

**Ordinance No. 19 of 2001**

An Ordinance for Central Assessment Programme Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance, 2001.

WHEREAS it is expedient to provide an ordinance for Central Assessment Programme Scheme of evaluation and moderation of answerbooks and preparation of results of the examinations, conducted by the University, the Management Council is hereby pleased to make the following Ordinance :-

1. This Ordinance may be called "An Ordinance for Central Assessment Programme Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance, 2001."
2. This Ordinance shall come into force with effect from the session 2001-2002.
3. In this ordinance unless the context otherwise requires -
  - A) 'Act' means Maharashtra Universities Act, 1994. B) 'Ordinance' means an ordinance made in accordance with the provisions of section 54 of the Act.
  - C) 'Draft Ordinance' means a draft of ordinance prepared for the consideration of the competent authority.
  - D) CAP means Central Assessment Programme.
  - E) BOS means Board of Studies.
  - F) BOE means Board of Examinations.

**4. Preliminary :-**

The conduct of examinations and declaration of results is the important activities of the University. The Central Assessment Programme is being introduced and acted upon with a view to :

1. declaring the results in the shortest possible time,
2. increasing the reliability of the results,
3. maintaining uniformity and consistency in the assessment.
4. increasing accuracy and efficiency in the declaration of results,
5. Introducing moderation system to increase credibility, and
6. imbueing confidence amongst the students community

**5. The Central Assessment Programme :-**

The Central Assessment Programme shall consist of the following stages:-

- I. Pre-assessment work,
- II. Assessment and moderation process
- III. Post-assessment work.

**I. PRE-ASSESSMENT WORK :-**

**A) The venue of the Central Assessment Programme :**

- (i) The venue of the Central Assessment Programme shall be in the University Campus.
- (ii) The central assessment programme centre shall be an independent unit, allied with the Examination Department of the University, under the supervision of the Controller of Examinations.
- (iii) The Controller of Examinations shall provide amenities & requirements to the Central Assessment Programme Centre.
- (iv) The charge of the Central Assessment Programme Centre shall be entrusted to the Chief Officer of central assessment programme and he shall remain responsible for smooth and effective working and confidentiality of the CAP Centre.

**B) Appointments at the Central Assessment Programme Centre :-**

- i) The Board of Examinations shall prepare a panel of three persons, for the appointment of the Chief Officer of the CAP centre, from amongst the following :
  - a) The Principal of the affiliated college,
  - b) The Head of the recognised institution,
  - c) The Head of the University Department,
  - d) The Senior faculty member,
  - e) A person having adequate experience of teaching & examination work.
- (ii) The Hon'ble Vice-Chancellor, in consultation with the Controller of Examinations, shall appoint the Chief Officer of the CAP Centre from the panel, prepared by the Board of Examinations, for Summer & Winter examinations of the year.
- (iii) The Controller of Examinations shall communicate the appointment of the Chief Officer of the CAP Centre well in advance.
- (iv) Appointed Chief Officer of the CAP centre shall communicate his acceptance to the Controller of Examinations, along with the undertaking in the prescribed form (Appendix-A)
- (v) The other Officers at the CAP centre shall be appointed by the Central Assessment Programme Committee as prescribed in the Central Assessment Scheme, of the University.
- (vi) The appointments of the officers at CAP centre shall be communicated to them by the Chief Officer of CAP centre. They shall have to acknowledge the acceptance and shall have to give undertaking along with a joining report at the CAP centre in person.
- (vii) The required supporting staff at the CAP centre shall be appointed by the Chief Officer of CAP centre as prescribed in the Central Assessment Scheme of the University.
- (viii) The Chief Officer and other Officers at the CAP centre shall be entitled for honorarium as decided by the University from time to time.
- (ix) The supporting staff at the CAP centre shall be paid as per the approved rates as decided by the University from time to time.

**C) The Powers & Duties of the Chief Officer and Officers at the CAP Centre:-**

- (i) The Chief Officer shall be the administrative head of the CAP Centre and in combination with the Controller of Examinations he shall have to plan and co-ordinate the entire assessment programme at the CAP Centre.
- (ii) He shall have to supervise the performance of other officers and supporting staff and to provide the required assistance at the CAP Centre.

- (iii) He shall have to prepare the shedule of collection of answerbooks and declaration of results and dispatch necessary instructions to the collection centres and examination centres.
- (iv) He shall have to invite the examiners and moderators and get the work of evaluation and moderation done as per the procedure laid down in the approved Central Assessment Scheme of the University.
- (v) He shall be the vigilance officer and hence shall have to maintain the discipline and confidentiality at the CAP Centre.
- (vi) He may forbid the entry of any person or releave any officer or supporting staff member, if warranted at the CAP Centre without any intimation.
- (vii) He shall be the financial disbursing officer and shall have to make payments to the examiners, moderators, officers and supporting staff of the CAP centre.
- (viii) He shall have the powers of emergent expences to provide urgent needs at the CAP Centre.
- (ix) He and the Controller of Examinations are jointly entitled to draw the required advances and maintain a seperate account in the Bank.
- (x) The Chief Officer shall have to maintain the records of expences and submit the statement of expenditure to the University immediately after the CAP work is over.
- (xi) The Chief Officer shall have discretionary powers as the trusty of the University to take spot decisions which he feels necessary, urgent, and beneficial to guard the interest and credibility of the University.
- (xii) The other Officers at the CAP Centre shall have to assist, co-operate and help the Chief Officer and follow his instructions in getting the entrusted work done and maintain strict secrecy of their work.

