

Kandivli Education Society's

B. K. SHROFF COLLEGE OF ARTS & M. H. SHROFF COLLEGE OF COMMERCE

An Autonomous College

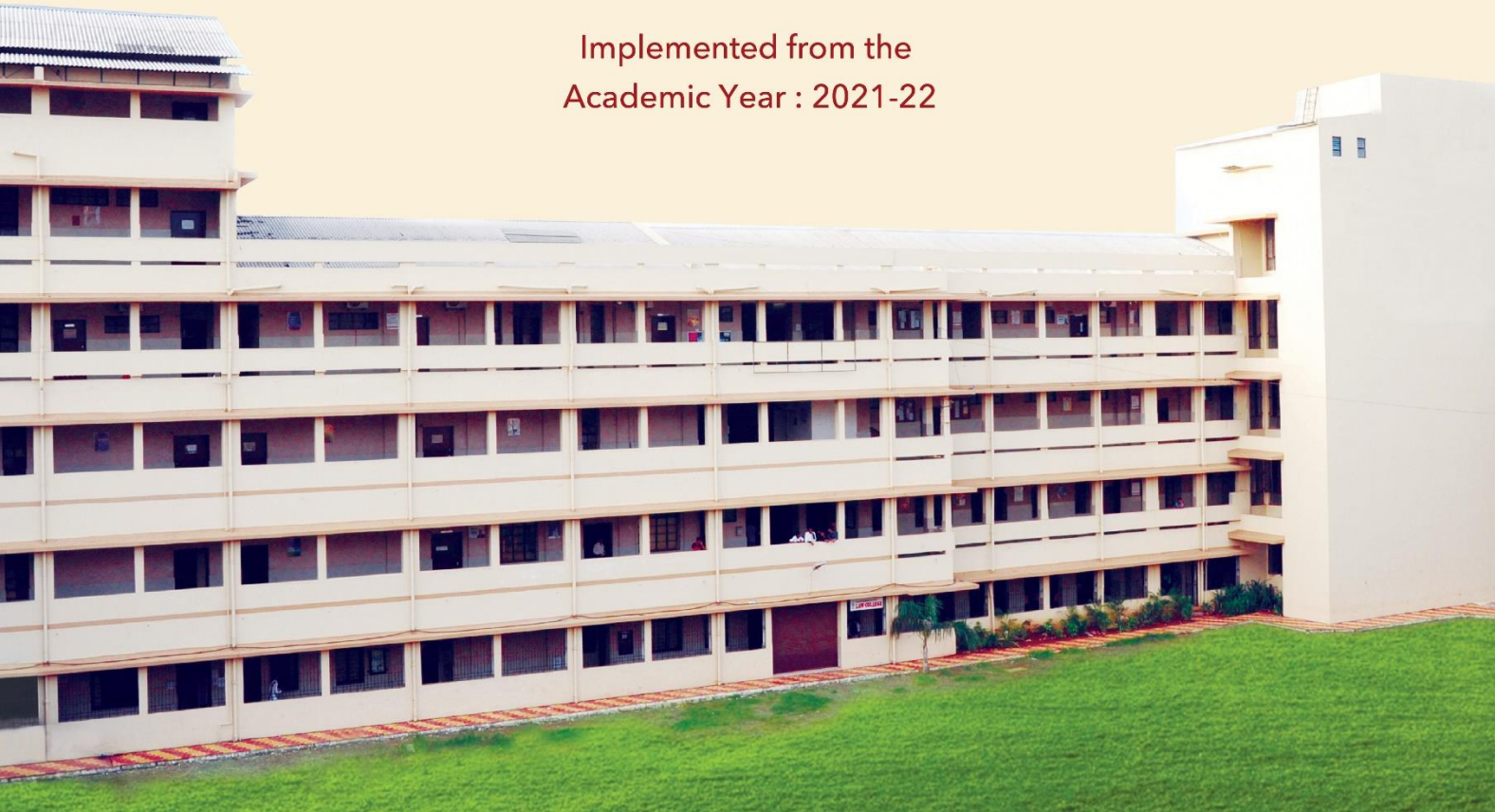
NAAC Re-accredited 'A' Grade

ISO 9001 : 2015 Certified

• 'Best College 2017-18' award from University of Mumbai •

POLICY ON EXAM DEPARTMENT OF THE COLLEGE

Implemented from the
Academic Year : 2021-22



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Mentor College under UGC's 'PARAMARSH' Scheme • 'Best College 2017-18' award from University of Mumbai



Bhulabhai Desai Road, Kandivali (West), Mumbai – 400067.

