where he/she had submitted the examination form(s) for the concerned examination(s).
- 6.2.3.6 An application form received after the last date shall not be accepted by the college.
- 6.2.3.7 Application form shall be accompanied by the prescribed non-refundable fee as may be prescribed by the University from time to time payable by way of Demand Draft, drawn in the name of the Registrar of the University.
- 6.2.3.8 The application must be accompanied by the xerox copy of the mark list of the concerned examination(s) attested by the Dean of the College.
- 6.2.3.9 The Dean of the College on receipt of such application(s) shall scrutinize and submit them to the university in examination wise separate covers along with fees so

collected not later than 5 (five) days of the last date of submission of application forms of the concerned examination(s). Application(s) received after due date shall not be accepted by the university. Applications incomplete in any respect shall be liable to be rejected. Upon receipt of the application forms by the University from the colleges, the University and shall then scrutinize the same for the following :

- a. Whether the total marks in the given paper awarded to the examinee on the mark list matches with the marks awarded to the examinee on the cover page of the answer book.
 - b. Whether the question-wise marks awarded to the entire question inside the answer book are correctly carried over on to the cover page.
 - c. Whether the total of the question-wise marks on the cover page is correct.
- 6.2.4 Whether all the answers in the answer book have been assessed by the examiner.
- 6.2.5 If any discrepancy on any of the counts under Clause a, b, or c mentioned herein above is/are noted, the same shall be corrected by the University with the authentication by the Controller of Examinations or the person designated by the Vice-Chancellor.
- 6.2.6 If any part of the answer book is observed to be unvalued, the same shall be got valued from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected with the authentication by the Controller of Examinations or a person designated by the Vice-Chancellor for the purpose.
- 6.2.7 The change, if any, on above counts shall be informed to the examinee by necessary notification and corrected mark list shall also be issued to the examinee on his/her surrendering the original mark list to the University through the college through which the application was made.
- 6.2.8 The xerox copy of the answer book shall be made on the machine, duly concealing the identity of examiner, and moderator, if any. Each page of the answer book whether used or blank shall be duly signed and stamped by the officer of the University designated for that purpose.
- 6.2.9 The photo copies of the answer books shall be sent to the Dean of respective colleges for further issuance to the concerned applicant or procurement of written acknowledgement from him/her within 30 days.
- 6.2.10 The request for supply of xerox copy of the answer book(s) is an additional facility made available to the candidates. Therefore, any delay in sending xerox copy of the answer book(s) due to reasons beyond the control of the university, shall not confer any right upon the candidates for admission to the next higher class.
- 6.2.11 The applicant or the examinee being the sole custodian of the procured photo copy of the answer book, shall not be entitled to transfer the same to anybody for any purpose whatsoever as the same are supplied to him / her for his/her personal reference alone and not for publicity or legal procedure.
- 6.2.12 If the applicant or the examinee is found guilty of any misuse of the photo copy shall be liable for the award of punishment ranging from cancellation of performance of the concerned examination with debarring him/her from appearing at further examination(s) to confiscation of his/her degree(s) conferred.

- 6.3** Revaluation of the photocopies:
- 6.3.1 If the student challenges for valuation of any specific question shall get the said answer book(s) assessed by the examiner with minimum of 10 years teaching experience selected from amongst the panel of examiners recommended by the Board of Studies of the concerned subject who shall not be the original valuer and the moderator.
- 6.3.2 Before forwarding the answer books for reassessment, the seat number, enrolment number, centre number and all such marks which may disclose the identity of the candidate as well as marks awarded by the original examiner and moderator, if any, shall be concealed.
- 6.3.3 If the marks awarded by the subsequent examiner vary/deviate by more than 10% on either side determined on the basis of the marks awarded by the original examiner/moderator then alone the marks awarded by the subsequent examiner shall be awarded to the concerned examinee. Provided that fraction if any in calculation shall be made to next higher integer.
- 6.3.4 The change in marks above, if any, shall be communicated to the examinee through a suitable notification and shall be binding on the examinee.
- 6.3.5 The revised mark list to the examinee in such cases shall be given only on surrendering of his/her original mark list to the same college wherefrom he/she has earlier submitted the prescribed application form through the concerned Dean who shall obtain acknowledgement while issuing the revised mark list and obtain the original mark list from the candidate which will be sent by the Dean to the University.
- 6.4** The University shall issue the revised mark list to the examinee within a period of 15 days from the date of notification as far as possible.
- 6.5** The University shall complete the whole procedure before the commencement of next examination. In the meantime the examinee shall complete the formalities of filling the examination form for the ensuing examination and prosecute his/her studies for the same class pending the result of his challenge with the University.

APPENDIX NO. – 1



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

APPLICATION FOR REVERIFICATION / REVALUATION

Faculty -

Subject - _____

Notes :-

1. To be submitted through the Dean of the College.
2. Applications received after the last date, for any reasons, shall not be considered.
3. Copy of the statement of marks should be attached with this application form.

To,
The Controller of Examinations
KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Sir/Madam,

I, the undersigned, request you to verify my marks as per details given below :-

1. Full name of the candidate :-

2. Full address of the candidate :-

3. Name of the College :- _____

4. Permanent Registration No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Seat No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. Examination / Faculty : _____ Mark statement No

7. Year & Month of the examination :

8. Centre at which appeared for Theory Examination : _____

9. Result declared on : _____ Result : **Fail / Pass**

10. Details of the Marks of Examination for subject to be verified only :

Sr. No.	Subject	Marks obtained	Marks out of	ApplicationforReverification/ Revaluation
1				
2				
3				

11. The amount of Rupees: _____ as the fees prescribed for Reverification / Revaluation of marks has been paid by D.D. no. _____ Date: / /20 Name of the Bank _____

Yours faithfully,

Date: / /20

Time :

(Signature of the student)

Name :

Forwarded to **the Controller of Examination, Krishna Vishwa Vidyapeeth (Deemed To Be University), Karad** for further necessary action.

Date :

Time :

Place :

DEAN of the Faculty

APPENDIX NO. 2



KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD.

Application For Obtaining of Certified Photocopy(s) of Theory Answer Book(s)

To,
The Controller of Examinations,
KRISHNA VISHWA VIDYAPEETH (DEEMED TO BE UNIVERSITY), KARAD..
Sir/Madam,

I the undersigned, hereby request you to provide me the certified Photocopy(s) of my Theory Answer Book(s) as detailed below –

1. Full Name of the Candidate : _____
2. Name of the College : _____
3. Full Address of the Candidate : _____

Pin Code : _____

Permanent Registration No. :

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Seat No. :

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4. Course & Year : _____
5. Year & Month of the Examination : _____ Result declared on : _____
6. Details of subject & Paper of which Photocopy Requires :

Name of Subject	Paper	Name of Subject	Paper

7. The amount of Rupees _____ as the fees prescribed for Photocopy(s) as furnished above has been paid by DD No. _____ dated _____ Name of the nationalized bank _____

Yours faithfully,

Date :

Signature of Candidate

Name :

Forwarded for further necessary action.

Dean
(Signature with Seal)

Date :

Time :

Place :

Notes :

1. Application should be submitted through the Dean of the college.
2. Candidates are advised to refer University Direction.
3. Copy of the statements of marks should be attached with the form.
4. Prescribed fees per answer book (answer paper) is Rs. 2500/-
5. The Demand Draft should be drawn on any Nationalized Bank if favour of **“Krishna Vishwa Vidyapeeth”**

Acknowledgement –

Received Photo Copies of Answer Books of the _____ subject,
of University Examination _____.

Signature of the Students

Name of the Students _____

PRN No. _____

Year _____