



D Y PATIL
UNIVERSITY

PUNE, AMBI

Examination Manual

Department of Examinations

First Version

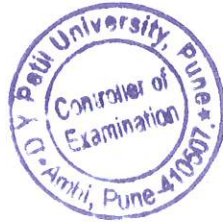
Dy. Controller of Examinations



Controller of Examinations

INTRODUCTION

The Department of Examinations has a great importance in any Education system. It is one of the most important duties of the DY Patil University, Pune (DYPU) to Conduct Examinations, and Entrance Tests for admission to various programmes and to confer the Degrees, Diplomas & Certificates, besides awarding other academic distinctions to the persons who full – fill the requisite qualifications or conditions. The Department of Examinations is therefore the backbone/evaluation custodian of the DYPU, Pune. The credibility of the DYPU, Pune in the society mainly depends on the Examination System, Examinations Results, Reliability of the Examinations system, the Department of Examinations hence plays a very significant role in the Academic Administration. It shall, therefore be the responsibility of all persons connected with the Department of Examinations to carry out all the Examinations related task smoothly and in transparent manner. For smooth working of the Department of Examinations, there should be certain broadly outlined guidelines. Keeping in view of the above aim, set of guidelines have been prepared and are made available herewith. The entire work of the Department of Examinations is being governed by the Rules & Regulations of the Statutory Councils, University Grant Commission (UGC) and different provisions of the Bye-Laws of the DY Patil University, Pune.



DY Patil University, Pune

Examination Manual

Examination Structure

Before Examinations:

1. Secrecy Section

During Examinations:

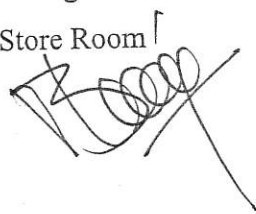

2. Conduct Section

After Examinations:

3. Evaluation Section
4. Result Section
5. Certificate Section
6. NAD Cell


General Examination Cell/Branch:

7. Examination Strong Room
8. Examination Store Room



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CHAPTER 1

BOARD OF EXAMINATIONS/ UNIVERSITY EXAMINATION COMMITTEE

1. Constitution of the Board of Examinations/ University Examination Committee (UEC) of DY Patil University, Pune: there shall be a Board of Examinations/ University Examination Committee, which shall consist of the following members –

- (i) Vice-Chancellor – Chairperson
- (ii) Principal (or Head) of Schools (or Institutions) – Member
- (iii) One Teacher from each School (to be nominated by the Vice- Chancellor) – Member
- (iv) One senior Professor (to be nominated by the Vice-Chancellor) – Member
- (v) Evaluation Expert (External Expert) (nominated by the Vice-Chancellor) – Member
- (vi) Controller of Examinations – Member-Secretary

2. Board of Examinations/ University Examination Committee shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regard to organizing and conducting/ holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule for holding examinations and for declaring the results. The Board of Examinations/ University Examination Committee shall also oversee and regulate the conduct of examinations in the centres and its departments.

The Board of Examinations/ University Examination Committee shall deal with all the matters in relation to examinations and shall hear and decide the grievances received pertaining to any matter arising against conduct of examinations (question paper related etc), result declaration, evaluation system and mark-sheets/ degree of any candidate. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.

The Board/ Committee shall meet at least once in each academic term.

The Board/ Committee shall have the following powers and perform the following duties:

- (i) to ensure proper organization of examinations of various programmes and common entrance tests for admissions, including moderation, tabulation, declaration of results and certifications.
- (ii) In case of any immediate action to be taken (if any such situation arises), the Chairperson of the Board/ Committee or any other University officer or person authorized by the Chairperson in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board of Examiners, the action taken shall be reported by such person.
- (iii) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies.
- (iv) In order to appoint paper-setters, examiners and moderators, the Board of Examinations/University Examination Committee (UEC) may constitute sub-committees for every group of subjects consisting of –



- (a) the Vice – Chancellor or his nominee, designated as Chairperson;
- (b) the Principal/ HoI/ HoD of the concerned school/ institute/ department;
- (c) the Chairpersons of the concerned Board of Studies;
- (d) two members of the Board of Studies nominated by it from amongst its members;
- (e) Provided that, where a referee is to be appointed for evaluation of thesis and dissertation and for conduct of viva voce examinations wherever prescribed for awarding post-graduate, doctorate and higher degrees, the chairperson of the board nominated by the Academic Council for said purpose.
- (v) The Controller of Examinations shall be the ex officio Member-Secretary of such committees;
- (vi) The Committees shall prepare lists of persons for various examinations from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations/ University Examination Committee, which shall then appoint paper-setters, examiners, moderators or referees;
- (vii) The committee/ board shall obtain three sets of question papers in sealed covers duly moderated in the respective subject. The Controller of Examinations shall get one of such sealed covers containing question papers randomly drawn by the Vice-Chancellor. This sealed cover with seal intact shall then be sent to the press (for printing).
- (viii) Assessment of answer books for all degree examinations shall be done centrally through Central Assessment Programme (CAP)/ Assessment (Evaluation) Section of the Department of Examinations, DYPU, Pune. All the answer books of an examinations shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centres and they will assess the answer books at the centre only. The answer books will then be unmasked and the result sheets will be prepared by the moderators:
- (ix) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-In-charge, Centre observers or any other persons connected with the conduct of examinations, the Board of Examinations/ University Examination Committee (if any name is to be added in the existing list of expert for the same then Hon'ble Vice – Chancellor can add the required number of expert by using anticipation power as per University Ordinance/ Statue) shall constitute a committee of not more than five persons of whom one shall be the Chairperson. This committee shall be called "Examination related Lapses and Malpractices Enquiry Committee/Unfair Means Cases (UMC) Committee". Such a committee shall submit its report and recommendations to the Controller of Examinations, Controller of Examinations shall take



disciplinary action in the matter as per the provisions in the bye – law concerning conduct of examinations.

- (x) The Board/ Committee shall prepare the financial estimate for incorporation in the budget of the DY Patil University, Pune and shall submit the same to the Finance and Accounts Officer. Controller of Examinations shall arrange for strict Vigilance during the conduct of the examinations by appointing Vigilance Squad so as to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.

3. Procedure for Conduct of Meeting of Board of Examinations/ University Examination Committee;

- (i) The Board of Examinations/ University Examination Committee shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of Vice-Chancellor.
- (ii) Provided that the Vice-Chancellor shall convene a meeting of the Board of Examinations/ University Examination Committee, if a requisition, signed by not less than two-third of total members of the Board of Examinations/ University Examination Committee, has been received by him.
- (iii) The Controller of Examinations shall be the Member-Secretary of the Board of Examinations/ University Examination Committee. He shall issue the notices of the meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member – Secretary.
- (iv) Not less than ten days' notice of the date, time and place of a meeting of the Board of Examinations/ University Examination Committee shall be given to the members. The agenda of the meeting shall be sent to the members so as to reach them at least five days before the date of a meeting. In the case of an emergency meeting, such meeting be convened shorter than 10 days' notice.
- (v) No matter/ topic other than that specified in the meeting agenda shall normally be considered at a meeting. Any matter/ topic not specified in the agenda may be brought up by any member with the permission of the Chair.
- (vi) Propositions to be laid before the meeting by any member must be received in the Controller of Examinations office in the written format at least three days before the date of a meeting, other than an emergency meeting.
- (vii) A meeting may be adjourned to any date by the Chairman to complete unfinished matters/topics. Notice of such adjournment shall also be sent to members, who were absent on the scheduled date of the meeting.
- (viii) Every meeting of the Board of Examinations/ University Examination Committee shall be presided over by the Chairperson (Vice – Chancellor) and in his absence, by a member chosen by the members present from amongst themselves.



- (ix) All acts of the Board of Examinations/ University Examination Committee, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.
- (x) Each member of the Board of Examinations/ University Examination Committee, including the Chairperson, shall have one vote. In the case of equality of votes, the Chairperson shall have a casting vote. The Controller of Examinations, though he is the Member – Secretary of the Board/ Committee shall not have right to vote.
- (xi) Any matter/topic, may be necessary for the Board/ Committee to perform, may be carried out by circulating an appropriate resolution thereon among its members and any resolution so circulated and approved by a simple majority shall be as effective and binding.
- (xii) The decisions on various matters at the meeting of the Board of Examinations/ University Examination Committee shall be regulated by the Chairperson in accordance with the rules laid down. The Chairperson may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with rules, regulations and bye-laws.
- (xiii) Two – third of the total members of the Board of Examinations/ University Examination Committee shall constitute a quorum and if there is no quorum, the meeting shall be adjourned by the Chairman to a specific time on the same day or on a later date and no quorum shall be necessary for such adjourned meeting.
- (xiv) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Chairperson shall fill – up the vacancy, so caused, before the next meeting.
- (xv) The minutes of proceedings of every meeting shall be drawn up by the Member – Secretary and approved by the Chairperson. A copy of the minutes of proceedings of each meeting shall be placed before the Board/ Committee at its next meeting for confirmation.



