

Pune District Education Association's

Waghire College of Arts, Commerce & Sciencee, Saswad

Tal Purandar Dist Pune 412301

Dept. of Examination

Exam Manual 2019 to 2024



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Chapter No. 1

1. Introduction: Structure, Powers & Ordinance

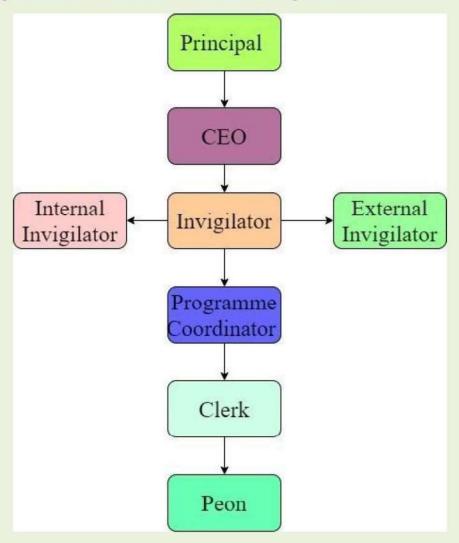
1.1 Introduction

Waghire College of Arts, Commerce & Science one of the renowned & best public educational institution of Pune District Education Association's which is established in 1972 in Saswad in Purandar rural region. The college is affiliated to the Savitribai Phule Pune University where the University Grant Commission conferred the grant in 1972. The Examination Department is structured in this college to carry out all the examination activities. The examination dept. of the Waghire College is a confidential section with the responsibility of conduction of examinations both internal and external evaluation, display and publication of result for programme and their courses offered by the college.

1.2 Examination Committee

| Sr.No | Name of the Member | Designation |
|-------|-------------------------|---------------|
| 1 | Prin.Dr.Pandit Shelke | Principal |
| 2 | Dr.Subhash Wavhal | CEO |
| 3 | Prof. Shivaji Bhujbal | Member |
| 4 | Prof. Anil Zol | Member |
| 5 | Dr. Vijaykumar Punekar | Member |
| 6 | Dr. Madhavi Kamthe | Member |
| 7 | Dr. Bhagyashri Borawake | Member |
| 8 | Prof. Ulhas Langote | Member |
| 9 | Prof. Poonam Jarande | Member |
| 10 | Prof. Arpita Kadbane | Member |
| 11 | Prof. Gauri Zurange | Member |
| 12 | Prof. Megha Kale | Member |
| 13 | Shri. Pramod Bhosale | Member |
| 14 | Shri. Satish Kadam | Member |
| 15 | Shri. D. S. Sawant | Member |
| 16 | Ms. Siddhi Tanawade | SR_Member_Sci |

1.3 Organizational Structure of Examination Department



1.4Programme and Pattern

The following programme and their courses is run by the college

| | and some walls programme and the control of the control | | | |
|--------|---|---------|-------------------------|--|
| Sr. No | Programme | Courses | Examination Pattern | |
| 1 | Arts -UG | FYBA | NEP 2023 Credit Pattern | |
| | | SYBA | 2019 Credit Pattern | |
| | | TYBA | 2013 Annual Pattern | |
| 2 | Arts -PG | MA-I | NEP 2023 Credit Pattern | |
| | | MA-II | NEP 2023 Credit Pattern | |
| 3 | Commerce -UG | FYBCom | NEP 2023 Credit Pattern | |
| | | SYBCom | 2019 Credit Pattern | |
| | | TYBCom | 2013 Annual Pattern | |
| 4 | Commerce- PG | MCom-I | NEP 2023 Credit Pattern | |
| | | MCom-II | NEP 2023 Credit Pattern | |
| 5 | Science-UG | FY BSc | NEP 2023 Credit Pattern | |