**D) The Central Assessment Programme Committee :-**

- (i) There shall be the Central Assessment Programme Committee, which shall consist of the following :-
  - (a) Three persons of which one shall be Chairman nominated by the Board of Examinations from amongst its members.
  - (b) A person having adequate experience of examinaton work, nominated by the Board of Examinations.
  - (c) The Chief Officer of the CAP centre shall be an ex-officio member.
  - (d) The Controller of Examinations shall be the member Secretary.
- (ii) The CAP Committee shall prepare the guidelines, norms and procedure in respect of conduct of University examinations and the CAP Centre.
- (iii) The CAP committee shall prepare and recommend to BOE draft rules, regulations and ordinances pertaining to the conduct of examinations and the CAP centre.
- (iv) The CAP Committee shall opine and interpret existing rules, regulations and ordinances relating to Evaluation and Moderation at the CAP centre.
- (v) The CAP committee shall investigate and report to the BOE on all matters and issues, referred to it.
- (vi) The CAP Committee shall decide and recommend to BOE, if required, the matters relating to the work of evaluation, moderation and preparation of results at the CAP Centre, referred to it by the Chief Officer of the CAP Centre.
- (vii) The CAP Committee shall work as a guardian of the approved Central Assessment Scheme of the University and may suggest innovative ideas towards the improvement of the Central Assessment Scheme and conduct of examinations for the consideration and approval of the BOE.
- (viii) The CAP Committee shall have the acces to the CAP Centre to investigate the matters, reported to it by the Cheif Officer of CAP Centre.

**E) Appointment & Invitation to Examiners/Moderators :-**

- (i) The Board of Studies shall recommend the names of suitable persons for inclusion in the panels for appointments by the Board of Examinations as examiners and Moderators for evaluation and moderation of answerbooks of the University examinations,
- (ii) The Board of Studies shall prepare & recommend the panels of examiners/moderators, subjectwise/paperwise. The names of paper setters be included in the panels of examiners or moderators, but the names of moderators shall not be included in the panels of examiners of that particular paper. However, the names of moderators may be included in the panels of examiners of another paper.
- (iii) The requirement of the numbers of examiners/moderators to be appointed shall be ascertained by the Controller of Examinations taking into considerations the numbers of examinees appearing for that subject/paper and shall be communicated to the Board of Studies concerned.
- (iv) The moderators to be recommended by the BOS shall be approved teachers, having not less than ten years of teaching experience of under graduate classes or five years of post-graduate teaching experience of that subject / paper. However, if such teachers are not available the teachers with less experience may be appointed. Provided further that in case of non-availability of experience teachers, expert persons may be appointed.
- (v) The ratio of appointment of moderators shall ordinarily be one moderator for five examiners.
- (vi) The Controller of Examinations shall provide numerical data of examinees appearing for different examinations and approved panels of examiners / moderators along with other relevant information to the Chief Officer of CAP Centre.
- (vii) The Chief Officer of CAP Centre shall make arrangements regarding space and supporting staff at the CAP Centre for the work of evaluation and moderation to be done simultaneously.
- (viii) The Chief Officer of CAP Centre shall send invitation letters to the examiners/moderators included in the panels approved by BOE, well in advance along with other relevant information.
- (ix) The examiners/moderators shall not refuse the appointment and shall report to the CAP Centre at the appointed date and time.
- (x) The appointed examiners/moderators shall communicate their acceptance or otherwise to the Chief Officer of CAP centre. If no communication is made it will be presumed that they have accepted the said appointments.
- (xi) In case the panels of examiners/moderators as approved by BOE are exhausted and still the work is pending the Chief Officer of CAP Centre shall make appointments of examiners/moderators from the teachers list to get the work done, subject to post facto approval of the BOE.
- (xii) If circumstances warrant the Chief Officer of CAP Centre in consultation with the Controller of Examinations, shall take emergent decision or action to regulate evaluation & moderation and inform the same to Hon'ble Vice-Chancellor at the earliest.
- (xiii) The examiners and moderators shall be entitled for TA & DA and remuneration for evaluation/moderation of answerbooks, as prescribed under Central Assessment Scheme and the changes made therein from time to time by the University.

**F) Collection of Answerbooks.**

- (i) There shall be districtwise "Collection Centres" where the answerbooks from the examination centres in the district shall be collected as per programme provided by the Chief Officer of CAP centre.