CHAPTER 2

ELIGIBILITY OF STUDENTS TO APPEAR IN EXAMINATIONS

2.1. The students should full fill the following criteria to be eligible for appearing in the End Term University Examinations:

- (i) The student should bear a good moral character.
- (ii) The student should have at least 75 % attendance (or attendance criteria as per the Regulatory Body / Council) in a theory and practical subject inclusive of non - lecture teachings i.e field work, seminars/workshop, group discussion, tutorials, projects etc.
- (iii) The student should not be a defaulter in payment of any dues of the DY Patil University, Pune (DYPU).
- (iv) There should not be any disciplinary action pending against the student.
- (v) The student should have submitted her/ his Examination Form on ERP / Hard copy as per the instructions notified by the Office of the Controller of Examinations.

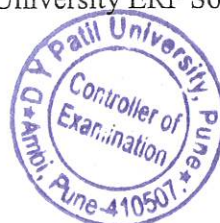
2.2. The shortage of attendance can be condoned by the Principal/HoI/HoD of the concerned school/department to the extent of 5% in exceptional cases. The exemption of attendance can be granted by the Principal/HoI/HoD for;

- (i) Some students voluntarily donate blood to Blood Bank. Attendance of all the lectures/ practical / Tutorial etc. of that day may be given.
- (ii) The students appearing in Re-appear/ Backlog Examinations of any previous semester/ year may be given benefit of attendance of that day.
- (iii) The students may be given benefit of maximum **Twenty (10)** attendance on account of his/her participation in University or Inter College/School Sports Tournament/ Youth Festival/ NCC Camp/ NSS Activity-Camp/ University Educational Excursions, Mountaineering Courses; and maximum 30 days for participation in Inter-University Sports Tournament/ Youth Festivals; provided he/she has obtained prior approval of Principal/ HoI/ HoD of the concerned school/department on the recommendation of the concerned School Examination Officer (SEO)/ Program Coordinator.
- (iv) Attendance Credit may be given only for the days on which lectures/ practical/ Tutorial etc. delivered or field work done during the period of participation in the aforesaid events.

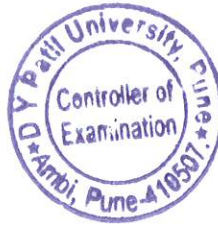
2.3. The Principal/ HoI/ HoD of respective school/department shall validate the attendance of students on the University ERP 10 days' prior the commencement of University End Term Examinations.

2.4. The Finance/ Accounts Department of the University shall validate Fee status of the students on University ERP 10 days' prior the commencement of University End Term Examinations.

2.5. The Department of Examinations will access the validated list from the University ERP Software and only eligible students shall be permitted to appear in Examinations.



2.6. If students detained due to short attendance, desire to appear in subsequent/ next Even/ Odd Semester End Term Examinations then they should have to attend make up classes to fulfil the attendance criteria. School/department shall submit the verified attendance of make-up classes to the Department of Examinations, DYPU which is/are cross-verified and approved by the Hon'ble Vice Chancellor.



CHAPTER 3

EXAMINATION FEES

The Fee Committee of the University proposes the various fees for examinations documents (provisional, Transcript, certificates etc.), Examination Form, certification etc. for approval to the Governing Body/ Executive Council/ Academic Council of the University. The various fee approved by the Governing Body for the Academic Year is shared with the students through the competent authority of the University.

- 3.1. The various Examinations related fee for Regular/ Re-appear/ Backlog Examinations, Transcript, Provisional Certificate and other documents fee are to be deposited by the applicant/ student at the Accounts Branch of DYPU.
- 3.2. The Student Cell In-charge/ Student Section will check the details of the students and then would verify it by signing the Application Form. Further, Application form will be signed and stamped by the concerned Principal/ HoI/ HoD and forwarded to the Department of Examinations of the University along with fee slip.
- 3.3. Assistant Registrar (Exam)/ dealing Office Assistant will verify the record of the student and would process for further necessary action.
- 3.4. If any Provisional Certificate/ Document are to be issued, then the Certificate/ Document will be prepared and put for the signature of the Controller of Examinations and issued to the concerned student or Student Section.



CHAPTER 4

MID TERM EXAMINATION/SESSIONAL EXAMINATIONS

- 4.1. Two Mid Term / Sessional Examinations are conducted for each course as per the Annual Academic Calendar. Respective School/department of study shall conduct the Mid Term/ Sessional Examinations.
- 4.2. Re-Sessional Examinations may be conducted by school / department at-least two week before the start of End Term Examinations.
- 4.3. Re-sessional Examinations are conducted only for those students who are unable to appear in any one or both of the Mid Term Examinations due to some genuine reason on Medical grounds only, provided they have informed the concerned authorities before commencement of examinations. Upon recommendations of the Committee constituted by the HoD, students will be permitted to appear for the re-sessional examinations in a course which he/she has missed.
- 4.4. Re-sessional Examinations will cover the complete syllabus till date.



CHAPTER 5

SCHEDULING AND CONDUCT OF THEORY EXAMINATIONS

- 5.1. As per the schedule, the Conduct Section of the Department of Examinations issues notification to the concerned Principals/ HoDs of the faculty to disseminate/ circulate the information to the students to fill the End Term Examination Form through DYPU ERP.
- 5.2. The Office of the Controller of Examinations verify the Examination Forms of Regular or Backlog Students by DYPU ERP Software.
- 5.3. The Office of the Controller of Examinations shall request Principals/ HoDs of all School/Department to provide the names of faculty members not below the rank of Assistant Professor for allocation of Examination duty at Examination Centres like Senior Supervisor (Centre Superintendent)/ Observers/ Supervisor (Deputy Superintendents) and as Junior Supervisor (Invigilators). The supporting staff like Office Assistants and Attendants of School/Department is also deputed on examination duty for support and coordination.
- 5.4. On the basis of names forwarded by respective School/ Department, the Controller of Examinations issues an Office Order a week before the scheduled examinations for examination duties.
- 5.5. The Senior Supervisor (Superintendent) of Examination Centres or Supervisor (Deputy Superintendent) shall collect the Question Paper Packets from the Office of the Controller of Examinations half an hour before the start of the examinations.
- 5.6. The Answer Books of Examinees sealed in envelopes/ cloth bags along with daily confidential reports should be submitted to the Office of the Controller of Examinations every day after the conduction of the examinations.
- 5.7. The stray and unfair means Answer Books of examinees should be submitted in separate envelopes to the office of the Controller of Examinations immediately after conduction of examinations.



CHAPTER - 6

APPOINTMENT OF EXAMINERS/ PAPER SETTERS, MODERATORS, CS (SENIOR SUPERVISOR)/ DS (ASSTT. TO SENIOR SUPERVISOR)/ INVIGILATORS (JUNIOR SUPERVISOR), FLYING SQUAD AND EVALUATORS

6.1. APPOINTMENT OF EXAMINERS:

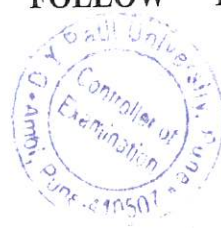
- 6.1.1. As per the Examination Schedule approved by the Vice Chancellor, the Controller of Examinations writes to Principals/ Heads of respective School/departments to provide the panel of internal and external examiners approved by the Board of Studies.
- 6.1.2. In the panel of Examiners, there should be at least five names of Examiners (3 External & 2 Internal) in each paper, along with complete details viz. address, contact no. and "email id" of the person concerned.
- 6.1.3. An External Examiner shall be one who is not teaching in the DY Patil University, Ambi, Pune and shall be a teacher with a requisite qualification & experience as per the concerned council of course or as per the UGC / University regulation.
- 6.1.4. An Internal Examiner shall be one who is teaching in the University and having requisite qualification and experience as per concerned council or as per the UGC/ University regulations.
- 6.1.5. The person should be mentally fit or should not have been convicted of any offence, which involved moral turpitude.
- 6.1.6. None of his/her relative is appearing in the examination for which he / she is being recommended as Paper Setter/Examiner/course Expert.
- 6.1.7. An Examiner may set only three question papers for a course/subject/paper in a Term.

6.2. APPOINTMENT OF MODERATOR:

- 6.2.1. Principal/ Head of the Department or his/ her nominee shall moderate the question paper. The Vice Chancellor may also nominate the subject expert either from the University or outside the University to assist the Head of the Department in the Moderation of the Question Paper (s).
- 6.2.2. The Moderator will check the question paper thoroughly and ensure that the question paper conforms to the syllabus and guidelines to set the question paper.

6.3. APPOINTMENT OF JUNIOR SUPERVISOR/ INVIGILATOR: The Controller of Examinations on the basis of scheduled Examinations, will write to Principals/ HoDs of respective School/ department to provide the list of faculty members, which should contain the name, designation, total experience, contact number and e-mail id. The Controller of Examinations appoints the Junior Supervisors/ Invigilators and other supporting staff (i.e., clerks/data entry operator and peons/Attendants) for smooth conduct of examinations.