| | | SYBSc | 2019 Credit Pattern |
|----|---------------------|----------------|-------------------------|
| | | TYBSc | 2013 Semester Pattern |
| 6 | Science PG | MSC-I | NEP 2023 Credit Pattern |
| | | MSC-II | NEP 2023 Credit Pattern |
| 7 | Computer | FY BCS | NEP 2023 Credit Pattern |
| | Science | SYBCS | 2019 Credit Pattern |
| | -UG | TYBCS | 2013 Semester Pattern |
| 8 | Computer | MCS-I | NEP 2023 Credit Pattern |
| | Science | MCS-II | NEP 2023 Credit Pattern |
| | -PG | | |
| 9 | BBA(CA) | FYBA | NEP 2023 Credit Pattern |
| | | SYBA | 2019 Credit Pattern |
| | | TYBA | 2013 Semester Pattern |
| 10 | B.VOC | FYBVOC | NEP 2023 Credit Pattern |
| | (Retail Management) | SYBVOC | 2019 Credit Pattern |
| | | TYBVOC | 2019 Credit Pattern |
| 11 | B.VOC | FYBVOC | NEP 2023 Credit Pattern |
| | (THM) | SYBVOC | 2019 Credit Pattern |
| | | TYBVOC | 2019 Credit Pattern |
| 12 | B.VOC | FYBVOC | NEP 2023 Credit Pattern |
| | (FPT) | SYBVOC | 2019 Credit Pattern |
| | | TYBVOC | 2019 Credit Pattern |
| 13 | GST & Tally | 1 Year Diploma | NEP 2023 Credit Pattern |
| 14 | Agro Tourism | 1 Year Diploma | NEP 2023 Credit Pattern |

1.5 NEP 2020 Brief Info & Importance

The National Education Policy (NEP) 2020 is a comprehensive framework designed to overhaul the Indian education system. Here's a brief overview focusing on its implications for Arts, Commerce, and Science colleges:

Objectives of NEP 2020:

- 1. Holistic and Multidisciplinary Education:
 - Emphasizes integrating arts, commerce, and science subjects to foster well-rounded students.
 - Encourages flexible curricula, allowing students to choose subjects across disciplines.
- 2. Curriculum and Pedagogy:
 - Focus on experiential learning, critical thinking, and conceptual understanding.
 - Introduction of vocational courses and skill-based training to enhance employability.
- 3. Higher Education:
 - Promotes Multidisciplinary Education with flexibility to take courses from different streams.
 - Introduction of a National Educational Technology Forum (NETF) for digital learning.
- 4. Assessment Reforms:
 - Shift from rote learning to competency-based assessments.
 - Continuous and comprehensive evaluation methods.
- 5. Teacher Training and Recruitment:
 - Improved teacher training and professional development programs.
 - Enhanced focus on pedagogical skills and updated content knowledge.
- 6. Institutional Reforms:

- Encourages the establishment of Multidisciplinary Education and Research Universities (MERUs).
- Promotion of college autonomy and flexibility in governance.

For Arts

- Increased emphasis on integrating arts with technology and vocational skills.
- Opportunities to collaborate with other disciplines for a more holistic approach to education.

For Commerce

- Integration of digital skills and entrepreneurship into the curriculum.
- · Encouragement for innovative teaching methods and industry connections.

For Science

- Focus on research and practical applications of scientific knowledge.
- Promotion of interdisciplinary projects and partnerships with industry.

For Professional Courses

- Enhanced Interdisciplinary Learning:
- Skill Development and Vocational Training:
- Holistic Education and increased flexibility and choice:
- Focus on Quality and Accreditation

Implementation Considerations:

- Colleges will need to adapt their curricula to align with NEP 2020 guidelines.
- Development of infrastructure to support new pedagogical and assessment approaches.
- Enhanced focus on faculty training and student support services.

NEP 2020 aims to make the education system more inclusive, flexible, and aligned with global standards. For Arts, Commerce, and Science colleges, this means embracing a more integrated and dynamic approach to education.

1.6 Powers of Principal

- He/ She Shall be responsible for the preparation, conduct and scheduling of all examination of the college. An execution of the same may be entrusted to the College Examination Officer which is appointed by the Principal from among permanent faculty on the basis potential governs.
- It shall be the duty of Principal to ensure that the provision of Statute, Act, Regulations and Ordinance as and when issued by the Govt. and University are observed and he/ she shall have all the powers necessary for this purpose.
- The Principal of the College have the right to visit and inspect the examination section at any time.
- Principal has the powers & responsibility to provide enough manpower for the timely completion of work which is relates with examination and display of results.
- The principal has the powers to convene the meeting of examination committee andany other authority of the college to discuss the matters related to the conduct of examination and display of results.

