

# **VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**

(Affiliated to Shivaji University Kolhapur)

## **RULES AND REGULATIONS**

(For examination and evaluations of U.G. and P.G. Programm)

### **Note :-**

The rules and regulations are subjected to amendments as may be made by the competent authority of the college from time to time. All amendments will be effective from the date of admission and are applicable to all candidates and employees of the college.

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## **PREAMBLE :**

Vivekanand College Kolhapur is one of the best colleges under Shivaji University Kolhapur. The college has been awarded an autonomous status vide **No. F.22-1/2017(AC)**

The Academic Council vide UGC guidelines for autonomous college during 12th plan has been countersued with certain power and duties. One of them is to conduct the examination and evaluation. The examination cell as per UGC guidelines shall consist of following members.

- 1) Principal / Chief COE
- 2) COE
- 3) Deputy COE in Science
- 4) Deputy COE in Arts
- 5) Deputy COE in Commerce
- 6) Clerical Staff

## **1. DUTIES AND POWER OF EXAMINATION CELL :**

- 1.1 Proper organization of examinations intestinal evaluation tests, tabulation and declaration of results, with fixed time schedule including dates.
- 1.2 Appointment of examiners, moderators and Paper setters from amongst the persons included in the panels prepared by respective Board of Studies (BOS).
- 1.3 Practical Examinations.
- 1.4 Collect three paper sets of question papers in sealed envelopes, in the respective Courses. Chief COE (Principal) / COE / Nominee approved by Chief COE shall select at random any one of sealed envelopes containing question papers. This sealed envelopes shall then sent for printing.

- 1.5 Assessment shall be done centrally through central assessment system. After assessment of all answer books, the examiner / moderator will prepare the mark sheet.
- 1.6 To take disciplinary action for misbehavior malpractices on the candidates, Paper setters, examiners, moderators, or any other persons related with conduct of examinations, the Board of Examination shall constitute a sub committee consisting of three members of whom one shall be chairman.
- 1.7 The Sub-committee shall be put recommendations before BOE committee which take the disciplinary action in the matter in presence of all committee members (BOE).
- 1.8 The Committee shall arrange the strict vigilance for students, teachers, invigilators, supervisors etc. during the conduct of examination.
- 1.9 Two third members shall constitute a quorum for examination committee.
- 1.10 The BOE shall meet at least twice during the academic year and such other times as they be required.
- 1.11 The duties of COE shall be as follows.
  - I) Question Paper setting and printing.
  - II) Distribution of Q-Paper to senior supervisor.
  - III) Conduct of examination smoothly.
  - IV) Assessment / Reevaluation
  - V) Result declaration
  - VI) Recommendation for bill (Paper setter, printing, assessment, result processing, declaration etc.)

## VII) Examination Cell

- Pre examination work (Paper setting and printing)
- Conduct of examination
- Post examination work (Assessment and tabulation, result)

## 2. QUESTION PAPER SETTING :-

- Eligibility Criteria for appointment of paper setter/ Examiner / Moderator/ Practical Examiner
- 2.1 The paper setter/ Examiner shall be appointed by BOE. The paper setter/ Examiner for UG/PG course shall be at least Post Graduate in concern subject.
  - 2.2 The paper setter shall have at least three years of teaching experience in the concerned subject of the persons are not available as per the norms mentioned above, the experienced teachers may be appointed as a special use with due approval from chairman (BUE).
  - 2.3 No one can claim appointment related to examination work as a matter of right.
  - 2.4 Appointment of paper setter shall be made two months before the final examination.
  - 2.5 Appointment of Examiner (Practical), assessor shall be made fifteen days before date of examination.
  - 2.6 Paper setter/ Assessor / Practical examiner shall communicate his/ her acceptance immediately.
  - 2.7 Paper setter/ Examiner/ Assessor shall follow all the directions given by BOE from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.

### 3. **INSTRUCTIONS TO PAPER SETTER :-**

- 3.1 The paper setter shall not disclose his/ her appointment. Any work related to examination is confidential, hence secrecy should be maintained.
- 3.2 It is mandatory for the teaching staff members of Vivekanand College, Kolhapur to accept the any appointment, related to examination work.
- 3.3 Question paper nature should be precise. The paper setter should design question paper such that the questions.
  - i) are written with simple, straight forward and meaningful wording.
  - ii) are asked for relevant marks.
  - iii) cover the entire syllabus
- 3.4 Paper setter shall follow the guide lines as directed time to time regarding nature of the question paper and scheme of marking.
- 3.5 Paper setter should prepare the synoptic model answers for guidance of assessment of answer books.
- 3.6 Paper setter should specifically mention the charts, logtables, data books etc. required for the examination.
- 3.7 In addition to common instructions, paper is requested to add some instructions, if required.
- 3.8 The hard copy of the question paper shall be placed in the Blue envelope. (A) While scheme of marking shall be placed in white envelope. (B) These two envelope shall be placed in green envelope. (C) Such three green envelopes (for three set) shall be placed in the white envelope (Cover – D).
- 3.9 TA/DA shall be paid for such work for outside examiners.