6.4. JUNIOR SUPERVISORS/INVIGILATORS SHALL FOLLOW THE GENERAL INSTRUCTIONS LISTED BELOW:



- 6.4.1. The Junior Supervisors/ Invigilator shall collect the blank answer booklets, question paper and attendance sheet along with Malpractice/UFM Forms from the Examination Control Centre at least 20 minute prior to the commencement of the Examinations.
- 6.4.2. He/ She shall ensure that all the answer booklets are in proper condition and carry the Answer Booklet Number.
- 6.4.3. He/ She shall ensure that number of answer booklets and question papers are the same as the number of students listed in the attendance sheet/ seating arrangement.
- 6.4.4. He/ She shall ensure that students should enter Answer Booklet Number in the attendance sheet.
- 6.4.5. He/ She should reach the examination hall 15 minutes prior to the commencement of the examinations, so as to ensure that students enter the exam room only in his/her presence.
- 6.4.6. He/ She must also ensure that no other students, apart from those whose names appear in the attendance sheet, have appeared in the examination.
- 6.4.7. All Malpractice/ UFM Cases should be reported to Senior Supervisor/Centre Superintendent in the prescribed form.
- 6.4.8. After the examination is over, he/ she will collect the booklet from each student individually.
- 6.4.9. He/ She will arrange the answer booklets according to the sequence number in attendance sheet.
- 6.4.10. He/ She will deposit the answer booklets and attendance sheet to the Senior Supervisor/Centre Superintendent.

6.5. APPOINTMENT OF EXAMINATION SENIOR SUPERVISOR/CENTRE SUPERINTENDENTS: The Controller of Examinations appoints the Senior Supervisor (Centre Superintendent)/ Assistant to Senior Supervisor (Dy. Centre Superintendent)/ Junior Supervisor (Invigilators) as per the experience of faculty members. The Senior Supervisor (Centre Superintendent)/ Assistant to Supervisor (Dy. Centre Superintendent) should be of the rank of Assistant Professor or higher.

6.6. APPOINTMENT OF FLYING SQUADS AND OBSERVER: The Controller of Examinations appoints the Flying Squads team and Observer for smooth functioning and proper observation of the examinations. The Flying Squad teams are headed by the Convener, who should not be below the rank of Associate Professor with at least 10-year experience.

6.7. APPOINTMENT OF EVALUATOR:

6.7.1. A Paper Setter (in case of internal) is preferably appointed for the evaluation of answer books and another examiner may also be appointed and the controller of Examinations may appoint any Internal or External Examiner for evaluation the Answer Books.

6.7.2. The answer book shall ordinarily be evaluated centrally at Central Evaluation/Assessment Centre at the Department of Examinations in the University premises.



CHAPTER 7

SCHEDULING AND CONDUCT OF PRACTICAL / DISSERTATION / VIVA-VOCE

As per the academic/ examinations calendar of the University/ respective School/ Departments, the Controller of Examinations prepares the schedule of practical/ dissertation/ Viva Voce and circulates the same to all the Principals/ HoDs of school/department of Studies for their information and necessary action.

- 7.1. As per the schedule, the Conduct Section of the Department of Examinations issues notification to the concerned Principals/ HoDs of the school/ department for which practical/ dissertation viva examinations are schedule is order to circulate the information with their students.
- 7.2. The practical examinations are conducted by the respective school/department as per the guidelines provided by the Controller of Examinations.
- 7.3. The Award List of Examinees duly signed by the Examiners are sent to the Office of the Controller of examinations in a sealed envelope on the same day of the examinations. If the examination extends more than one day, then the Award List is submitted on the day of conclusion of examinations.
- 7.4. The unfair means cases and stray Answer Books of examinees are submitted in separate envelopes to the office of the Controller of Examinations immediately after conduction of examinations.



CHAPTER 8

ACQUIREMENT AND PRINTING OF EXAMINATIONS MATERIALS

- 8.1. Store In-charge of the Department of Examinations maintains the record of all the materials, Stationery items etc. required for examination purposes. In case of any requirements in the Department of Examinations then Department Store In-charge generate request for materials forwarded by Controller of Examinations to the Administration Department (Central Store/ Purchase department) with specifications of the items.
- 8.2. The Administration Department (Purchase Manager) places order for purchase after approval of the Competent Authorities.
- 8.3. After delivery of items ordered for purchase, the Administration Department (Purchase Manager) shall intimate the Controller of Examinations to examine the items purchased.
- 8.4. If the purchased items are of general nature, then the Controller of Examinations will inform the Administration Department (Purchase Manager) to get the item delivered at the Department of Examinations and if the item(s) is/are specific then he/she may himself/herself go or send the Store In-charge to the Administration Department (Central Store) to verify item(s) purchased as per specification(s).
- 8.5. If the item(s) delivered is/are not found as per specification(s) requested, then the Controller of Examination may reject and request for re-purchase.
- 8.6. After verification of item(s) purchased, the Administration Department (Purchase Manager) will get the item(s) delivered at the Department of Examinations with Challan copy of the Bill, and copy of MOU etc.
- 8.7. The Store In-charge of the Department of Examinations make entry of the delivered items in the Register as per Challan and file the copy of Bill in record for reference and audit.



CHAPTER: 9

THE DEPARTMENT OF EXAMINATIONS SECURITY PROTOCOL AND PROCEDURE

9.1. THE DEPARTMENT OF EXAMINATIONS PREMISES SECURITY PROCEDURE:

- 9.1.1. The Department of Examinations of the DY Patil University (DYPU), Pune is considered as the most sensitive and restricted area of the University where all examination work is carried out and exam records of the students are preserved. Only faculty/ Staff members engaged in examination related duty/works are allowed in certain marked areas only. Students are not allowed directly, they can file their issue through student section or respective School Examination Officer (SEO) only.
- 9.1.2. The Department of Examinations has only one entry/ exit gate, which is manned by a Security Guard.
- 9.1.3. Use of any storage/ information retrieval devices such as Smartphone, recording camera, PDA, external hard drives etc. is strictly prohibited in the Department of Examinations.
- 9.1.4. All the doors of Strong Room, Evaluation Room, Answer Books Store Room, Result Section, Secrecy Section & other examination Sections and the office of Controller of Examinations are daily sealed & Signatures of Controller/Dy. Controller of Examinations and the persons who make them open & locks are taken in the Register by the Security Guard. Answer Book Store Room and the Examination Strong Room are only open on the verbal/written orders of the Controller of Examinations/ Deputy Controller of Examinations, in presence of the two personal.

9.2. SECURITY/ SECRECY DURING QUESTION PAPERS PRINTING:

- 9.2.1. Question Papers/ Questions Banks are received through Pen-drive / Hard copy (in sealed Envelope)/ e-mails (official email Id) only. The Word Files containing Questions are to be received in a Password protected mode. The password is communicated to the Secrecy Section official mobile phone through SMS only by the respective assigned Paper Setter/ Examiner.
- 9.2.2. Minimum three sets of Question Papers are received from the Paper Setters, which are formatted as per the Scheme, pattern of the Examinations and syllabus described as per Program Ordinances. Out of three sets of papers, the Controller of the Examinations select one and ask to the Section Officer/Superintendent of the Secrecy Section to print that selected Question Papers which is edited as per pattern of the paper and the print – out is provided to the respective Moderation Committee. After moderated by the Moderation Committee, the Section Officer/ Superintendent of secrecy section prints the question papers as per the number of examinees appearing in the examinations, packed in Envelopes and sealed.
- 9.2.3. The sealed Question Papers are placed in the Strong Room of the Department of Examinations and are handed over to the respective Examination Centre Superintendent/Senior Supervisor one hour before the schedule of the examinations.



9.2.4. All the waste papers are shredded every day by shredding machine of the Department of Examinations.

9.3. INSTRUCTION DURING ASSESSMENT/ EVALUATION OF ANSWER BOOKS:

9.3.1. The Answer Books received from the Examination Centres are kept in the Answer Books Store Room and are coded for assessment/evaluation. The identity details of the students are hidden from Evaluators/Examiners.

9.3.1. The coded Answer Books are provided to Examiners/Evaluators in the Central Assessment/Evaluation room at the Department of Examinations.

9.3.2. The Award Lists provided by the Examiners/Evaluators are de-coded and student's details are filled in the Award List at provided places.

9.3.3. The assessed/evaluated Answer Books are stored in the Answer Books Store Room.

9.4. INSTRUCTION DURING CONFIDENTIAL TABULATION OF RESULTS:

9.4.1. All the Computers in result section should have unique id.

9.4.2. All Computers should have latest anti-virus and files are password protected.

9.4.3. Assistant Registrar/ Assistant Controller of Examinations log in/ log out all systems.

9.4.4. The Data Entry Operators are provided with Award Lists of students for posting in Confidential Tabulation Report (CTR) and declaration of results of the examinations.

9.4.5. The Data Entry Operators fill all the required entries viz. theory awards, practical awards, internal, viva voce marks etc in the Confidential Tabulation Report (CTR).

9.4.6. Prepared Confidential Tabulation Report (CTR) sheet is processed for two stages verifications.

9.4.7. The Data Entry Operators have to preserve the Ordinance & Scheme of Examinations/ Structure of the respective programme of the school/ department, Award Lists, Attendance Lists of Examinees in records and Result CTR Sheets. The CTR Sheets are hard bound and are permanent records of the University. No waste papers are discarded; all are destroyed by shredding machine.