- (ii) The venue of the District Collection Centres shall be decided by the Controller of Examinations.
- (iii) The Controller of Examinations shall appoint the Principal/Senior faculty member of the College as the District Collection Officer, who shall avail of the services of one faculty member as Assistant Collection Officer and one clerical assistant and inform the names to the Controller of Examinations.
- (iv) The District Collection Officer and Assistant Collection Officer shall get the honorarium at par with the Officers at the CAP Centre. The clerical assistant shall get the admissible allowances as prescribed in the Central Assessment Scheme.
- (v) The District Collection Officer shall receive the sealed bundles of answerbooks from the centres of examinations in the district, maintain the record and despatch the same to the CAP Centre at the University Campus as per programme, provided by the Chief Officer of CAP Centre.
- (vi) The procedure of recording and despatch as laid down in approved Central Assessment Scheme shall be followed scrupulously at the District Collection Centres.
- (vii) There shall be a "Transport Officer" to be appointed by the Controller of Examinations from amongst the regular class-II & class-III employees of the University and a transport vehicle shall be provided at his disposal with one assistant.
- (viii) The Transport Officer shall be responsible for Transportation of answerbooks from the District Collection Centres to the CAP Centre at University campus. The procedure and programme of transportation shall be decided by the Chief Officer of CAP Centre in consultation with the Controller of Examinations.
- (ix) The Transport Officer and the Assistant shall be entitled for TA & DA as per University rates.
- (x) It shall be the responsibility of the Principal/Officer-in-charge of examination centres to see that the answerbooks of the examinations held at the concerned centres are sent properly to the District Collection Centre or CAP centre as per the instructions and programme provided by the Chief Officer of CAP centre from time to time.

**G) Preparation at the CAP Centre :-**

- (i) The Officer of CAP centre shall make adequate arrangements to receive sealed bundles of answerbooks coming from the District Collection Centres / Examination Centres from time to time, as per scheduled programme.
- (ii) On receipt of the answerbooks at the CAP centre, the officer and supporting staff for this work shall check the number of answerbooks, docket reports and ascertain as to whether the number of examinees present and absent indicated in the docket reports are correct. In case of any discrepancy, it shall be informed immediately to the District Collection Centre and / or concerned Examination Centre and shall be resolved, if need be, in consultation with the Section Officer of the University or the Controller of Examinations.
- (iii) It shall be seen that all the answerbooks of the subjects, are received from the centres of examinations. This shall be checked with the subjectwise and centrewise numericals and DOW of the examinations concerned. In case of non receipt of answerbooks from any Examination Centres, the Chief Officer of CAP centre shall take immediate steps for receiving the said answerbooks from the concerned Examination Centre.
- (iv) The docket reports of the officer-in-charge of the examination Centres and the entry forms of the District Collection Officers shall be filed separately. The bundles packed in a improper manner be seperated and further decision regarding their valuation shall be taken in consultation with the Controller of Examinations.
- (v) The varified bundles of answerbooks, facultywise and subjectwise shall be handed over to the Masking Section for masking, coding and preparing bundles for valuation.

**H) The Division of work at the CAP Centre :-**

The assessment, moderation, scrutiny and unmasking of answerbooks and preparation and declaration of results is a linked process. The entire programme as per the nature of the work shall be divided into the different sections as prescribed in the Central Assessment Scheme.

There shall be a Section Officer for each section along with other facultywise officers and supporting staff as per requirements. The working of the different sections shall be performed in accordance with the norms and procedure laid down in the approved Central Assessment Scheme of the University and the changes made therein by BOE from time to time. The detailed working instructions shall be given to the Section Officers by the Chief Officer of CAP centre. All the persons and staff engaged in this work shall observe strict discipline and confidentiality of the work done at the CAP centre.

**II. ASSESSMENT AND MODERATION PROCESS.**

**A) Assessment procedure :-**

- (i) All answerbooks shall be masked as per instructions and the bundles shall be prepared randomly and coded as instructed in the Masking Section. The coded bundles of masked answerbooks then shall be handed over to Valuation Section for assessment.
- (ii) Valuation Section shall be divided into facultywise sub sections. The examiners shall be invited as per assessment programme.
- (iii) The examiners shall report to their respective section only and assess the bundles of masked answerbooks as per instructions provided to them from time to time. They will use only red ink pen for assessment. They shall not be allowed to take answerbooks out of the section / room for any reason.
- (iv) The examiners shall be very careful and shall maintain consistency and uniformity in assessment of answerbooks.
- (v) If the examiners detect or notice any discrepancy in the question paper, if any, shall report the matter to the Chief Officer through the section officer to take remedial measures in that respect.
- (vi) The examiners shall detect any sort of identification mark/s used by the examinee and / or foul and vulgar writing in the answerbooks, if any, and shall report such cases to the Chief Officer through the section officer with written remark/s. If satisfied, the Chief Officer of the CAP centre shall forward such cases to 32(6)(a) committee for investigation and recommendations to the BOE.
- (vii) If the examiners notice unfair means while assessing the answerbooks they shall report to the Chief Officer through the section officer with remark. Such cases shall be forwarded to the 32(6)(a) committee for investigation and recommendations to the BOE.
- (viii) The examiners shall be paid TA, DA and remuneration at the CAP centre after completion of the assessment work as per rules approved, and the changes made therein from time to time, by the University.

**B) SCRUTINY OF ANSWERBOOKS :-**

- i) Immediately after assessment, the scrutiny of all the masked answerbooks shall be done.
- ii) For the purpose of scrutiny, preferably the graduate ladies may be employed as checkers on approved rates.
- iii) They shall go through the answerbook page by page and check that the marks carried on cover page are correct, unvalued portion is not left, marks are not awarded to irrelevant answers and obscene writing, solved answers are according to question paper, identification marks or unfair means etc. are not left undetected. The checkers shall use only green ink pen for checking the answerbooks.

- iv) The checkers shall report the discrepancies as mentioned in sub para (iii) to the Section Scrutiny Officer, who after varification shall get the corrections done by the original / competent examiner under his/her signature. The Scrutiny Officer shall also counter sign the corrections. All corrections shall be made in violet ink pen only. Discrepancies regarding identification, unfairmeans, obscence writting shall be reported to Chief Officer of CAP centre for further action.