1.7 Responsibility of CEO (College Examination Officer)

- CEO Shall be responsible for the preparation, conduct, scheduling and reporting of allexamination of the college.
- To save the circulars/ notification issued from university and implement it.
- He/She shall take decisions on all matters related to an examination not falling within the powers of Principal of the college

- CEO has required to prepare safe custody of crucial files which is related with the conduct of examination work, important document and certificates under wich such a document is kept.
- He/She shall convene meetings and issue notice and pass the official communication thereof.
- He/She shall kept the mi/nutes of the every meeting.
- CEO shall take special care to see and maintain secrecy and confidentiality examination related work.
- CEO shall take control over the space allotted for the examination wing including centralized evaluation. Further he/she ensure that the rooms, building, laboratories stores etc.are well in order/ prepare to conduct the examination.
- To send requisition for stationary & collect it from university and keep in safe place of the examination department.
- To report about the advance and timely submission of examination bill at university.

1.8 Functions of Exam Committee

- ➤ An Examination Committee is in charge of preparation of (UG & PG) Timetable of Internal, Practical & External examination.
- Seating arrangement of students.
- Photocopies of question papers to be kept ready in advance for Internal, Term EndExam & Practical Exam.
- Packing all the answer sheet for Revaluation, Supplementary Place/Spot Evaluation and End Semester Exam.

1.9 Instructions for Invigilator

- 1. Supervisors shall be in attendance at the place of the examination at least 30 minutes before the setting of the first paper and fifteen minutes before the setting of each subsequent paper.
- 2. In distributing question papers, junior supervisor shall be being to hand over the paper from the last candidates in the respective block.
- 3. When a paper is divided into section, two answer-book, one for each section shall be supplied to the candidates and only one when it is not so divided. Additional answer-book shall be given only when the book previously given for the whole paper or sectionis written in. Any required number of additional answer-books may be given according to the needs of the candidate. Supervisor shall take particular care to collect all answer-books whether use or unused, and shall see that no candidates is allowed to retain withhim any blank answer-book after the warning bell is rung.
- 4. While the examination is going on junior supervisors shall carefully look after the block of candidates of which they are assigned.
- 5. Supervisors shall use the almost vigilance to prevent copying or communication by candidates with one another or with any other person.

1.10 Instructions for Students

Pupils are not allowed to bring any communicating devices or material in examinationhall.

- An allowable material allowed inside the examination hall are writing materials, non-programmable calculators, transparent writing pads, drawing materials, eraser, transparent pouches and small purse containing money or any other material as mentioned in the question paper.
- Student is not allowed smart watches inside the examination hall.
- Pupils are required to be present inside the examination hall 10 minutes beforecommencement of examination.
- Students are not allowed to read or write notes in the corridor.
- ❖ No students will be allowed inside the hall once the examination has started without a valid reason. The decision of the senior supervisor is final.
- Students are strictly warned not to use any unfair means during examination. Use of unfair means can lead to dismissal/ loss of term etc.
- Students are informed that they can be checked for any copy materials and if found during the examination then it will be treated as use of unfair means.
- ❖ Mobiles or any communicating devise if found on person will be confiscated and it will be treated as the students have used unfair means and they will be returned only after the inquiry is completed and Principal has signed the inquiry report. Such devices will be returned back to their parents/guardian as mentioned in the admission forms. Students are informed that it can take time for the devices to be returned back, hence they are strictly informed to not bring such devices during examination.
- Students are required to bring their own materials needed for the examination. No student will be allowed to borrow any materials from any other student during the examination. Once the student has submitted their answer papers to the block supervisor then it willnot be given back to them once they have left the block.
- Once the student leaves the block after submitting their answer paper then they are notallowed to loiter in the corridor and they are required to leave the premises without making any disturbances.
- Student found to misbehave in the examination hall can be asked to leave the examination hall and they will be required to bring their parent/guardian for their nextexamination to be allowed to give their subsequent examinations.
- Students are not allowed to chew anything during examination
- ❖ All students are required to check their surroundings for any materials lying around. They are required to give such materials to the block supervisors before the commencement of examination. Once the examination has begun if any incriminating materials are found near the student then they will be charged with using unfair means.
- Students are informed that they should not be writing anything on the benches/hands/legs or any other part of their body or dress, this will be considered as use of unfair means. If any material is written on the bench, then it should be brought tothe notice of the block supervisors.
- Students cannot take any supplements or answer booklet outside the examination hall. This can lead to debarment or cancellation of their examination.

2.Chapter

Examination Process & Appointment

2.1 Pre Examination Process

At the time of Mid-term/ Internal examination at each semester, the examination dept. organize the meeting under the chairmanship of Principal of the college and discuss the process and require arrangement for the smooth conduct of the examination like appointment of senior supervisor, junior supervisor, notice for the pupil regarding with examination, preparation of Time Table, assigning the duties to the non-teaching staff like numbering, printing question paper, maintaining attendance register etc.