CHAPTER: 10

QUESTION PAPERS SETTING AND PRINTING

- 10.1. As per the Examination Calendar approved by the Vice – Chancellor/ Academic Council, the Controller of Examinations writes to Principals/ Heads of respective school/ department to provide the panel of internal and external examiners approved by the Board of Studies. This communication should ideally be made 03 months prior to the date of commencement of examination of particular school/department.
- 10.2. The Controller of Examinations after receiving the proposed names of internal and external examiners will put forward the names for approval to the Hon'ble Vice – Chancellor. The Vice – Chancellor approve the name (s) of examiner (s) for setting the question paper (s).
- 10.3. On approval, the Controller of Examinations sends the appointment letter (s) to the examiner (s) at least 2 months prior to the scheduled examination for setting of question papers enclosed with Instructions/ Guidelines, Syllabus and Scheme of Examination.
- 10.4. Paper Setter shall submit the question paper(s) to the Controller of Examinations in a sealed envelope or through e-mail/ Pen Drive in Password protected MS Word file. The password of the question paper(s) file should only be sent/ received by SMS on the Official Mobile Number of the Secrecy Section of the Department of Examinations on or before the date notified in the Offer Letter.
- 10.5. The internal paper setter shall submit the soft copy of the question paper in person directly to the department of Examinations.
- 10.6. If the Paper Setter does not send the question paper in/ on time or delays it indefinitely, then a fresh offer letter should be sent to the another examiner from the panel with a request for urgency. The paper setter who did not send the question paper may be debarred for any future academic work with the University.
- 10.7. The Controller of Examinations will get the question papers moderated one (1) month prior to scheduled examination (as per the respective Program Ordinance) by the Principal/ HOD only and not from any other faculty member below the rank of Associate Professor of the concerned School/ Department and will ensure that the question paper (s) is/ are set as per the prescribed pattern and from the syllabus.
- 10.8. The Controller of Examinations shall direct the concerned staff of the Secrecy Section of the Department of Examinations to print the examination papers according to the number of examinees appearing in the examination and some extra papers as directed by him/ her. The printed question papers are sealed and signed by the Controller of Examination and date wise stored in the Strong Room of the Department of Examinations.



CHAPTER 11

ROLE AND RESPONSIBILITIES OF SENIOR SUPERVISORS (CENTRE SUPERINTENDENTS) (CS) / SUPERVISORS (DEPUTY SUPERINTENDENTS) (DCS)

The roles of Senior Supervisor (CS)/ Supervisors (DCS) are very crucial and pivotal in conducting the university examinations. Roles and Responsibilities of Senior Supervisor (CS)/ Supervisors (DCS) are described further.

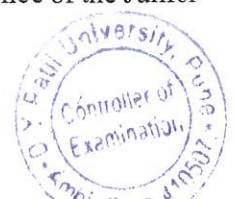
11.1. PRE – EXAMINATIONS:

- 11.1.1. The number of Answer books as per the overall strength of the examination Centre, must be collected from the Examination Department two days in advance, from the date of commencement of exams. Question papers are to be received in sealed packets from the Department of Examinations and are to be stored under safe custody of the Senior Supervisor. The Senior Supervisor is solely responsible for keeping the question papers in safe custody till the end of the examinations.
- 11.1.2. Should ensure that for each subject, adequate numbers of question papers are available in sealed packets as per the approved examination time – table/date sheet/s.
- 11.1.3. Question paper packets shall be opened by the Senior Supervisor in his presence, one senior faculty member and one student of the same course of concerned institution, 15 minutes before the commencement of examinations. The papers are to be distributed in the exam rooms according to student's strength mentioned against a particular question paper, in seating plan. The remaining packets shall be kept in safe custody till the completion of examination hours and the keys shall be with Senior Supervisor.
- 11.1.4. Gate checking shall be done 45 minutes before the commencement of the examination. Examinees will be allowed to enter into the Examination Hall and take their respective seats before 20 minutes of commencement of examinations. Answer Books will be distributed 15 minutes before the examination. Only One Answer book per student should be distributed; if students ask for supplementary answer books then the Senior Supervisor will inform the Controller of Examinations (CoE) of the University and CoE has the authority to take decision based upon the scenario.
- 11.1.5. Question papers shall be distributed only on the commencement of the examination. Unused Answer Books and unused question papers should be counted and returned to the Examination Section after the examination starts.
- 11.1.6. Candidates are not to be allowed reporting after 30 minute (in 3 hours' exam, and proportion). In case of any genuine request comes, the Centre Superintendent may discuss the case with Controller of Examinations and based upon the scenario Controller may allow the candidate.



11.2. DURING EXAMINATIONS:

- 11.2.1. All the gates of the examination Centre must be locked and the main gate shall be manned by a Security Guard, throughout the period of examinations. The gates shall be opened immediately on arrival of any higher official/Flying squad/local administration. The guard will also be instructed by Senior Supervisor for not allowing any unauthorized entry on examination premises.
- 11.2.2. The Senior Supervisor will have to complete all the examination related formalities of the University and will ensure the same from the Junior Supervisor and other supporting staff members.
- 11.2.3. The Senior Supervisor has to make necessary arrangement for uninterrupted power supply & water, cleanliness in and around the examination Centre throughout the examination.
- 11.2.4. All the security cameras (CCTV Cameras) must be in working condition. If in any hall, camera is not working, the answer books of the hall shall be packed separately with due remark of the Flying Squad.
- 11.2.5. Persons not conversant with the examination rules should not be appointed as Junior Supervisor. They must be capable of maintaining discipline in the examination hall. The Junior Supervisor must be from the teaching Faculties/Lab Asst. /Instructional Staff of the School/department. Under any circumstances, Outsider not in the payroll of the institute/school shall not be engaged as the Junior Supervisor without specific permission from the Controller of Examinations. The day wise Duty chart list with Junior Supervisors engaged along with their designation and branch/subject must be sent to the Department of Examinations. It is the duty of the Junior Supervisor to get the signature of the student in the attendance sheet. After due verification of data filled in by the candidate in the Answer Book and verification of the Identity of the candidate, the Junior Supervisor shall put her/his signature in appropriate place in the Answer Book of the Examinees. In no case, any person other than the Junior Supervisor of the hall shall enter into the examination hall for any purpose.
- 11.2.6. If the University feels that the Senior Supervisor is not capable of conducting the examination in a free and fair manner, the Centre may be cancelled for the next examinations and a new Senior Supervisor shall be appointed by the University for the Ongoing/ running/ same Examinations.
- 11.2.7. The attendance sheet of the examinees will be properly signed by the concerned examinees. The Junior Supervisors must mark the absentee student with "ABSENT" (in Capital letters, in red ink) against his/her name. In case of any discrepancy in the signature chart, the Senior Supervisor shall bring the same in the notice of the office of Controller of Examinations and should not allow anyone to make a manual entry without any specific permission by the Controller of the Examinations.
- 11.2.8. For every 30 students, there will be at least one Junior Supervisor. At least 10% reliever Junior Supervisors should be engaged for supervision/invigilation during the temporary absence of the Junior



Supervisors. The Junior Supervisors must remain in the Examination Hall for entire period of 2 or 3 hours and they should be advised to move around the hall with utmost vigilance.

11.2.9. Use of Cell Phone or other electronic gadgets by the Junior Supervisors and examinees during conduct of examinations is strictly prohibited. No examinees shall be allowed to talk to each other. Utmost discipline shall be ensured meticulously.

11.2.10. The examinees should not write his/ her identity (Mobile number Or Registration Number/PRN, Address/ Seat Number) anywhere in Answer Book other than specified place for it, otherwise the concerned subject mark will be awarded Zero.

11.3. AFTER EXAMINATION:

11.3.1. All the answer books of Malpractice [(Unfair Means (UFM))] cases with the seized materials must be sent separately after proper entries in the concerned form. The Senior Supervisor is to ensure that all the columns of the form must be filled in properly. In case of incomplete information, the Senior Supervisor will have to present himself in front of the UFM committee, if the committee desires so.

11.3.2. However, the Answer Books of the examinees, booked under UFM, should be sealed in a separate packet along with the Malpractice report of unfair means/misbehaviour during the examination, enclosing incriminating materials seized from the examinees. The Senior Supervisor should ensure that the Malpractice Reports are duly filled in and the same should be signed by her/him. The Senior Supervisor/ Squad member shall put their signature on these sealed packets of Answer Books, soon after the completion of examinations.

11.3.3. The Senior Supervisor will fully co-operate with the Observer and Flying Squad Team and furnish necessary information relating to the examinations.

11.3.4. A report by the Senior Supervisor - as to how many UFM's have been reported by Junior Supervisors, how many by the Senior Supervisor and how many by the Flying squad, shall be handed over to the Department of Examinations.

11.3.5. The Senior Supervisor will ensure that the answer books of different batches of the same programme and semester/ year will be packed separately. The answer books should be submitted to the department of examinations within 30 minutes after completion of Examinations.

11.3.6. The Answer Books should preferably be arranged as per the roll number of the students.

11.3.7. In case of any discrepancy arising out of any exceptional situation, the Senior Supervisor will immediately seek a solution from the Controller of Examination, DYPU, Pune.



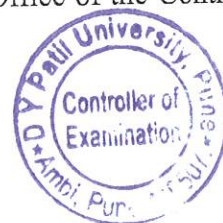
11.4. All the formal documents, related to exams, with complete entries, such as Duty chart, Signature chart, In-Out chart etc. shall be submitted along with the packets of answer books and remaining question papers at the Department of Examinations after completion of the examinations.