Policy on Exam Department of the College

Basic Information:

	Policy Title: <u>Policy on Exam Department of the College</u>	
1.	Policy Number: (Suggested By IQAC)	Functional Area: Entire College with UG, PG and other areas
2.	Drafting	By IQAC
3.	Policy Applies to:	Entire Teaching faculty and the concern office staff
4.	Effective from the Date:	14 June 2021
5.	Approved by:	IQAC Full Bench in its Meeting held on 17 March 2021
6.	Responsible Authority	IQAC/ HR Manger / Principal
7.	Superseding Authority	Governing Body
8.	Last Reviewed/ Updated:	NA
9.	Reason for the policy	Transparency, Accountability and Fair Working conditions in general and clarity of the functioning of the respective domain in particular
10.	References for the policy	UGC Guidelines, University Act, University and Government Statutes/ various directives from MHRD, Institutional Vision and Mission, Institutional work ethics and philosophy, etc.

Exam Department of the College

The autonomous status of the college demands that preparations for all types of examinations, their conduct followed by evaluation of answer books and processing results, including printing and distribution of mark sheets required to be arranged for by the college. Exam department therefore has an extraordinary importance in the quality statement of the college. Examination system should be fair and just at the same time many of the processes regarding examinations need a very high degree of confidentiality. The staff associated therefore should be of extraordinary honesty, integrity and commitment. To ensure this the college has a clear set of regulations called Code of Examinations, which are strictly followed in letter and spirit.

Code of Examination

1. The code of examination shall be applicable to all the examinations conducted for any academic programmes and courses conducted by the college and shall also include internal examinations, assignments, projects, practicals.
2. The Board of Examination and Evaluation shall be the authority to deal with all matters relating to any examination conducted by the college.
3. The Board shall meet at least four times in an academic year.
4. The Board shall consist of the following members:
 - i. The Principal – Chairman
 - ii. The Vice Principal
 - iii. Deans of the Faculties
 - iv. Dean - Administration
 - v. One senior teacher of the level of associate professor as deputy chairman
 - vi. Heads of departments
 - vii. One senior teacher conversant with ICT tools.
5. The Board of Examination and Evaluation shall have the following powers and duties:
 - a) To plan and prepare strategies to implement tasks relating to examinations, their preparation, conduct and processing in an efficient and time bound manner. Such that the evaluation, moderation, tabulation and declaration of results occurs in a timely manner. Provided that the board shall for the purpose of this clause give effect

to the recommendations given by the Heads of the NSS, NCC, Sports, Cultural, Department of Life Long Learning and Extension of the college.

- b) To prepare the financial estimates relating to the examinations and evaluation to incorporate in the annual budget of the college.
 - c) To ensure strict vigilance during the conduct of examinations so that unfair means practices by students, teachers, supervisors, are avoided.
 - d) To establish procedures for the use of computer technology in the entire processes relating to examinations their conduct in the online or offline or blended mode and evaluations and declaration of results, including effective creation and utilization of question banks.
 - e) To ensure effective mechanism for credit assessment and issues relating to credit transfer.
 - f) To ensure that a central assessment system is in place for the assessment and evaluation of answer books.
 - g) To undertake examination and evaluation reforms in order to make the examination and evaluation systems more robust and efficient.
 - h) To appoint paper setters, examiners and moderators from amongst the panels prepared by the various board or joint board of studies and where necessary to remove or debar them having regard to the recommendations regarding the prepared panels.
 - i) To prepare a detailed schedule of examinations and evaluations and to ensure that it is effectively implemented.
 - j) To prepare reports on the examinations conducted and submit the same to the Management Council of the college.
6. In case of any emergency requiring urgent attention and action the chairman or the deputy chairman or any person designated by either of them shall take such action as deemed fit and necessary and report to the Management Council regarding such action at its next meeting .
7. It shall be obligatory on every teacher and the non-teaching staff of the college to render necessary assistance and service in respect of every examination conducted by the college. Failure to comply with any orders issued to any such person by the deputy chairman or on his behalf shall be liable for appropriate action. The principal shall have the powers to take such action like imposing penalties as may be prescribed by the University Statutes.