2.2 Internal Assessment

According to the choice based credit system (CBCS) the internal assessment having different steps like tutorial, assignment, internal/mid-term exam, presentation, oral examination, project work etc.

2.3 Entry of Internal Mark & Verification

As per the Savitribai Phule Pune University, Examination Dept. issue the circular regarding with dates for feeding internal assessment progress/status of different programme on the valid portal like https://intmarks.unipune.ac.in/IMS_Login.aspx and after an entering internal assessment progress/status the pdf is generated and same will be display on notice board of the college for the students sake of verification.

2.4 Question Paper Setting

As per the guideline issued by SPPU examination dept. internal examination subject question paper set with the help teacher and same will be submitted to the college exam department with close enveloped.

2.5 Process of Exam Form

The Dept. of Examination SPPU declare the schedule of filling up of exam form on the portal http://examform.unipune.ac.in/ then College Examination Dept. an inform to the students by duly sign notice by Principal & CEO. In spite that, college also provide the visual video for creation of Student Exam Profile and filling up online exam form Link after payments exam fee by the students the form is inwarded by college then SPPU system admin will generate the Hall Ticket, Name List and Summary and send though the examination portal and then college will login in the system to download the Hall Ticket, Name List and Summary, after that duly signed hall ticket is distributed amongst the students to know the exam seat number.

2.6 Conduct of the Practical Examination

The SPPU Practical Examination is schedule as per the guideline issued by the exam dept. of SPPU. External Examiner/Expert is appointed by the SPPU and internal examiner/expert appointed by college. In case of First Year Practical Examination Internal & External Expert

is appointed by College and the courses under the Circular No 125. 2.7 Conduct of Theory Examination: At the time of theory examination, the SPPU published the Exam Schedule like Subject Name, Subject Code, Date of Examination, Time of the Examination etc. and this schedule is informed to the students through the Notice Board.

Chapter 3

3. Grading and Evaluation

3.1 Evaluation

- ❖ A student cannot appear for Semester End Examination unless he / she has maintained at least 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of Examination Forms, an undertaking from the student should be taken stating that he / she will be allowed to appear for Examination subject to fulfillment ofrequired attendance criteria during the remaining period of teaching of the course.
- Each credit will be evaluated for 25 Marks.
- ❖ Each course will have a distribution of 30 : 70 Marks for CIE and SEE of 4 Credits Course and 15 : 35 Marks for CIE and SEE of 2 Credits Course.
- ❖ To pass a course, the student has to obtain at least Forty Percent marks in the CIE and SEE separately.
- If a student misses CIE examination, he / she will have a Second Chance withthe permission of the teacher concerned only. Such a Second Chance shall not be the right of the student; it will be the discretion of the teacher concerned onlyto give or not to give Second Chance to a student to appear for Internal Assessment.
- ❖ A student cannot register for the Third, Fifth and Seventh Semester, if he / shefail to complete 50% credits of the total credits expected to be ordinarily completed within Two Semesters.
- No student shall be admitted to the Fifth Semester Examination of the Third Year unless he / she has cleared First Two Semesters.
- ❖ No student shall be admitted to the Fourth Year B.Com (Seventh Semester) Degree Program (2024 Pattern) unless he / she has cleared all the papers of Third and Fourth Semester Examination of S.Y. B.Com and has satisfactorily kept terms for the Third Year (Fifth and Sixth Semester).
- ❖ There shall be revaluation of the Answer Scripts of Semester-End Examination but not of Answer Scripts of Internal Assessment Papers as per Ordinance No. 134 A and B.

3.2 A.T.K.T. Rules:

- ❖ If a candidate fails in all the courses (subject heads) of passing of Semester-I shall be allowed to proceed semester II. However, a student who fails in four theory courses andtwo practical courses at semester I and II taken together may be admitted to semester III & IV.
- If a candidate fails in all the courses (subject heads) of passing of semester III shall be allowed to proceed to semester IV.