CHAPTER 12

12.1. GUIDELINES FOR GRANTING OF WRITER OR AMANUENSIS:

- 12.1.1.** A candidate may be allowed for writer if: (a) Candidate is blind; OR (b) Candidate is permanently disabled from writing. OR (c) Candidate is temporary disabled from writing, such as fracture of the right or left arm, forearm or dislocation of the shoulder, elbow, wrist, etc.
- 12.1.2.** On the written request from the blind candidate(s) through the Head of the Department/ Principal of the respective School/ department, Controller of the Examination is authorized to appoint writer in accordance with the prescribed qualification of the writer with the kind approval of Hon'ble Vice – Chancellor of DYPU, Pune. Also in case of other handicapped candidate(s), writer shall be appointed with the approval of the Hon'ble Vice – Chancellor.
- 12.1.3.** In certain circumstances if candidate is incapable to answer the paper in prescribed time, an extra time up to one hour for a paper may be allowed. For blind candidates, however, the extra time of one hour will be allowed.
- 12.1.4.** The writer / amanuensis shall be two grades lower in education than the candidate and writer should not have secured more than 60% marks in the examination. Condition of more than 60% marks may be relaxed if the qualification of the writer is more than two grades lower than the candidate.
- 12.1.5.** In case of blind candidate, writer shall be of at least one grade lower in education than the candidate and should not have secured more than 60% marks in the examinations.
- 12.1.6.** Writer should be the same person for all the papers of an examination and in case there is a need to change the writer for the reasons beyond the control of the concerned examinee or the writer and a request in this behalf is made, change may be allowed. Such a change in writer will be permissible once during the course of an examination with the kind approval Hon'ble Vice – Chancellor, DYPU, Pune.
- 12.1.7.** A certificate in proof of the educational qualification of the writer and declaration should be produced to the Office of the Controller of Examinations.
- 12.1.8.** The writer should not be from the similar programme or school/department.
- 12.1.9.** The Senior Supervisor shall make special arrangement for candidate and may appoint one additional/separate Junior Supervisor for the same.
- 12.1.10.** The candidate other than blind person shall pay the prescribed fee per paper in advance. The expenses towards remuneration to the writer will have to be borne by the candidate concerned.
- 12.1.11.** Application Form and prescribed fee slip shall be submitted to the Office of the Controller of the Examinations 7 days before the commencement of the Examinations.



12.1.12. Application form received after due date shall be rejected summarily by the Office of the Controller of Examinations and if fee has been paid, it will not be refunded in such cases.

12.2. DOCUMENTS REQUIRED FOR GRANTING OF WRITER OR AMANUENSIS:

Candidate shall produce the following documents for grant of the Writer/ Extra Time

- 12.2.1. Application in candidate's own hand writing. In respect of candidates, who cannot write, their representatives may write on behalf of the candidate (stating the relationship with him/her) and forward the application.
- 12.2.2. Certificate from Professor of the specialty concerned of a Medical College/ Institution or the Civil Surgeon of the District concerned that the candidate is unable to write due to temporary disablement. Certificate should specify clearly the nature and extent of permanent disability.
- 12.2.3. Educational qualification documents of the writer
- 12.2.4. Two colour passport size photos (4.5x3.5 cm) taken within last 3 months, for Hall Ticket/ Admit card of Writer/ Amanuensis card.
- 12.2.5. Any other document in support of request for grant of the facility of a writer and/or extra time as aforementioned.
- 12.2.6. On receipt of the above documents the office of the Controller of the Examinations will issue a Hall Ticket/ Admit/ concession card which will be valid for a due course of time.



CHAPTER 13

UNFAIR MEANS CASES

The examination should be conducted as per the rules and regulations of the Department of Examinations, DYPU, Pune. No attempt should be made to use unethical practices/mall practices during examinations. A candidate found guilty of any of the offences listed in 13.1.1 shall be deemed to have used unfair means and his/her examination result shall be withheld. The decision of the University UFM Committee in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

13.1. OFFENCES DURING EXAMINATIONS:

- 13.1.1. Writing name/ Mobile Number/ any other mark in the Answer Book which may disclose, in any way, the identity of the candidate.
- 13.1.2. Appearing in the Examination Hall other than allotted to the candidate without the permission of Senior Supervisors/ Supervisors.
- 13.1.3. Having possession of book(s), notes, papers or any other like materials.
- 13.1.4. Receiving or giving assistance in copying during examination.
- 13.1.5. Smuggling in/ out of the examination hall of Answer Book etc. and tampering with the Answer Book in any way.
- 13.1.6. Using abusive/ Threatening / violence/ derogatory language orally or in the Answer Book against the Senior Supervisor/ Supervisor/ Junior Supervisor(s)/staff deputed at examination Centre.
- 13.1.7. Impersonation, i.e. sending some other person to attempt/take the examination.
- 13.1.8. Communicating with the Examiner/ Junior Supervisors or any other person connected with the Examination, with the object of unduly influencing him in any way.
- 13.1.9. Any other type of misconduct or a deliberate previous arrangement to cheat in the examination.
- 13.1.10. Writing questions answers on any paper other than the Answer Book.
- 13.1.11. Wrong statement in the application for admission such as tampering with the certificate/ statement of marks, etc. or forging a signature.
- 13.1.12. Any other case of Unfair Means detected at any stage during or after the examinations.

13.2. PROCEDURE TO BE FOLLOWED BY THE SENIOR SUPERVISOR/SUPERVISOR/ FLYING SQUAD IN BOOKING UFM:

- 13.2.1. **Issuance of Second Answer Book:** As soon as any case of unfair means comes to the notice of the Senior Supervisor of the examination Centre he/ she shall take possession of the Answer Book of the



candidate along with paper or other material found in his possession and provide second Answer Book to the candidate immediately. On the top of the Answer Book it should be superscripted "Second Answer Book". The Senior Supervisor shall record on the first Answer Book the time when the case was brought to his notice. He shall also record the time on the second Answer Book when it was issued to the candidate.

13.2.2. Explanation of the Candidate: While issuing the second Answer Book the candidate shall be asked by the Senior Supervisor to submit his explanation in writing. In case the candidate refuses to give his statement, he/ she should not be forced to do so, only the fact of his refusal should be recorded by the Junior Supervisor/s on duty at the time of occurrence and such a statement of the Junior Supervisor/s be attested by the Senior Supervisor.

13.2.3. Statement of the Junior Supervisor: The Junior Supervisor's/ detector's statement shall be recorded, verified and signed by the Senior Supervisor.

13.2.4. Material found from the Candidate: As far as possible precise information like from where the material was found (in the pocket, desk, shoes etc. as mentioned in UFM Form) should be mentioned in the statement of the Junior Supervisor/s. The copying material so detected by a Junior Supervisor/ Detector should also be signed by the Junior Supervisor/ Detector and countersigned by the Senior Supervisor on each page and the total number of pages detected should be mentioned on the title of the Answer Book duly signed by the Junior Supervisor/ Detector and Senior Supervisor.

13.2.5. Procedure to be followed in case of Smuggling out Answer Book: In case a candidate has smuggled out Answer Book, the Senior Supervisor should call the student directly and try to secure the Answer Book. In case of non-availability of the Answer Book, the matter should be reported to the police, and a copy of the FIR be sent to the office of the Controller of Examinations along with the statement of the Junior Supervisor and candidate. The statement of the peon/ police constable etc., if any should also be forwarded.

13.3. PROCEDURE AFTER UFM / MASS COPYING CASES:

13.3.1. All cases of UFM/ Mass Copying will be examined separately course wise and school wise.

13.3.2. Keeping in view the number of students booked under UFM/ Mass copying they will be sent a Show Cause Notice and asked to present themselves before the University UFM Committee on different dates or submit their statement of defence.

13.3.3. Approval of the Chairperson will be obtained on the recommendation of the UFM Committee for implementation.

13.3.4. Results of the clear cases will be declared on the recommendation of the UFM Committee and other students given time to register themselves for the next examination.



13.3.5. Details of the School/ department booked under Mass Copying/ Individual UFM Cases will be sent to the student's section for their information.

13.3.6. In the event of the following happenings in examination Centre strict action will be taken against the examination Centre as well:

(i) The candidate decamps with the Answer Book.

(ii) Allowing candidate of other Examination Centre/ outsider (writer) to appear in the examinations without the written permission of Office of the Controller of Examinations.



CHAPTER 14

MACHINES, EQUIPMENT, SOFTWARE AND THEIR MAINTENANCE & RENEWAL

The Department of Examinations have Hardware like PCs, Printers, OMR Readers, Photocopiers and software etc. which are used for various examinations related task. As examination is a continuing work so all the said equipment and machines shall remain in working/ functional condition all the time.

- 14.1. For requirement of hardware/ software, an approval note sheet of requirement with hardware/ software specifications forwarded to the Hon'ble Vice-Chancellor. After assessing the requirement, the Vice-Chancellor directs the Head-IT Cell to list down the companies, their authorized vendors with product specification and price lists and put it before Purchase/ Development Committee for purchase. The Purchase Committee may call the companies/ vendors to demonstrate the products to the Controller of Examinations. On the approbation of the Department of Examinations, the Purchase/ Development Committee forwards purchase recommendation from the listed company/ vendor to the Head – Purchase. The Head – Purchase takes necessary approval from the Competent Authority and, after approval, the new Hardware/ software will be purchased.
- 14.2. For repair and maintenance, Annual Maintenance Contracts (AMC) is signed with the Product Manufacturer or with companies/ firms which provide the AMCs of specific/ all the products. Concerned department provides a copy of the AMCs to the office of the Controller of Examinations for reference and record.
- 14.3. The Head-IT/ Head-Purchase shall keep the records of all the original agreements and take necessary action regarding their renewals from time to time ensuring that the work of the Department of Examinations does not get hampered.
- 14.4. IT-Cell of the University has to provide IT related support to the Department of Examinations of the DYPU, Pune on priority.