**C) MODE OF MODERATION :-**

- i) The moderators shall report at the appointed hour and date and place as determined by the Chief Officer of Central Assessment Programme Centre.
- ii) Moderation work shall be carried out simultaneously with the Central evaluation of the answerbooks at the Central Assessment programme Centre.
- iii) 100% of moderation of the answerbooks of all the examinations shall be carried out in case the examinees failing by 10% of marks of the aggregate prescribed for that theory paper/subject.
- iv) 100% of moderation of the answerbooks of all the examinations shall be carried out in case the examinees obtained 70% or more marks of the aggregate marks prescribed for that theory paper/subject.
- v) The moderation of answerbooks of at least 5% of the remaining number of answerbooks of the examinees appeared for that paper/subject shall be undertaken on random sample basis.
- vi) The moderators shall value meticulously the masked answerbooks provided for moderation and award the marks and sign the answerbooks, as per instructiions provided to them. They shall use only black ink pen for valuation and posting of marks.
- vii) If the moderators detect or notice any identification or unfairmeans while moderating the answerbooks they shall report such cases to the Chief Officer of the CAP centre through the Section Officer for further disposal.
- viii) If the difference of marks between the marks awarded by the original examiner and the moderator is less than 5% of the marks prescribed, then the scored marks of the examinee shall remain unchanged and the marks awarded by the original examiner shall be taken as final.
- ix) If the difference of marks between the marks awarded by the original examiner and the moderator is more than 5% and less than 15% of the marks prescribed, then the scored marks shall change and the marks awarded by the moderator shall be taken as final.
- x) If the difference of marks between the marks awared by original valuer and the moderator is more than 15% and less than 25% of the marks prescribed then the scored marks of the examinee shall change and the marks to be awarded shall be the mean of the marks awarded by the original valuer and moderator.
- xi) If the difference of marks between the marks awarded by the original examiner and the moderator is more than 25% of the marks prescribed, then such cases shall be reported to the Chief Officer of Central Assessment Programme Centre by the section officer and he shall then call the third subject expert from the panel given by the BOS. who is having not less than ten years of teaching experience and get such masked answerbooks valued. In such cases the original scored marks shall change and marks to be awarded shall be an average of closer two out of the marks awarded by three examiners. If the marks awarded by all the three examiners are equally closed, the final marks shall be the average of higher two.
- xii) The Chief Officer of Central Assesment Programme centre, after the procedure of preparation of results is over shall prepare the chart of such cases as mentioned in sub para (xi) and submit the same along with related answer books to the Controller of Examinations, who shall submit them to 32(6)(a) committee for investigation and recommendations.

- xiii) The 32(6)(a) committee shall verify and ascertain the negligence, if any, on the part of original examiner or moderator, and recommend the necessary action to be taken against such valuer/moderator to the Board of Examinations.
- xiv) The process of investigation by the 32(6)(a) committee shall be completed ordinarily within 30 days from the declaration of the results.
- xv) The Board of Examinations shall be the final authority to decide the action to be taken against the wrong doer.

**D) PROCEDURE OF MODERATION**

- i) Moderation work shall be carried separately at the Central Assessment Programme Centre. The moderation fee of Rs.25/- for under graduate examinations and Rs.30/- for post graduate examinations shall have to be paid by the concerned examinees.
- ii) As soon as the coded and valued bundle of masked answerbooks is received the section officer shall pull out the answerbooks of three categories, namely (a) 100% failing by 10% (b) 100% obtaining 70% and above marks and (c) 5% random answerbooks from the valued bundle.
- iii) The signature and marks allotted by the original valuer / moderator on the separated answer book/s shall be masked and a fresh marking slip for the use of moderator / third subject expert shall be pasted on the cover page of the answer book/s.
- iv) The further procedure of recording of the separated answerbooks, preparing a separate bundle of them, handing over to moderators / third subject expert, inserting them in the original bundle after the moderation in the original bundle, despatching of questionable answerbooks to be investigated by the 32(6)(a) committee etc. shall be done as per the instructions of the Chief Officer of the CAP centre.

**III. POST ASSESSMENT WORK :-**

**A) Demasking and Decoding of Answerbooks :-**

- i) Once the final marks of answerbooks are decided after moderation, then only the answerbooks shall be unmasked as per the procedure.
- ii) The answerbooks shall be re-arranged serially, centrewise and subjectwise/paperwise.
- iii) The serially arranged answerbooks shall be re-bundled, re-numbered controlsheetwise / marklistwise and shall be tied along with the relevant controlsheets (Green & Black) / marklists.

**B) Filling of Control sheets/marklists:**

- i) The marks scored by the examinees shall be entered in the controlsheets (Green & Black) / marklists (Foil & Counter Foil) preferably by the post graduate ladies.
- ii) They shall fill in the controlsheets (Green & Black ) / marklists (Foil & Counter foil) preferably with black ink pen only.

**C) Talling of Control sheets/ marklists :-**

- i) The filled marks in the control sheets / marklists shall be tallied with the marks on the cover page of the answerbooks and shall be certified accordingly by the Section Officer/s.
- ii) The corrections, if any, shall be made in the control sheet / marklist by the Section Officer/s and sign the same in violet ink only.