8. In order to investigate and take disciplinary action for failure to comply with the orders regarding rendering assistance or service in respect of examination or for evaluation of students or for malpractices and lapses on the part of the candidates, paper setters, moderators, examiners or any other persons connected with the conduct of examinations or for any processes related with the examinations or at any stage whatsoever the Board of examinations and evaluations shall constitute a committee of at least three senior teachers of which one shall be the chairman. Such committee shall prepare and submit its report and recommendations to the principal who may direct the deputy chairman to take necessary action against the person or persons involved in the malpractices directly or indirectly and the deputy chairman shall then act accordingly to implement the directions given by the principal.

Code for Unfair Means Issues

1. (a) On receipt of a report regarding use of unfair means by any student at any college examination, including breach of any of the rules laid down by the college Authorities for proper conduct of examination, the Board of Examinations and Evaluation shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any college examination or from any course in the College 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 examination for which the student appeared or by deprivation of any Scholarship held by him/her or by cancellation of the award of any prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways *within a period of one year*.
- (b) On receipt of report regarding malpractices used or lapses committed by any paper-setter, moderator, examiner referee, teacher or any other person connected with the conduct of examination held by the College including breach of the rules laid down for proper conduct of examination, the Management Body of the college shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by a fine not more than the entire remuneration for the assigned work or

by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

2. **Competent Authority:** The Board of Examinations and evaluation of the college constituted under the provisions of autonomy guidelines applicable shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the college
3. Definition Unless the context otherwise requires:
 - (a) "Examinee" means and includes a person who is registered as such by the College for a given examination after receiving instructions qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and Learner registered as candidate (examinee) for any of the degree, diploma or certificate examination.
 - (b) "Unfair means" includes one or more of the following acts or omissions on the part of student's during the examination period.
 - i. Possessing unfair means material and or copying therefrom.
 - ii. Transcribing any unauthorised material or any other use thereof.
 - iii. Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - iv. Unauthorized communication with other examinees or anyone else inside or outside the examination hall, from where examination is taken including a place of residence or any closed room or outside.
 - v. Mutual/Mass copying.
 - vi. Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
 - vii. Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.
 - viii. Interfering with or counterfeiting of College seal, or answer books or office stationary used in the examinations
 - ix. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.
 - x. Impersonation at the University/College/Institution examination,
 - xi. Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.
 - xii. Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.

- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examiner) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid like smart phones, smart watches, tablets, that can give access to the internet and/or web resources or allowing any other person to be in close vicinity of the examinee during the period from the commencement of the exam till its conclusion while taking online exam or which is not allowed in the examination hall
- (c) "Possession of unfair means material by a student" means having any unauthorised material on his/ her person or desk or chair or table or at any place within his/her reach, in the examination centre or any other place from which the exam is being taken and its environs or premises at any time from the commencement of the examination till its conclusion. It also includes possession or use of any digital device or gadget that may give access to online communication or internet or any such information source other than the one registered and allowed to be used for taking the online exam.
- (d) "Examinee" found in possession" means an Examinee, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled or deleted from the gadget used to take the examination by the examinee or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or any officer authorised in this behalf.
- (e) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to above, the presumption shall be that the material did relate to the subject of the examination.

- (f) "Chief Conductor" means Principal of the College and any other person duly authorised by him or appointed as in-charge of examination,
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor.
 5. Chief Conductor of the Examination Centre shall, in the case of unfair means, follow the procedure as under :
 - (i) The examinee shall be called upon to surrender to the Chief Conductor or the unfair means material found in his or her possession, if any, and his/her answerbook.
 - (ii) Signature of the concerned examinee shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
 - (iii) Statement of the examinee and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor. If the examinee refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
 - (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case :
 - (a) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
 - (b) Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/ her examination.
 - (c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982-An Act to provide for preventing mal-practices at University/Board and other specified examinations.
 - (d) Mark his/her answerbook as "suspected unfair means case" insert the time and signature of the Jr. Supervisor (and member of the visiting squad appointed by the college and allow him/her to continue to write the exam
 - (v) All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No.(ii) and (iii) and the answerbook/s shall be forwarded by the Jr. Supervisor, along with his report, to the controller of Examinations ,in a separate and confidential sealed envelope marked "suspected unfair means Case"
 - (vi) In case of the unfair means in the form of gadgets like smart phones, laptops, smart watches the same may be confiscated from the examinee,