- ❖ If a candidate fails in all the courses (subject heads) of passing of semester V shall be allowed to proceed to semester VI. However, a student who fails in four theory coursesand two practical courses at semester III and IV taken together may be admitted to semester V & VI.
- No candidate shall be allowed to proceed to semester V unless the candidate has cleared semester I & II in all courses (Subjects). ATKT rules are applicable for 2nd and 4th semester

3.3 Assessment, Grade Point Average and formulae

The system of evaluation will be as follows: Each Continuous Assessment (CA) and Semester End Examination will be evaluated in terms of marks. The marks for CA and SEE will be added to convert into a grade and later a grade point average. There is no grade independently for CA or SEE. Result of a student will be declared for each semester after the SEE only.

The student will get a Grade Sheet with total grades earned and a Grade Point Average, after earning the minimum number of credits towards the completion of a UG & PG program

Marks/Grades/ Grade Points

| Marks | Grade | Grade Point |
|--------|-------------------|----------------|
| 80-100 | O : Outstanding | 10 |
| 70-79 | A+: Excellent | 9 |
| 60-69 | A : Very Good | 8 |
| 55-59 | B+ : Good | 7 |
| 50-54 | B : Above Average | 6 |
| 45-49 | C : Average | 5 |
| 40-44 | P : Pass | 4 |
| 0-39 | F : Fail | 0 |
| - | Ab: Absent | 0 |

Credit wise Marks Distribution

| No of Credits | Interna lTotal | Internal Passing | External Total | External Passing | Total | Passing |
|------------------|-------------------|---------------------|-------------------|---------------------|-------|---------|
| 1 | 13 | 4 | 12 | 4 | 25 | 10 |
| 2 | 25 | 8 | 25 | 8 | 50 | 20 |
| 3 | 37 | 11 | 38 | 11 | 75 | 30 |
| 4 | 50 | 15 | 50 | 15 | 100 | 40 |

Mathematical Relation of Cumulative Grade Point Average (CGPA)

 $\frac{\sum (Grade\ Points\ X\ Credits)}{\sum (Earned\ Credits)}$

The formula for conversion of CGPA to percentages is given in the following table

| Grade | CGPA Range | Formula |
|-------|----------------|--------------|
| 0 | 09.00 to 10.00 | 20*CGPA-100 |
| A+ | 08.00 to 08.99 | 20*CGPA-100 |
| A | 07.50 to 08.49 | 10*CGPA-15 |
| B+ | 06.50 to 7.49 | 5*CGPA+22.50 |
| В | 05.50 to 06.49 | 5*CGPA+22.50 |
| С | 04.25 to 05.49 | 4*CGPA+28 |
| P | 04.00 to 04.24 | 20*CGPA-40 |

3.4 Ordinance

Ordinance 1: Grace Marks for Passing in each of head of passing (Theory/Practical/Oral/Sessional). (External/Internal)

The examinee shall be given the benefit of grace marks only for passing in each head of passing, (Theory/Practical/Oral/Sessional) in External or Internal examinations as follows:

| Head of Passing | Grace Marks Upto |
|-----------------|------------------|
| Up to-50 | 2 |
| 51-100 | 3 |
| 101-150 | 4 |
| 151-200 | 5 |
| 201-250 | 6 |
| 251-300 | 7 |
| 301-350 | 8 |
| 351-400 | 9 |
| and 401 & above | 10 |

Provided that benefit of such a gracing marks given in different heads of passing shall not exceeds 1% of the aggregate marks in that examination.

Ordinance 2: Grace Marks for getting Higher Class

A candidate who passes in all subject and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing second class/higher second class/first class by marks not more 1% of the aggregate

marks of that examination or upto 10 marks, whichever is less shall be given the required marks to get the next higher class or grade as the case may be.

Ordinance 3: Grace Marks for getting Distinction Class

Candidate who passes in all the subjects /heads of passing in the examination without benefit of either gracing or condonation rules and whose total numbers of marks in the subjects falls shot by not more than three marks for getting distinction in the subject shall be given necessary grace marks up to 3 in maximum 2 subjects subject to maximum 1% of the total marks of the head of passing Whichever is more in a given examination

Ordinance 4: Condonation

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

Ordinance 5: Moderation

The moderation system shall be applicable to all faculties for under and post graduate examination:

| S.N. | Range | Professional Courses | Non Professional Courses |
|------|------------|----------------------|--------------------------|
| 1 | 0 to 39% | 100% | 100% |
| 2 | 40% to 60% | 5% | 5% |
| 3 | Above 60% | - | 100% |
| 4 | Above 70% | 100% | |