**D) Tabulation of Results :-**

- i) The officers appointed for tabulation shall prepare the final results.
- ii) They shall be provided the certified marklists (Foil & C/Foil) and the Tabulation Registers.
- iii) Pair of tabulators shall fill the marks in the Tabulation Registers and prepare the final results in duplicate as per the provisions of the concerned examination ordinances and sign the same.

- iv) A pair of other officers shall make a thorough scrutiny of the Tabulated Result sheets (Foil & Counter foil) and sign the same as scrutinisers.
- v) The Chief Officer of CAP Centre shall send such finalised results to the Controller of Examinations for declaration.
- vi) The filled-certified controlsheets (Green & Black) shall be sent to the computer centre of the University to prepare computerised results.
- vii) The computer section, as per the pre-arranged programme and after feeding the marks of the control sheets, shall prepare the check lists of different examinations. Those check lists shall be checked by the designated competent office staff of the University who shall certify the same.
- viii) Then only the final computerised results shall be printed and sent to the Controller of Examinations duly signed for declaration.

6. Original Ordinance No. 159 shall stand repealed.

\* \* \* \* \*

**Appendix - A**

**FORM OF UNDERTAKING**

UNIVERSITY OF \_\_\_\_\_

I, Professor/Dr. \_\_\_\_\_ hereby give undertaking that, I solemnly and willfully accept the responsibility of carrying out the work of central assessment programme as a COCAP entrusted to me by the University vide its letter no. \_\_\_\_\_ dated \_\_\_\_\_ I further declare that I shall,

- 1. Strictly follow the instructions issued to me from time to time by the University authorities.
- 2. Make all the necessary arrangements for smooth and timely conductance of the Central Assessment work.
- 3. Take all the necessary steps of carrying out the pre-assessment, assessment and moderation and also post-assessment processes in strict confidential manner.
- 4. Forward the marklist duly completed and assessed answer-books back to the University office within the time limit prescribed by the University.
- 5. Incur the necessary expenditure within the scope of instructions issued by the University.
- 6. Forward the audited accounts / statements to the University authorities within the stipulated time.
- 7. Forward the report of the Central Assessment Programme to the University within the time stipulated.
- 8. Co-operate with the University officials in the manner as deemed fit.

Signed today on \_\_\_\_\_ day of \_\_\_\_\_ Two thousand...

Signature \_\_\_\_\_

Name in Full \_\_\_\_\_

Designation \_\_\_\_\_

Name of the College/ \_\_\_\_\_

Institution/Univ.Dept.

Phone (O) \_\_\_\_\_

(Res) \_\_\_\_\_

(Fax) \_\_\_\_\_

**Ordinance No. 21 of 2001**

**An Ordinance of general rules regarding appointment of Paper Setters/Examiners/ Moderators/ Officers-in-Charge/Co-Officers-in-Charge/Central Assesment Officer and conduct of University examinations etc., Ordinance, 2001.**

Whereas it is expedient to provide an Ordinance of general rules regarding appointment of Paper Setters / Examiners / Moderators / Officers-in-Charge/Co-Officers-in-Charge / Central Assesment Officer and conduct of University examinations etc., the Management Council is hereby pleased to make the following Ordinance :-

1. This Ordinance may be called “An Ordinance of general rules regarding appointment of Paper Setters / Examiners / Moderators / Officers-in-Charge/Co-Officers-in-Charge / Central Assesment Officer and conduct of University examinations etc., Ordinance, 2001.”
2. This Ordinance shall come into force with effect from the session 2001-2002.
3. In this ordinance unless the context otherwise requires -
  - A) ‘Act’ means Maharashtra Universities Act, 1994.
  - B) ‘Ordinance’ means an ordinance made in accordance with the provisions of section 54 of the Act.
  - C) ‘Draft Ordinance’ means a draft of ordinance prepared for the consideration of the competent authority.
  - D) BOE means the Board of Examinations.
  - E) CAP means the Central Assessment Programme.

**Part “A”**

1. The Paper Setters / Examiners/Moderators shall be appointed by the Board of Examinations in accordance with the provisions of section 32 of Maharashtra University Act-1994.
2. No person can claim appointment as paper-setter / examiner / moderator or any other appointment related to examination work as a matter of right.
3. Appointments of persons as paper setters /examiners/moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so the appointments of paper setters/examiners/moderators may be made at the time of suplimentary examination / semister examination.

4. The Paper setters / examiners / moderators or any other appointees in connection with examination work shall not refuse to accept the assignment of the examination work. However if there is a genuine inability in accepting the assignments, they should communicate to the Controller of Examinations, mentioning reasons within the prescribed time limit.
5. The paper setters / examiners / moderators/other appointees shall communicate their acceptance to the Controller of Examinations or signatory officer as the case may be, within the prescribed time limit. If no communication is received within the prescribed time limit it will be presumed that the assignment is accepted. On expiry of time limit, in no case, they shall remain absent at the appointed place, date and time.
6. The paper setters and moderators shall have at least ten years of under graduate teaching experience and / or five years of post graduate teaching experience of the paper. The examiners shall have at least three years of teaching experience of the subject/paper. However, if such teachers are not available the teachers with less experience may be appointed. Provided further that in case of non-availability of experience teachers, expert persons may be appointed.
7. The paper setters / examiners / moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

**Part-'B'**

1. The examination forms of the regular students as well as external and ex-students shall be accepted by the Principal/s within the time prescribed by the University from time to time. The forms so accepted shall be scrutinised and corrected and the categoriwise numerical list of the examinees appearing from that college/s shall be submitted to the office of the Controller of Examinations before the scheduled date along with the demand draft of fees so collected, in the name of the Registrar.
2. The office of the Controller of Examinations shall send the required answer books, question papers and all other required material to the examination centre/s as per the programme prepared for the purpose so that examinations can be conducted smoothly.