CHAPTER 15

ANSWER BOOKS ASSESSMENT

- 15.1. The concerned evaluators/ Examiners/ faculty members are informed by the Department of Examinations Branch to report to the Central Assessment Program/ Evaluation Section in the Department of Examinations for Answer Books assessment.
- 15.2. Coded answer books are provided to the concerned Evaluator/ Examiners for assessment.
- 15.3. The evaluators/ examiners shall evaluate/ assess the Answer Books of the candidate/ examinees and award the marks against the code numbers mentioned in the Answer Books.
- 15.4. The Award Lists of Examinees are provided to the Decoding Team of the Department of Examinations, which will de-code the number with the Seat Numbers of the examinees.
- 15.5. The assessed/ evaluated Answer Books are packed in bundles as per courses/ subjects and stored in the Answer Books Store Room(s) at the Department of Examinations.
- 15.6. The de – coded Award List(s) are submitted to the Controller of Examination, who mark/ forwarded it to the Result Section for posting in the Confidential Tabulation Report (CTR) Sheets for preparation of results.
- 15.7. After posting of the awards, the Award List(s) are filed and safely kept in record.
- 15.8. The round off rule has to be applied at all stages, where a minimum percentage of marks are required to be obtained, to become eligible for appearing in exams or to pass a subject or part of a subject, and it comes out to be a whole number.
- 15.9. Marks with a fraction of 0.5 and above may be rounded off to meet the nearest higher whole number and marks with a fraction of less than 0.5 may be rounded off to the nearest lower whole number. However, the above said rules will not be applicable in respect of “Merit of Admission tests/ Entrance exams/ Recruitment tests”.



CHAPTER: 16

GRADING METHOD AND COMPUTATION OF SGPA/ CGPA

The grading method for evaluating students' performance involves award of grade according to the range of total marks in the course. The range of marks between any two grades is framed in such a manner that the effect of individual marking/ checking technique on the overall grading is minimal.

16.1. KEY DEFINITIONS:

16.1.1. Programme: An educational programme leading to award of a Degree, diploma or certificate.

16.1.2. Course: Usually referred to, as 'papers/ subjects' is a component of a programme. All courses need not carry the same weight.

16.1.3. Credit: A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours for Practical Work/ Field Work/ Research Based Paper/ Project per week.

16.1.4. Credit (or Earned) Point: It is the product of grade point and number of credits for a course i.e.,
Credit Point = No. of credit in a course x (multiplication) "grade value" of the grade obtained in the respective course.

16.1.5. Semester Grade Point Average (SGPA): The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the Courses undergone by a student, i.e. $SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$

16.1.6. Cumulative Grade Point Average (CGPA): CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of programme, i.e., $CGPA = \sum (C_i \times S_i) / \sum C_i$

16.1.7. Grade Letters & Grade Point: It is a numerical weight allotted to each letter grade on 10-point scale with 7/6/5 **LETTER GRADES:** It is an index of the performance of students in a said course. Grades are denoted by letters like O, A+, A, B+, B, C, D and F.

16.1.8. SGPA and CGPA CALCULATIONS can be expressed as

$$SGPA (S_i) = \frac{\sum_{i=1}^n \frac{C_i G_i}{C_i}}{\sum_{i=1}^n C_i} \quad CGPA = \frac{\sum_{j=1}^N SGPA A_j \left(\sum_{i=1}^n C_i \right)_j}{\sum_{j=1}^N \left(\sum_{i=1}^n C_i \right)_j}$$

Where, n = Number of courses registered, C_i = Course credits, G_i = Grade point,
N = Number of semesters.

Formula for calculating percentage of marks; CGPA×10 (The multiplication factor).



CHAPTER 17

PREPARATION AND DECLARATION OF RESULTS

- 17.1. Result shall be prepared as per the Ordinance, Scheme of Examinations/ Program Structure and Passing criteria of the programme by the Result Section of the Department of Examinations.
- 17.2. The information of the students for preparation of Confidential Tabulation Report (CTR) Sheets is taken from the Signature Chart/ Attendance Sheets of examinees.
- 17.3. The Internal Assessment awards (received from the respective Schools/ departments 15 Days prior the commencement of the scheduled Examinations), Theory and Practical Awards are posted in the CTR Sheets by the Data Entry Operators of Result Section.
- 17.4. Once all the required awards are entered in the CTR Sheets by the Data Entry Operators, the Result Section Asstt. Registrar/ Superintendent/ Section Officer Re-checks the result prepared.
- 17.5. The colour print-out of the result (CTR sheet) on A3 size papers is submitted to the Controller of Examinations/ Dy. Controller of Examinations for further process of scrutiny/ verifications.
- 17.6. The Controller of Examinations requests the Principals/ HoDs of respective School/ department to send faculty members for scrutiny/ moderation of result tabulated.
- 17.7. The Scrutinizers check the CTR Sheets and verify the Award lists, Grace awards as per Ordinance and Scheme of Examination/ Program Structure, calculations of Percentage/ SGPA/ CGPA – Division (final year results), remark of pass/ re-appear/ detain/ result late (RL) etc.
- 17.8. The signed CTR Sheets are submitted to the Controller of Examinations. The Controller of Examinations directs Result Section Asstt. Registrar/ Superintendent/ Section Officer to prepare the Result Gazette and releases it.
- 17.9. If Pass Percentage of programme specific is very poor, then CTR sheet and details pass percentage is submitted/ put – up to the Hon'ble Vice – Chancellor for approval or further re – assessment of particular course due to which overall result of such program is very poor.
- 17.10. On approval of the Hon'ble Vice – Chancellor, the Controller of Examinations directs Result Section Asstt. Registrar/ Superintendent/ Section Officer to prepare the Result Gazette and releases it.
- 17.11. The copy of the result is marked to Principal/ HoD of the concerned School/ department for display on Notice Boards. A copy is also marked to the Vice – Chancellor, Registrar, Student Section, and IT Cell for uploading on the University Website.



CHAPTER 18

AWARD OF GRACE MARKS

The following method/ criteria will be followed for giving "Grace Marks" to the students:

18.1. CALCULATION OF GRACE MARKS: While calculating the available maximum grace marks in a particular Professional/ Year/ Semester the usual "Round off" rule is to be implemented i.e. if the grace marks comes out to be a fraction then the marks will be changed to the nearest whole number.

18.2. DISTRIBUTION OF GRACE MARKS:

18.2.1. Grace Marks will be given to a student only if the programme ordinance has a provision of it and does not explicitly overrule the provision of it or such a provision is not permitted or is withdrawn at any point of time by the university or by the respective council regulating the programme.

18.2.2. In case the student needs Grace marks in more than one subject/ course or components or parts of it, then the subject/component/part will be chosen for such a provision, where the minimum marks are required by the student to get pass. In case of further availability of remaining grace marks, the next subject/component/part will be chosen in the similar fashion as described above. The said procedure will continue till the availability of Grace Marks.

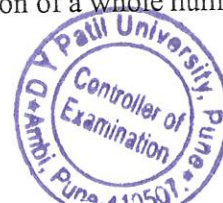
18.2.3. The grace marks will be given only if the addition of it enables the student to get pass in a particular subject/component/part of it and in no case be given only to improve the Percentage/Division/Grade/Earned Points in a subject/course or as a whole.

18.2.4. In case the student requires equal value of Grace Marks then the preference will be given to a subject where such an allocation will change the result of the beneficiary from 'FAIL' to 'PASS' in all components/parts of it.

18.2.5. In case an equal value of marks is required to a student to get pass, in more than one subjects/courses then the subject/course with a lower or smaller University code value will be put on priority while doing such an allocation of grace marks.

18.2.6. In no case the addition of Grace Marks, should lead to "a double jump in the grade" or "a higher value in the marks more than the minimum pass marks", for example a student secures 37 marks and the pass marks are 37.5, then only 0.5 marks to be added as Grace Marks.

18.2.7. It is important to note that the "Round off rule" of the university will be applied first as per the established procedure and then only the application of Grace Marks will be done. Where-ever, such a Round off is not applied due to 'Pass marks' coming out in fraction (such as 37.5 or 12.5 etc.), the student may require grace marks less than 1 or any number with a fractional value, then the addition of the exact required value in fraction, will be made, however a subtraction of a whole number will be



made from the available Grace Marks against every such fractional allotment. For example; a student secures 12 marks and the Pass Marks are 12.5, then only 0.5 marks will be added to 12 but a deduction of 1 mark will be made against allocation of such a fraction. In case student secures 11.2 marks then an addition of 1.3 marks is to be made to the originally obtained marks but a deduction of 2 marks will be made from the available Grace Marks.