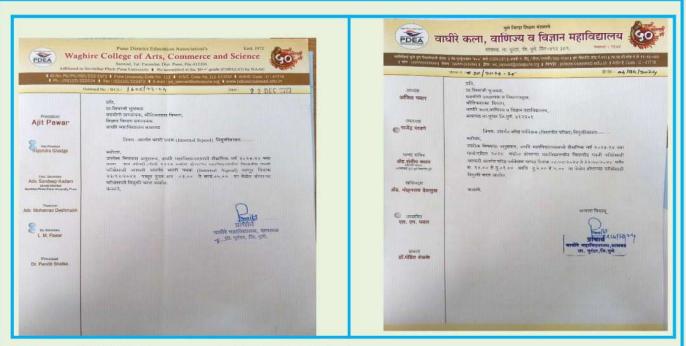
Ordinance 6: Vigilance Squads

The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the SPPU Board of Examinations to visit the centers of University Examinations to:

- (i) Ensure that the University Examinations are conducted as per norms laid down.
- (ii) Observe whether the Senior Supervisors and Block-Supervisors are followed scrupulously instructions for conduct of the University examinations.
- (iii) Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.

In spite that, as per the above ordinance, college also appoint an internal vigilance squads for smooth conduct of examination at institutional level.

Example: Internal Appointment Squad



Ordinance 9 Unfair Means resorted to by the Student:

On receipt of a report regarding use of unfair means by any student at any Universityexamination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to O punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any University examination or from any University course in a College or Recognized Institution or in the University Department or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancellation of the result of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, within a period of one year.

"Unfair means" includes one or more of the following acts of commission or acts of omissionon the no part of student/s during the examination period".

- (i) Possessing unfair means material and or copying therefrom.
- (ii) Transcribing any unauthorized material or any other use thereof.
- (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
- (iv) Unauthorized communicating with other examinees or anyone else inside or outside the examination hall.
- (v) Mutual/Mass copying.
- (vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copyingmaterial.
- (vii) Smuggling-in blank or written answer-book and forging signature of the Jr.Supervisor thereon.
- (viii) Interfering with or counterfeiting University/College/Institution seal, or answerbooks or office stationary used in the examinations.

- (ix) Insertion of currency notes in the answer books or attempting to bribe any of thepersons connected with conduct of examinations.
- (x) Impersonation at the University/College/ Institution examination.
- (xi) Revealing identity in any form in the answer written or in any other part of theanswer book by the student at the University or College or Institution examination.
- (xii) Or any other similar act/s of commission and/or acts of omissions which may beconsidered as unfair means by the competent authority.

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

| S.N. | Nature of Malpractice | Quantum of Punishment |
|------|--|--|
| 1. | Possession of copying material | Annulment of the performance of the student at the University/College/Institution examination infull* (Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr. No.(2) to Sr. No.(12) in addition to the punishment prescribed there at. |
| 2 | Actual copying from the copying materialTo asera sitt | Exclusion of the student from University or College or Institution examination for one additional examination. |
| 3 | Possession of another student's answer-book | Exclusion of the student from University or College or Institution examination for one additional examination (Both the Students) |
| 4 | Possession of another student's answer-book+actual evidence of copying therefrom. | Exclusion of the student from University or College or Institution examination for two additional examinations (Both the Students) |
| 5 | Mutual/Mass copying | Exclusion of the student from University or College For Institution examination for two additional |
| 6 | (i) Smuggling-out or smuggling-in ofanswer book as copying material. | Exclusion of the Student from University or College or Institution examination for two additional examinations. |
| | (ii) Smuggling -in of written answer book bod based on the question paper set at the examination | Exclusion of the student from University or College or Institution examination for three additional examinations. |
| | (iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon. | Exclusion of the student from University or College or Institution examination for four additional examinations. |