#### **4. SCRUTINY OF QUESTION PAPERS :-**

- 4.1 The scrutiny of the question paper sets received shall be carried out by respective Head of the department himself along with two senior teachers of the department at least one week, in advance to the date of commencement of examination. For this purpose Head and COE shall contact each offer.
- 4.2 In case of non receipt of question paper and set COE shall request concerned head.
- 4.3 The scrutiny will be carried out in the COE office and information shall be given to Chief COE / Principal.
- 4.4 While doing scrutiny the following particulars should be checked.
  - I) Check the cover of envelope and hard copy of the question paper.
  - II) Make all correction on hard copy of question paper.
  - III) Check and correct the course code, subject code, course name, time allotted, marks allotted, instructions and number of questions.
  - IV) Check the envelope containing scheme of marking and synoptic answers.

#### **5. QUESTION PAPER PRINTING :-**

- 5.1 Chief COE/ COE/ Nominee by Chief COE shall select one question paper at least five days before the schedule of the said examination.
- 5.2 Printing of question paper shall be done at least two working days before the examination by COE.

5.3 No. of copies to be printed will be decided by the following formula.

$$T = N + A$$

T = Total number of question papers to be printed, N = No. of candidates appearing, A = Additional question papers (25% of the number of students appearing).

5.4 No. part of the question paper shall be saved on the hard disc during entire process of printing.

5.5 Don't create any file on any of the storage device while setting up the format of the question paper if required.

5.6 These manuscripts shall be compiled and are to be retained for at least one additional semester in a sealed envelope.

5.7 Any part of the question paper, the papers related to question paper sets shall be destroyed by burning it at the end of the printing work every day.

5.8 Pending commands given to the printing machine if any shall be erased before closing the room.

5.9 All USB parts or any other accessory which can be used to transfer or to save the data shall be disabled from the computer.

## **6. FORMAT OF Q-PAPER :-**

- 6.1 I) Question paper will be on A4 size paper.
- II) Both the sides of the papers would be used for printing.
- III) A white paper shall be used for the question paper printing.  
The color may be decided by chief COE.
- IV) Additional sheets shall be stapled with the main sheet.
- V) Q-papers shall be prepared in MS Word only.
- VI) Font to be used shall be in Times New Roman Size 12 pt.
- VII) The following matter shall be printed on Q. paper.

- a) Shri. Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Autonomous)  
(Affiliated to Shivaji University Kolhapur)
- b) Name of the examination for example :- B.Sc. I Exam., Sem  
I/II, Paper No. .... April 2018-19.  
Title :-
- c) Course code question paper code.
- d) Date and time.

Maximum Marks

- VIII) Question papers shall be printed using available printing machine.
- After printing, Question papers would be counted and placed in the packets, as per lots selected.  
eg. a) 50 question papers in each packet.  
b) 20 question papers in each packet and so on.
  - Open end of the Packet shall be Pasted.
  - The matter printed on the top of the question paper would be cut and pasted on the packet.
  - Packets shall be sealed using sealing wax with personal metal seal of the COE.
  - COE shall put his/ her signatures on the packet.
- IX) Paper seals duly signed with date and time have to be pasted on cupboards in the printing / strong room section/ doors.
- X) COE shall appoint DTP operator and one class IV for printing the question papers. persons other than those deputed for printing would not be allowed to enter the printing section. The person deputed will not leave the room until the work is completed. No one carry any communication device with themselves.



## **7. CONDUCT OF EXAMINATION :-**

- I) The various examinations shall be conducted as per the examination schemes approved by Board of studies for the various programmes.
- II) The students shall be evaluated for his / her academic performance through Teacher's assessment class tests, practical examination and final examination (end semester examination).
- III) There shall be class tests during each semester for every course. The tests shall be conducted by the respective department.
- IV) At the end of each semester there shall be end semester examination for every theory course. It shall consist of theory examination of respective marks as mentioned in the examination scheme approved by Board of studies of the respective programmes. The examination shall be based on the entire syllabus of the respective course.
- V) Practical examination shall be conducted for every practical course, seminar, and project at the end of academic year for U.G. courses.
- VI) Practical examination for P.G. Courses shall be conducted at the end of each semester.
- VII) Internal evaluation of the students shall be done by giving and checking home assignments / Periodical tests/ project/ seminars / surprise test etc.
- VIII) End semester examination for all programmes shall commence on the particular date as per the schedule approved by the examination committee.