18.2.8. The provision of Grace Marks is a privilege given to a student and is a sole discretion of the university. This should no way be taken as a right to a student. In case of any dispute or doubt the Controller of Examinations of DY Patil University, Pune or a person in charge for such position, will be empowered to take the final decision in this regard and no further request will be entertained from anyone in such matters.

18.2.9. The University reserves all rights to remove/ change/ amend or to withdraw any/all of the above-mentioned provisions/procedures, as and when the circumstances require so.



CHAPTER 19

VIEWING OF ANSWER BOOKS

PROCEDURE FOR VIEWING OF THE ANSWER BOOKS OF END TERM EXAMINATIONS:

As per the provision in the DY Patil University Ordinance, for viewing the answer book student should apply the following procedure;

- 19.1. Student should write an Application with all the requisite details and submit the same within 7 days from the declaration of the result.
- 19.2. It is a onetime opportunity to the student. Request for all of such Papers where viewing is requested should be made in a single Form and no subsequent request/ application shall be accepted.
- 19.3. The student who desires for viewing of his/ her Answer Books should fill the prescribed Form.
- 19.4. Application Form's details shall be verified and signed by the School Examination Officer, HOD and Principal of the respective School/ department and submit it to the Student Section Office.
- 19.5. Incomplete Form or form received after due date shall be summarily rejected by the Office of the Controller of Examinations.
- 19.6. Application form of viewing the answer book shall be forwarded to the Hon'ble Vice Chancellor for kind approval and after approval of the Hon'ble Vice Chancellor, Controller of examinations directs the Assistant Registrar/ Section Officer (Examinations) for further processes.
- 19.7. After Viewing of Answer Book if the student observes in his/ her Answer Book that there is discrepancy or any answer has not been evaluated he/ she may apply for re – evaluation within 3 days from the date of viewing of the Answer Book.
- 19.8. Reviewing of Answer sheet after declaration of result of re – evaluation is not allowed.



CHAPTER 20

RE – EVALUATION GUIDELINES

- 20.1. RE – EVALUATION OF ANSWER BOOKS:** As per the provision in the Ordinance of DY Patil University, Pune (DYPU), the re – evaluation of Answer Books of Theory Paper of End Term Examinations is permissible if the students apply it within 10 days of result notification on prescribed Form and Fee.
- 20.1.1.** It is a onetime opportunity to the students. Request for re – evaluation should be made in a single Form and no subsequent request/ application shall be accepted.
- 20.1.2.** The student should fill the prescribed Form and deposit the required fee at Fee Counter of the DYPU.
- 20.1.3.** The student should deposit the duly filled Form and paid fee receipt to respective School Examination Officer.
- 20.1.4.** The School Examination Officer of respective School shall verify the details of the students and forward the Form to the Office of the Controller of Examinations.
- 20.1.5.** Incomplete Form, without fee or form received after due date shall be rejected summarily by the Office of the Controller of Examinations and even if fee has been paid, it will not be refunded in such cases.
- 20.1.6.** The option once exercised by the student shall be final and cannot be withdrawn thereafter. As soon as a student submits the Form for re – evaluation, it shall be deemed that he/ she has surrendered his/her Original Result and the re – evaluated result shall be binding upon him.
- 20.1.7.** There shall be no re – evaluation in respect of; Laboratory/ Practical examination, viva-voce/sessional/ Mid Term Examinations, thesis/ dissertation evaluation and project report evaluations etc.

20.2. GENERAL RULES OF RE – EVALUATION:

- 20.2.1.** Original Examiner/ Evaluator shall not re – evaluate the Answer Book(s). For the purpose of Re – evaluation the Answer – Book shall be sent to another evaluator/s.
- 20.2.2.** The Answer Book for re-evaluation shall be sent to the First Re – Evaluator.
- 20.2.3.** If the marks awarded by the Original Evaluator and First Re – Evaluator vary more than + or - 10% of the maximum marks, then the Answer Book shall be referred to a Second Re – Evaluator.
- 20.2.4.** The Second Re – evaluator will be other than the Original Examiner and First Re – Evaluator.

20.3. COMPUTATION OF MARKS/AWARDS:

The final marks awarded shall be computed as under:



20.3.1. In Re – Evaluation if awarded marks vary from the original marks award up to + or - 5%, the result will be declared as “NO CHANGE”.

20.3.2. If the marks awarded by the First Re – Evaluator is more than + or - 5% and up to + or - 10%, the average of the marks awarded by the Original Examiner & First Re – Evaluator will be taken as final award.

20.3.3. If the marks awarded by Original Examiner & First Re – Evaluator varies more than + or – 10% of the maximum marks, then Answer Book shall be referred to Second Re – Evaluator.

20.3.4. The average of best two performance of a student among all the attempts of evaluation/ re – evaluation will be considered as the final result. The result of Re – Evaluation is issued through a notification by the Office of the Controller of Examinations.

20.4. INTERPRETATION/ CLARIFICATION:

The Vice-Chancellor is authorized to interpret or clarify the above rules wherever it is necessary and such interpretation/ clarification shall be final.



CHAPTER 21

DECLARATION OF RESULT IN CONFIDENCE

- 21.1. Confidential result is issued to any candidate who wants to apply to any University/ Institution for higher study. Candidate should produce the letter from University/ Institution where he/she wants to apply.
- 21.2. Application form for issuing the confidential result is provided by the Department of Examinations. The candidate is required to fill all the details and also attach photocopies of Detailed Marks Sheet/s (DMC), Admit Card and requisite fee slip.
- 21.3. The confidential result is prepared when all the awards (Theory, Practical, Internal Assessment etc.) is received by the Department of Examinations.
- 21.4. Once the result is prepared it is thoroughly scrutinized and signed by the Controller of Examinations.
- 21.5. The confidential result is sealed in an envelope and dispatched to respective School/ Department /University mentioned in the application of the candidate.



CHAPTER 22

EXAMINATION RELATED GRIEVANCES

EXAMINATION GRIEVANCES: The Department of Examinations has a well-organized mechanism for Redressing of examination related grievances. The student can approach the Department of Examinations, DY Patil University (DYPU), Pune via Student Section/ School Examination Officer of the respective School to redress the Examination related grievances.

To address all examination related grievances, the Department of Examinations, DYPU have two stage Grievance Redressal Mechanism (GRM).

- (i) At the level of Assistant Registrar (A.R)/ Section Officer (S.O), Department of Examinations.
- (ii) To the Controller of Examinations (if doesn't get resolved at 1st stage or student is not satisfied with the solution provided by A.R/ S.O).

22.1. MECHANISM FOR REDRESSAL OF GRIEVANCES REGARDING EXAMINATIONS:

A Written signed application from student addressing the Department of Examinations via student section/ School Examination Officer or concerned authority, clearly mentioning the grievance shall be submitted to the Department of Examinations, DYPU.

22.2. CLASSIFICATIONS OF GRIEVANCES:

22.3. BEFORE EXAMINATIONS: Common grievances of students before the examination are generally:

- (i) Late application form filing
- (ii) Non-receipt of admit card
- (iii) Wrong entries in the admit Card etc.

In all cases, grievances which are communicated to the Department of Examinations, DYPU are resolved at the earliest.

22.4. DURING EXAMINATIONS: During Examinations, if any student finds discrepancy in question, e.g. data given in question paper is insufficient or options are repeated, out of syllabus questions, typing errors, etc. Students may report about the same.

In such cases Controller of the Examinations forms an Expert Committee with kind approval of Hon'ble Vice – Chancellor and committee takes cognizance and submits its report. Grievance shall be resolved in due course of time.

22.5. AFTER EXAMINATIONS: After examinations, there are commonly three types of grievances can be observed;

- (i) Evaluation of Answer Book/s
- (ii) Result Declaration
- (iii) Detailed marks sheet (DMC)/ Degree/ Certificates correction



If any student has objection with the mentioned types of grievances or any other, he/ she can apply to the Department of Examinations via student Section / School Examination Officer of respective School for the same. After receiving application, the Department of Examinations resolves the grievance as per the requirement and jurisdiction of the grievances.



CHAPTER 23

PROCEDURE FOR HONORARIUM, TRANSPORT ALLOWANCE (TA), BILL PROCESSING AND PAYMENTS

- 23.1. The Finance Committee of the University provides the Honorariums amount rate list for Examination related work viz. Thesis Evaluation/ Paper Setting/ Paper Evaluation/ Conducting Practical & Viva voce, Examination Conduction related duties etc. to the Office of the Controller of Examinations.
- 23.2. The panel of External Experts approved by the Board of Studies of respective School/ department is requested from the Principal/ HoD at least two (2) months before scheduling the End Term Examinations. On receiving the panel of External Experts, the office of the Controller of Examinations gets it approved from the Hon'ble Vice – Chancellor, DYPU.
- 23.3. The Office of Controller of Examinations send the Invitation letter for Practical Examinations to the respective External Experts.
- 23.4. The External Experts for Paper Setting send the Set of Question Papers in confidence to the Controller of Examinations along with duly filled Bill/ Remuneration Form.
- 23.5. The External Experts conduct the Practical Examinations and the Principal/ HoD of respective School/ department submit duly signed award sheet with all other documents to the Office of Controller of Examinations.
- 23.6. The Superintendent/ Section Officer of Conduct Section of the Department of Examinations will verify the submitted documents for Practical and Paper Setting etc., and forward the same to the Controller of Examinations for approval.
- 23.7. Remuneration Bill Form shall be forwarded to the Office of the Chief Finance Officer/ Account Department for verification and payment.
- 23.8. The Office of the Chief Finance Officer/ Account Department shall complete the payment of Bills to the Examiner within fifteen (15) days of receiving the Bill of payment forwarded by the Office of the Controller of Examinations.