| 7 | Attempt to forge the signature of the JrSupervisor on the answer book or supplement. | Exclusion of the student from University or College or Institution examination for four additional examinations. |
|----|---|--|
| 8 | Interfering with or counterfeiting of University/ Thumb College/ Institution seal, or answer books or office stationery used inthe examinations. | Exclusion of the student from University or College or Institution examination for four additional examinations. |
| 9 | Answer book main or supplement writtenoutside the examination hall or any other than bad insertion in answer book. | Exclusion of the student from University or College or Institution examination for four additional examinations. |
| 10 | Insertion of currency notes/ to bribe or attempting to bribe any of the person/s connected with the conduct of examinations. | Exclusion of the student from University or College or Institution examination for four additional examinations. |
| 11 | Using obscene language/violence threat atthe examination centre by a student at the University/College/Institution examination to Jr./Sr Supervisors/ Chief Conductor or Examiners. | Exclusion of the student from University or College or Institution examination for four additional examinations. |
| 12 | (a) Impersonation at the University/College/ Institution examination. | Exclusion of the student from University or College or Institution examination for five additional examinations. (Bothe the Students ifimpersonator is the student of University or College or Institution). |
| | (b) Impersonation by the student of University/College/institution student atS.S.C/H.S.C./ any other examinations. | Exclusion of the impersonator from University or College or Institution examination for five additional examinations. |
| 13 | Revealing identity in any form in the answer written or in any other part of theanswer book by the student at the University or College or Institution examination. | Annulment of the performance of the Student atthe University or College or Institution examination in full. |
| 14 | Found having written on palms or on thebody, | Annulment of the performance of the Student atthe University or College or Institution examination in |
| 15 | All other malpractices not covered in theaforesaid categories. | Annulment of the performance of the student atthe University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence. |

B) Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examinations.

| No | Nature of Malpractices/Lapses | Punishment |
|----|---|--|
| 1 | Paper-setter found responsible for leakage of the question set in the University/College/Institution examination/s whether intentionally or due to the negligence before the time of examination. | Disqualification from any examination work + disciplinary action by authorities concerned, as perthe rules applicable. |
| 2 | Leakage of question/question paper set in the University/College/Institution examination before the time of examinationat the University/ College/Institution, or at examination centre by any person/s connected with the conduct of the examination. | Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard codeby the authorities concerned. |
| 3 | Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, atthe University/ College/Institution examination. | Disqualification from any examination work + disciplinary action by the authorities concerned. |
| 4 | Examiner/Moderator/Referee intentionally/negligently not assigning the student in assessment of his/her answerbooks/ dissertation/project work, the marks to which the student is entitled to at the University/ College/Institution examinations. | Disqualification from any examination work + Disciplinary action by the authorities concerned. |
| 5 | Paper-setter omitting question at the time offinalisation of question paper set at the examination or repeating Sr. No. of question while writing. | Disqualification from any examination work for aperiod of three years. |
| 6 | Paper-setter repeating questions in same/different section/s. | Disqualification from any examination work for aperiod of three years. |
| 7 | Paper-setter setting questions outside thescope | Disqualification from any examination work for aperiod of three years. |

3.5 Malpractices Undertaking Form by Students-

| | DVE | P ENDERTAKI | FORM | of Students. Appendix-C |
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Chapter No 4

Infrastructure, Equipment and Stationary

4.1 Infrastructure

The college has been allotted a well-furnished room to conduct an examination. The room an occupied the wall fixtures storage cupboard, office of CEO, strong room for confidentiality regarding with the printing of question papers, wall fix CCTV Rack, Wall fix Lane cable Rack, Fan for ventilation etc.

4.2 Equipment

The college has provided a four computer, 2 laser Jet Printer one for CEO and one for Clerk, one duplicator (Cyclostyle Machine), and one Xerox Machine, Steel Cupboard for the carrying custody of answer book as well as question paper.

4.3 Stationary

As per the directive issued by SPPU examination dept. college conduct the internal exam and first year semester end exam through college stationary i.e. answer book, Jr. Sup. Report, Practical Paper etc. whereas the rest of the class examination will conduct through stationary provided by SPPU i.e. answer book, Jr. Sup. Report, Practical Paper etc.



SPPU_Answerbook



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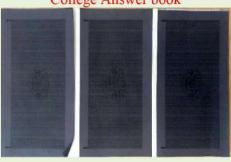
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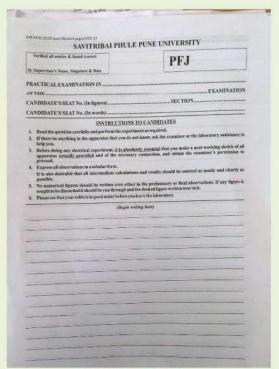
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College Answer book



Holograph



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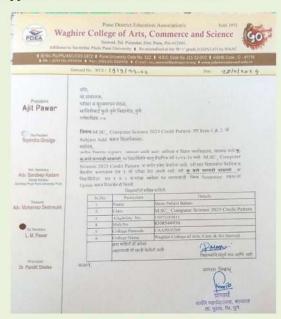
SPPU Practical Paper