investigated for any unfair means contents in presence of one technical expert and one senior teacher of the concerned subject. The presence of unfair means if any should be recorded by means of screen shots and printed copies and the gadgets may be returned to the examinee within seven days of any request for returning such confiscated gadget is made by the concerned examinee.

- (vii) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations.

6. Procedure to be followed by Examiner during Assessment:

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

7.(i) Case of unfair means having *prima-facie*, reported by the Sr. Supervisor or/Jr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examinations and Evaluation.

- (ii) In the event cases of unfair means reported through any other sources, at the Examination the same shall be scrutinized by the controller of Examinations who shall also, collect preliminary information to find out whether there is *prima-facie* case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the principal. If the principal is satisfied that there is such a *prima-facie* case he shall place the same before the Unfair Means Inquiry Committee for further investigation. The person from the concerned source through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (iii) Examination Result/s of the concerned student/s involved in such cases shall be held in reserve till the principal takes final decision in the matter and the concerned student/s shall be informed accordingly.
- (iv) **Appointment of Unfair Means Inquiry Committee :**

- (i) For the purpose of investigating unfair means resorted to by students at the college examinations, the Board of Examinations and Evaluation shall appoint a Committee in terms of the provisions the autonomy rules applicable. The tenure of the Committee shall be three years. The members appointed on the College Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- (ii) The Unfair means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the committee and after ensuring whether reasonable opportunity has been given to the concerned implicated student in his/her defense, the principle of natural justice has been followed and the recommended quantum of punishment is not beyond the guidelines laid down in this behalf.
- (v) Procedure of the Committee should be as under :
 - i. The Controller of Examinations of the College the Officer authorised by him, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as so why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
 - ii. The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
 - iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
 - iv. Reasonable opportunity, including oral hearing, shall be given to the student in his/her defense before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
 - v. The Committee should follow the above procedure in the spirit of the principle of natural justice.

- vi. After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defense. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in *absentia*, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- vii. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

(vi) Punishment :

The Board of Examinations after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

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

Appendix-A.

Sr.No.	Nature of Malpractice	Quantum of Punishment
1.	Possession of copying material	Annulment of the performance of the student at the

		College examination in full. (Note - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
2.	Actual copying from the copying material	Exclusion of the student from College examination for one additional examination.
3.	Possession of another student's answer-book	Exclusion of the student from college 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 College examination for two additional examinations (BOTH THE STUDENTS)
5.	Mutual /Mass copying	Exclusion of students from College examination for two additional examinations. (All involved students)
6.	Smuggling-out or smuggling-in of answerbook as copying material.	Exclusion of the student from College examination for two additional examinations.
7.	Smuggling-in of written answerbook based on the question paper set at the examination.	Exclusion of the student from College examination for three additional examinations.
8.	Smuggling-in of written answerbook and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from College examination for four additional examinations.
9.	Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.	Exclusion of the student from College examination for four additional examinations.
10.	Interferring with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.	Exclusion of the student from College examination for four additional examinations
11.	Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.	Exclusion of the student from College examination for four additional examinations
12.	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 College examination for four additional examinations. (Note:- This money shall be credited to the student's welfare Fund)
13.	Using obscene language/violence threat at the examination centre by a student at the College examination to Jr./Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from College examination for four additional examinations
14.	Impersonation at the College examination.	Exclusion of the student from College examination for five additional examinations. (both the students if impersonator is College student)
15.	Impersonation by a College student at S.S.C./H.S.C. any other examinations	Exclusion of the student from College examination for five additional examinations.
16.	Revealing identity in any form in	Annulment of the performance of the Student at the

	the answer written or in any other part of the answerbook by the student at the College examination.	college examination in full.
17.	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the college examination in full.
18.	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the college examination in full, and severe punishment depending upon the gravity of the offence.