**Part-'C'**

1. The Principal / approved officiating Principal of the concerned college shall be the Officer-In-Charge of the University Examinations. If substitute arrangement is required to be made under exceptional circumstances the Principal shall recommend the name of senior teacher to be appointed as officer-in-charge by the University. However the principal shall alone be responsible for any lapses occurring during the conduct of examinations. If no Principal / approved officiating principal is available, University shall appoint any other teacher as officer-in-charge for the University Examinations. He shall be responsible for the any lapses occurring during the conduct of examinations.
2. The Co-officer-in-charge having seven years of teaching experience shall be appointed at each examination centre by the Standing Examination Committee, constituted for the purpose by the B.O.E.. He shall give his acceptance letter within the prescribed time limit to the Controller of Examinations.
3. The second Co-officer-in-charge, may be appointed by the Standing Examination Committee to assist the Principal and first Co-officer-in-charge as per the requirement of the Examinaton Centre.
4. The Co-Officer-in-Charge first and second as the case may be, shall assist the Officer in Charge of the centre during the conduct of examinations. He shall report to the Officer-in-Charge, where the examination centre is located, one day earlier to ensure the arrangements for the conduct of examinations. He shall not leave the centre without prior permission of the Controller of Examinations during the examination period.
5. The Co-officer-in-charge shall ensure that all the physical arrangements for smooth conduct of examinations are adequately made.

6. The Co-officer-in-charge shall ensure that the bundles of answerbooks, control sheet, dispatch plan of written answerbooks, stationary and other required material for the conduct of examinations including the question papers are received at the centre. He shall also ensure that the packets of the question papers are intact and duly sealed and tallies the numerical and time table of examinations.
7. The bundles of the answer books and question papers shall remain in the custody of the officer in charge of the centre. If officer in charge feels it expedient, he may keep the sealed question papers in the charge of the local police station authority.
8. The Officer in charge shall open the bundles of question papers in the presence of the co-officer-in charge and two witnesses 20 minutes before the start of examination and the said packets are to be signed by both, with date. The account of question papers shall be maintained accurately.
9. The co-officer in charge shall ensure that the answerbooks are distributed to the examinees 10 (ten) minutes before the start of examination. The account of the answer books shall be maintained accurately.

**Part-'D'**

1. The Officer in charge shall immediately after the examination of that day is over, despatch the written answer books, duly packed and sealed along with the Black Control Sheets, to the District Collection Centre /Central Assessment Centre as per the instructions of the Chief Officer of the CAP centre of the University from time to time.
2. The District Collection Officer / Chief Officer of the CAP centre, shall receive the sealed bundles of written answer books sent by the officers in charge of the concerned examination centre/s.
3. The Chief Officer of the CAP centre shall arrange for the assessment of the written answer books centrally as per the Central Assessment Scheme, as approved by the Board of Examinations.
4. The Chief Officer of the CAP centre shall arrange for the moderation of answer books symulteniously as per the scheme approved by the Board of Examinations.
5. The Chief Officer of the CAP centre shall get the Control Sheets (Green & Black) / marklists (Foil / Counter Foil) prepared and submit them to the tabulation section/computer centre which shall proceed immediately to prepare the result/s.
6. The Controller of Examinations shall ordinarily declared the results of the concerned examination within the specified period as provided in the Act. He shall despatch the results along with the statment of marks to the colleges for declaration of results and distribution of statement of marks to the students.
7. The answerbooks of the examinations shall be preserved for the period of at least three months from the date of declaration of results of the examinations concerned.

\*\*\*\*\*

**Ordinance No. 22 of 2001**

**An Ordinance for unfairmeans, malpractices and lapses on the part of students or persons, connected with the conduct of Examination and Evaluation, Ordinance, 2001.**

Whereas it is expedient to provide an Ordinance for unfairmeans, malpractices and lapses on the part of students or persons, connected with the conduct of Examination and Evaluation, the Management Council is hereby pleased to make the following Ordinance :-

1. This Ordinance may be called "an Ordinance for unfairmeans, malpractices and lapses on the part of students or persons, connected with the conduct of Examination and Evaluation, Ordinance, 2001."
2. This Ordinance shall come into force with effect from the session 2001-2002.
3. In this ordinance unless the context otherwise requires -

- A) 'Act' means Maharashtra Universities Act, 1994.
- B) 'Ordinance' means an ordinance made in accordance with the provisions of section 54 of the Act.
- C) 'Draft Ordinance' means a draft of ordinance prepared for the consideration of the competent authority.
- D) CAP means Central Assessment Programme

### **PART ONE**

#### **Unfair means & malpractices resorted to by the student(s) :-**

##### **1. Powers of Inquiry and Punishment.**

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

##### **2. Competent Authority**

The Board of Examinations of the University constituted under the provisions of section 31(3) 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 University.