SPPU_Present/Absent Report

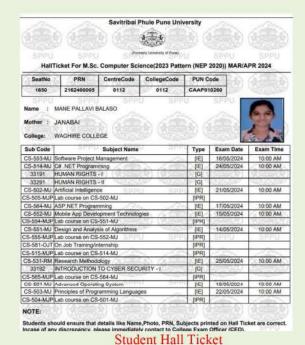
4.4 Case Study

4.1 Case Study for Student Grievance.

Those students who are not appeared for the first semester or third semester or fifth semester but they wish to appear to both semester, at that time we collect the student's application and send to the university examination dept. with college covering letter. Then University authority may allow to appear for the exam of both the semester.

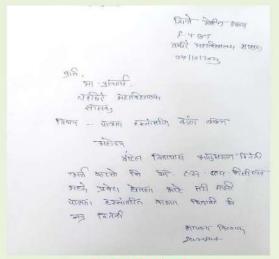


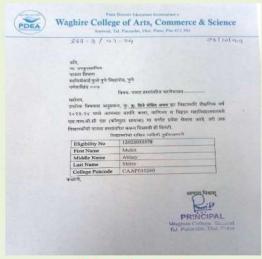
College Covering Letter



b) Transfer Eligibility Number

Those students who are enrolled in our college for the second year or third year from other college, in that case we collect the student's application for transfer of eligibility number and send to the university examination dept. with college covering letter. Then University authority my transfer this eligibility number to the college.



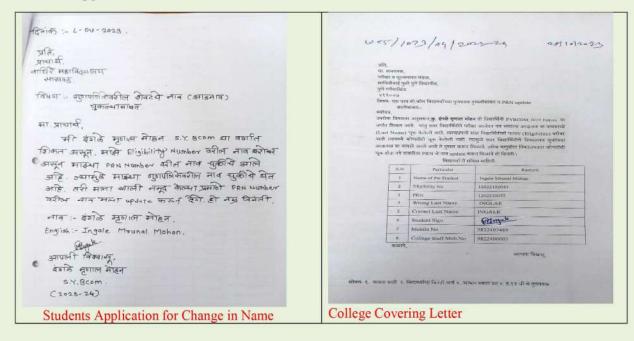


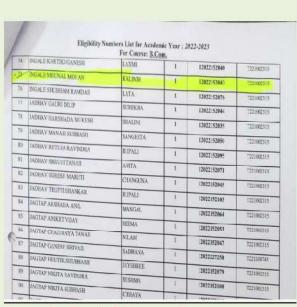
Student Application

College Covering Letter

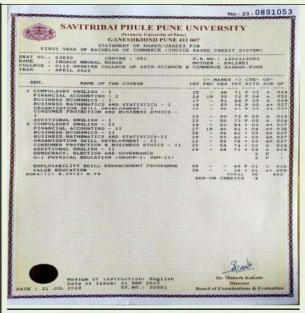
c) Request letter to Name Change in Marks Statement

The SPPU have their own system software for filling online exam form for the students. The students apply to the course examination by creating Students Profile and then they fill up the exam form. At the time entering personal details of the students.





Correction in Eligibility Number



Rectified Result issued by SPPU

4.5 E- Governance Mechanism for Students and Teachers

a) For Students

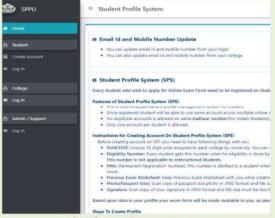
SPPU having own system software portal for execution of an exam system. The enrolled students create the account, filled the all information for creation of account. The students fill the exam form when SPPU makes announce through portal after that college draft the notice displayed on the notice board. In spite that the result of the students also an announce and declared through portal. If any query regarding with the exam form or result shall be inform through Web-Mail to SPPU.



SPPU_Portal



Exam Portal



State Pricing System

 Substance Pricing System

 Substance Pricing System

 Description

 Research System

 Resear

Student Profile System

Account

Students Create Account

b) For Teachers

The SPPU have developed the system software for feeding of internal/oral/project/practical marks on portal. The system is user-friendly and password protected. The glimpse of mechanism is as follows:





SPPU Marks Entry Portal











PRINCIPAL
Waghire College, Saswad
Tal. Purandar, Dist. Pune.

Dr. Wavhal Subhash

Dr. Pandit Shelke