- IV) COE shall be responsible for smooth and proper conduct of examination in the college. He shall
- a) Give the directions to all Head of Departments for conduct of examination.
  - b) Prepare the master plan for seating arrangement.
  - c) Send the copy of examination schedule to all heads.
  - d) Receive the cases of misbehavior, Mal Practices and copy cases and forward the same to chief COE or complaint redresser committee for further necessary action/
- V) Heads of departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers.
- VI) COE shall prepare appointments of staff for various examination activities as per following structure.
- 1) Senior supervisor
  - 2) Jr. Supervisors
  - 3) Reliever
  - 4) Two-three class – III employees to assist Sr. Supervisor.
  - 5) Two Peons
- VII) Chief COE/ Principal shall appoint a flying squad of three senior faculties including a lady faculty.

## **8. PRACTICAL EXAMINATION :-**

- I) Practical examination shall be conducted as per the examination schedule approved by the examination committee.

- II) heads of Departments shall act as co-ordinators for conducting practical examinations of their respective departments.
- III) Respective Heads shall prepare detailed time table (batchwise) for the practical examination, after taking consent of Heads of other departments to avoid the overlapping of schedule.
- IV) Head of Department shall appoint staff for practical examination as per structure.
- V) After the practical examination of the course is over Internal and external examiner shall fill the marksheet, sign on it, seal it in a Packet, and hand over the same to Heads.
- VI) Head of Dept. shall hand over the marksheet to COE.

**9. CENTRAL ASSESSMENT :-**

- I) For assessment of answer books chief COE, will form committee for a Central assessment cell.
- II) Assessment is compulsory to all teaching staff of the college.
- III) Normal working hours of Central assessment cell shall be 9:00 A.M. to 6:00 P.M. working hours may be extended at may be decided as per requirement.
- IV) Examinet shall collect Answer books scheme of marking from CAP Coordinator.
- V) Examiner shall assess the answers in terms of marks only. He/She neither shall put any comment nor shall put any markings.
- VI) The CAP Co-ordinator shall send all valued answer books in sealed bundles to the COE.

- VII) All valued answer books shall be preserved for the consecutive semester under the custody of COE office.
- VIII) If student is not satisfied with declared result a facility to get photocopy of the answer book is made available. To issue the photocopy Shivaji University procedure shall be followed.
- IX) On receipt of photocopy of the concerned answer book from CAP co-ordinator the COE shall issue the same to the student with due acknowledgement.
- X) Photocopy for a particular course in a particular examination shall be issued only once.
- XI) After getting the photocopy of the answer book, if he/she is not satisfied with valuation, he/she may apply for the revaluation within three working days.

## 10. EXAM OTHER SERVICES

- Change in Name :-

The change in students name in the records of college may apply for change in name to the C.O.E. Vivekanand College in prescribed form.

Change in name may be sanctioned on any one of the following basis viz.

- 1) Marriage (In case of Ladies)
- 2) Adoption
- 3) If Govt. of central or state specified a change in name and given a new name to a person.

Note :- There will be no change in name in the past records of college.

### Required documents :-

- |  |       |          |
|--|-------|----------|
| 1) Affidavit (In case of Ladies)                             | ----- | Original |
| 2) Marriage Certificate (In case of Ladies)                  | ----- | Original |
| 3) Maharashtra State Govt. Gazettee                          | ----- | Original |
| 4) Photocopy of the statement of mark, previous examination. |       |          |

The prescribed form for change in name is Rs. 120/-.

The applications should send to C.O.E.

- \* Corrected copy/ies of corresponding documents shall be issued after payment of fees applicable at that instant.
- \* Application should be done with attested copy of 12<sup>th</sup> standard and/or last eligible examination (Eligibility of candidate which is finalized)

**11. LAPSES :-**

Examination cell constitute examination lapses inquiry committee to investigate disciplinary action for malpractices and lapses on the part candidates, paper setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examination as per provision made under Maharashtra Universities Act followed by Shivaji University, Kolhapur.

**12. DECLARATION OF RESULT:-**

The result is declared by on the college notice boards as well as on the websites of college/ Examination portal of college.

Examinations are conducted by COE of college and results are declared by COE of college, the college sends list of successful candidates with their final grades and grade points including SGPA and CGPA to the Shivaji University, Kolhapur.

**13. AWARD OF DEGREE :-**

A student shall be eligible for award of degree as per conditions stated by Academic Council / Governing Council.

The degree shall be awarded by Shivaji University, Kolhapur on the recommendation of academic council/ Governing council of the college