##### **3. Definition-Unless the context otherwise requires :**

- (a) "Student" means and includes a person who is enrolled as such by the University for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as external 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 invigilator/person on duty or causing disturbances in any manner in the examination proceedings.
  - (iv) Unauthorisely communicating with other examinees or any one else inside or outside the examination hall.
  - (v) Mutual/Mass copying.
  - (vi) Smuggling-out, either blank or written, or smuggling-in of answer books as copying material, or smuggling out or in of printed question paper.
  - (vii) Smuggling-in blank or written answerbook and forging signature of the Invigilator/person on duty, thereon.
  - (viii) Interfering with or counterfeiting of University seal, or question paper 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 examination.
- (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University examination.
- (xii) Or any other similar act/s and/or omission/s which may be considered as unfairmeans by the competent authority i.e. Board of Examinations.
- (c) “Unfairmeans 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 loss to other person/s.
- (d) “Unfairmeans material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) “Possession of unfairmeans material by a student” means having any unauthorised material on his/her person or desk or chair or table or at any place including bag or purse within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) “Student found in possession” means a student, reported in writing, as having been found in possession of unfairmeans material by Invigilator, Co-Officer, Officer-In-Charge, member of the competent authority or vigilantes or any other person authorised for this purpose, in this behalf, even if the unfairmeans material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student 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 co-officer or officer-In-charge or any other authorised person to the Controller of Examinations or any officer authorised in this behalf.
- (g) “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 in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) “Officer-In-Charge” means Principal of the College concerned where concerned examination is being conducted, or a faculty member duly authorised by him and approved by the University or person appointed as officer-in-charge of examinations, by the University.
- (i) “Co-Officer-In-Charge” means a person duly appointed by the University, to assist the officer-In-charge to conduct the University examinations.

#### **4. Procedure of dealing with the Unfairmeans Cases at Examination Centre.**

During examination, examinees and other students shall be under disciplinary control of the officer-in-charge and co-officer-in-charge. In case of unfairmeans he / they shall follow the procedure as under :-

- (a) The student shall be called upon to surrender to the officer-in-charge/co-officer-in-charge unfairmeans material found in his or her possession, if any, and his/her answerbook.
- (b) Signature of the concerned student shall be obtained on the relevant material and list thereon. Concerned invigilator, co-officer-in-charge shall also sign on all the relevant materials and documents.
- (c) Statement of the student and his/her undertaking in the prescribed format and

statement of the concerned Invigilator and co-officer in charge shall be recorded in writing by the officer-in-charge [Appendix-C ,Format A & B]. If the student refuses to make statement or to give undertaking the concerned co-officer in charge and officer-in-charge shall record accordingly under their signatures.

- (d) The Officer-in-charge shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- i) Confiscate his/her answerbook along with unfairmeans material, mark it as “suspected unfair means case” obtain the statement in the prescribed format [Appendix-C, Format-A] and if demanded issue him/her fresh answerbook duly marked as “Second Answerbook.”
  - ii) Obtain undertaking from the student in the prescribed format [(Appendix-C, Format-C] 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 remaining examinations.
  - iii) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination and report the action taken to the Controller of Examinations.
  - iv) May report the case to the concerned Police Station in a prescribed format [Appendix-C-Proforma - A] as per the provisions of Maharashtra Act.No.XXXI 1982- An Act to provide for preventing malpractices at University, Board and other specified examination. The information of procecuton shall be sent immediately to the Controller of Examination in the prescribed proforma [Appendix-C-Proforma-B]
  - v) All the materials and list of material mentioned in sub-clause (a) and the undertaking with the statement of the student and that of the Invigilator as mentioned in sub clause (b) and (c) and the answerbooks/s shall be forwarded by the Officer-in-Charge, alongwith his report, to the Controller of Examinations in a separate and confidential sealed envelop marked “Unfair means case.”
  - vi) In case of unfairmeans of oral type the invigilator and / or co-officer in charge or concerned authorised person shall record the facts in writing and shall report the same through the officer-in-charge to the Controller of Examinations.

**5. Procedure to be followed by Examiner during Assessment.**

If the examiner at the time of assessment of answer books suspects that there is a prima-facie evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfairmeans in the examination, the examiner shall forward his/her report. along with the evidence and his/her opinion to the Chief Officer of CAP Centre. He shall forward the case in separate sealed envelop marked as “Suspected unfairmeans case,” to the Controller of Examinations.

**6. Procedure to be followed by the Examination Section of University.**

- a) Case of the unfairmeans having prima-facie reported to the University by the officer in charge / Co-officer in charge and / or the Chief Officer of CAP Centre shall be inquired into by the Committee appointed by the Board of Examinations. In the event cases of unfairmeans reported through any other sources, the Controller of Examinations/ the Concerned Officer at the Examination Section of the University shall scrutinise the case, collect preliminary information and if satisfied that there is a prima-facie case, he shall place the same before the Unfairmeans Inquiry Committee for further investigation. The Concerned Officer of the Section / the Controller of Examinations through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.
- b) Examination Result, of the concerned students involved in such cases shall be withheld till the Board of Examinations takes final decision in the matter and the College / Institution to which he/she belongs to, shall be informed accordingly.