CHAPTER 24

PROCEDURES OF PRINTING/ ISSUANCE OF CERTIFICATES, DIPLOMAS, DEGREES AND PROVISIONAL DEGREES/CERTIFICATES ETC

- 24.1. Confidential Tabulation Report (CTR) shall be prepared as per the format required for merging with Word/ Excel template.
- 24.2. Merged file shall be emailed/ shared to the Certificate Section by Result Section of the Department of Examinations after creating pdf file. The pdf file shall be again checked with printed CTR and course Scheme. Verified pdf file shall be sent to Printing Cell for printing Detailed Marks Card (DMCs)/ Certificates/ Degrees.
- 24.3. Printing Cell sends the printed DMCs to the Certificate Section, received DMCs are checked and counted.
- 24.4. DMCs are signed by the Section Officer/ Superintendent, Dy. Controller of Examinations & the Controller of Examinations after that the signed DMCs are scanned in jpg file and renamed according to PRN & DMC Number.
- 24.5. DMC are arranged according to School/ Department, Program, Semester/ Year and Session wise and forwarding letter is prepared and packed in envelope. DMC Number shall be written on printed CTR.
- 24.6. Forwarding letter is being signed by dealing staff member, Section Officer and Controller of Examinations. Respective School is informed to collect their DMCs from the Department of Examinations. The receiving on DMC forwarding letter is filed in DMC dispatch file.



CHAPTER 25
ISSUING THE PROVISIONAL DEGREES/CERTIFICATES AND MIGRATION
CERTIFICATES

- 25.1.** The student should fill the prescribed Form and attach supporting documents and deposit the required fee at Fee Counter of the University.
- 25.2.** The Principal/ HoD of respective School/ Department should verify the details of the students and forward the Form to the Office of the Controller of Examinations.
- 25.3.** Received Application form shall be thoroughly checked with signed Result Gazette and Confidential Tabulation Record. After verification, Provisional Degree is prepared and printed on letter head of D.Y. Patil University.
- 25.4.** A copy of Provisional Degree shall be retained by the Department of Examinations for record.



CHAPTER 26

ISSUING THE DEGREE BEFORE CONVOCATION

- 26.1. Degree before convocation may be issued to the students for higher study abroad or with in country. Self – attested copy of Final Year Mark – sheet, VISA/ Passport, Notarized Affidavit on a Non – Judicial Stamp Paper of minimum Rs.10/-, declaration by student in prescribed format, Admission Letter from foreign Institution/ College/ University are required.
- 26.2. The student should fill the prescribed Form and attach relevant document in support and deposit the required fee at Fee Counter of the University.
- 26.3. The Principal/ HoD of respective School/ Department shall verify the details of the students and forward the Application for kind approval of Hon'ble Vice – Chancellor of the University.
- 26.4. After approval of the Hon'ble Vice – Chancellor, application shall be forwarded to the Office of the Controller of Examinations. The Department of Examinations prepares the Degree.
- 26.5. Degree is sealed and signed by the authorized Officials and dispatched to the concerned School/ Department from where the applicant may collect it.



CHAPTER 27

CONVOCATION

- 27.1. A list of eligible students for Degree/ Diploma is prepared with the help of Result Gazette/ Confidential Tabulation Report (CTR).
- 27.2. List of Degree or Diploma Data shall be sent to concerned Principal/ HoD of respective School/ Department for name and other details verification.
- 27.3. The verified list is signed and stamped by the concerned Principal/ HoD of respective School/Department and soft copy of the same along with signed hard copy is sent to the Department of Examinations.
- 27.4. The approved list is mailed by Certificate Section to Printing Cell in the required format along with the sample format of Degree/ Diploma.
- 27.5. The Printing Cell prepares the pdf file of Degree/ Diploma and mails it to Certificate Section, the Department of Examinations, DYPU.
- 27.6. The pdf file is thoroughly checked with verified list and vetted for printing.
- 27.7. The printed Degrees/ Diplomas are dispatched by Printing Cell to the Certificate Section.
- 27.8. The signed Degrees/ Diplomas are scanned in jpg file and renamed according to PRN and Degrees/ Diploma Numbers.
- 27.9. Degrees/ Diplomas are arranged according to Schools/ Departments, Courses, Semester or Year/ session wise and accordingly forwarded to the Director IQAC with covering letter.
- 27.10. Degrees/ Diplomas Numbers are to be written on printed CTR.
- 27.11. Degrees/ Diplomas are conferred to the Students in the Convocations.



CHAPTER 28

AWARDS AND MEDALS

- 28.1. The student enrolled in various certificate, diploma or degree programme at the DY Patil University, Pune on successful completion and passing of prescribed examinations, shall become entitled to the award of the corresponding certificate, diploma or degree for that programme.
- 28.2. The student awards and medals are awarded on the recommendation of a Standing Committee. The recommendations of the committee are considered by Academic Council and Board of Management for ratification.
- 28.3. Scholarships, medals and prizes are awarded on the basis of academic/ other achievements as decided by the Board of Management/ Standing committee.
- 28.4. The number of scholarships, medals and prizes to be awarded is determined by the Board of Management of the DY Patil University, Pune either on its own initiative or on the recommendation of standing committee.



CHAPTER 29
WEEDING AND DISPOSAL OF OLD RECORDS OF THE DEPARTMENT OF
EXAMINATIONS

29.1. PROCESS OF WEEDING AND DISPOSAL OF OLD RECORDS:

- 29.1.1.** The old records/ documents of the Department of Examination which are not required as permanent records of the Department of Examinations of DY Patil University, Pune are to be weeded and disposed from time to time.
- 29.1.2.** The Controller of Examinations as per requirement writes a note to the Hon'ble Vice – Chancellor requesting for constitution of a Committee which shall process weeding out and disposal of old records of the Department of Examinations under the Committee supervision.
- 29.1.3.** On the request of Controller of Examinations, the Hon'ble Vice – Chancellor constitutes Committee consisting of odd number of members with Controller of Examination as its Member Secretary.
- 29.1.4.** The Committee shall decide the course of action to be initiated for weeding of old records of the Department of Examinations.

29.2. GENERAL GUIDELINES TO BE FOLLOWED FOR WEED OUT:

To weed out the obsolete records, following guidelines shall be adhered to:

- 29.2.1.** Each Section Viz. Certificate Section, Conduct Section, Result Section, Evaluation Section, NAD Cell and Secrecy prepares a list of the documents as preserve permanently, preserve for due course of time and for disposal.
- 29.2.2.** In case no disposal is required in any section, a certificate of “Nil Destruction Required” must be submitted.
- 29.2.3.** The committee which consists of odd number of members shall examine the details of obsolete records being proposed for weed out.
- 29.2.4.** In each section, a ‘Register of Records Destruction/ Retention’ should be maintained with the date and method of disposal/ destruction.
- 29.2.5.** The records should be weeded out by way of shredding in each section.
- 29.2.6.** In case the records are needed to be preserved because of any matter pending before court or any similar legal or other requirements, respective Section is responsible for preserving of such records.
- 29.2.7.** The decision of the committee will be final to approve any amendment, exemption or deviation required with respect to the weed out/ retention of records.
- 29.2.8.** After completion of the process, committee shall submit a certificate of record destruction and retention to the Hon'ble Vice – Chancellor, DYPU.
- 29.2.9.** One copy of the preservation and weed out/ destruction certificates should be submitted to the Registrar's Office for Official Record.



CHAPTER 30

MISCELLANEOUS

30.1. Examination formats are explained in Annexures (Attached).

- (i) Annexure – 1: Conduct Section Formats – Time Table, All Report (Theory Examinations), Consumed Answer sheets Details, Copy Case (UMC) Format, Roles and Responsibilities of Supervisors, Stationary Requisition, Flying Squad, Hall Ticket format etc.
- (ii) Annexure – 2: Evaluation Section Formats – CAP Template, Question Paper Attendance – Marks template, Theory Marks template, etc.
- (iii) Annexure – 3: Result Section Formats – Result Ledger template, Result Analysis format, etc.
- (iv) Annexure – 4: Degree Section Formats – Provisional Grade Card template, Final Grade Card format, Degree certificate template, etc.
- (v) Annexure – 5: Secrecy Section Formats: Appointment Letter format for Chairperson of Paper Setter/Examiner, Acceptance Letter by paper setter/examiner, Appointment letter format for Observer, Office Order for Sr. Supervisor, Question Paper template, etc.
- (vi) Board of Examinations (BOE) meetings format: Minutes of Meetings template, Agendas template, meeting's report format etc.

30.2. Promotion of the students to the next session will be done by the Principal/ HoDs of the respective School/ Department.

30.3. Any other provision not mentioned shall be governed by the rules and regulations framed by DY Patil University, Pune from time to time.

30.4. Hon'ble Vice – Chancellor is authorized to interpret or clarify the above rules wherever it is necessary and such interpretation/ clarification shall be final.