**7. Appointment of Unfair Means Inquiry Committee.**

- a) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a committee in terms of the provisions made under Section 32(6)(a) of the Maharashtra Universities Act-1994.
- b) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the Board of Examinations, which will issue final orders with regard to the penal action to be taken against the students/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 defence,

**8. Procedure of the Committee shall be as under**

- a) In respect of cases of unfair means and malpractices, as reported by the officers in charge of Examination Centres, the inquiry committee shall adhere to the computerised procedure of inquiry and punishment, as approved by the Board of Examinations as "A Computerised Procedure of Deciding the Cases of Unfair means and Malpractices in the University Examinations", appended herewith as Schedule-I Such cases shall be dealt with by the approved and authorised panels of categorisers & Foil Categorisers and if required by the Third Categorisers and / or the Committee itself. The categories of unfair means and malpractices shall be decided as prescribed in "Appendix-A. The Committee shall recommend to Board of Examinations accordingly.
- b) The inquiry Committee shall inquire, decide and recommend the punishment to the Board of Examinations, in respect of cases referred to it by the Hon'ble Vice-Chancellor, or the Board of Examinations or Chief Officer of CAP centre or any other person/source.

**9. Procedure of Inquiry of Review Appeals & Referred Cases :-**

- (a) The Controller of Examinations or the Officer authorised by him, shall inform the student concerned in writing of the act of unfair means committed by him/her as proved and the punishment imposed in respect of cases that comes under sub-para (a) of para (8) above.
- (b) The student may appeal for revision of punishment and produce evidence, in support of his/her innocence within a prescribed time limit.
- (c) In respect of the cases of revision and the cases referred to it as per sub-para (b) of para (8) above. The Committee, in the spirit of the principle of natural justice, shall follow the following procedure.
  - (i) The Officer concerned shall inform the appellant student/s to be present before the Committee to record his/her say and produce evidence in support of his/her say regarding the charges levelled and the punishment imposed.
  - (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting and give written reply/explanation to the charges levelled on him/her. The Student himself/herself only shall present his/her case before the Committee.
  - (iii) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student shall also be considered by the Committee before making final recommendation in the case.
  - (iv) After serving a notice. if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, and 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.
  - (v) The Committee shall submit its report to the Board of Examinations alongwith its recommendation regarding punishment to be inflicted or otherwise.

## **10. Punishment**

- (a) The Competent Authority concerned i.e. the Board of Examinations in the cases of University 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.
  - (i) Annulment of performance of the student in full in the examination he/she has appeared for.
  - (ii) Debarring student from appearing for any examination of the University for a stipulated period not exceeding five years.
  - (iii) Debarring student from taking admission for any course in the University or college or Institution for a stipulated period not exceeding five years.
  - (iv) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (b) The quantum of punishment in respect of cases decided and recommended by 32(6)(a) committee.
- (c) The student concerned shall be informed by the officer concerned of the punishment finally imposed on him/her by the Board of Examinations under intimation to the college/institution, he/she belongs to.

## **PART TWO**

### **Malpractices used or lapses committed by any Paper-setter, Examiner, Moderator, Referee, Teacher or any other person connected with the conduct of examination.**

#### **1. Powers of Enquiry and Punishment**

On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations 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 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 shall be the competent authority to take appropriate disciplinary action against the paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination/s conducted by the University.

#### **3. Definition : Unless the Context Otherwise Requires**

- (a) "Paper setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractices/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :-
  - (i) Leakage of question/s or question paper set at the University examination before the time of examination/s.
  - (ii) Examiner/Moderator intentionally awarding more marks to student in assessment of answerbooks, dissertation or project work to which the student is not entitled or assigning less marks to the student to which the student is entitled.

- (iii) Paper-setter omitting question, Sr.No. of question, repeating question/s in the same/different sections or setting question/s outside the scope of syllabus.
  - (iv) Examiner / Referee showing negligence in detecting malpractice used by students.
  - (v) Invigilator, co-officer in charge, officer-in-charge showing negligence/apathy in carrying out duties or aiding /abetting/allowing/instigating students to use malpractice/s.
  - (vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- (c) “Malpractice or lapse relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) “College” means conducted, constituent or affiliated college or recognised institution of a University.

#### **4. Investigating Committee.**

The Committee appointed by the Board of Examinations under the provisions of Section 32(6)(a), of the Maharashtra University Act-1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examinations at the University examinations.

#### **5. Procedure for Investigation**

- (a) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University shall be scrutinized by the Controller of Examinations/ the concerned Officer at the Examination Section of the University, collect preliminary information and then shall submit the said case with his primary report to the Unfairmeans Inquiry Committee for further investigation and recommendations to the Board of Examinations. The Concerned Officer through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall dealt with case till it is finally disposed off.
- (b) The Competent Officer authorised in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and/or lapses committed by him/her at the examination and shall ask him/her to be present before the Inquiry Committee.
- (c) The concerned person may appear before the Inquiry Committee on a day, time and place fixed for meeting and submit written reply/explanation to the charges levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the Committee.
- (d) The documents that are being taken into consideration to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee, if he/she persents himself/herself before the Committee.
- (e) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given by the concerned person shall also be considered by the Committee before making final report/recommendation.
- (f) The Committee should follow the above procedure in the spirit of principle of natural justice.

- (g) If the concerned person fails to appear before the Committee, on the day, time and place fixed for the meeting the Committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.
- (h) The Committee shall submit its report to the Board of Examinations alongwith its recommendations regarding punishment to be inflicted on the concerned person or otherwise, after taking into consideration the categories prescribed in "Appendix-B" of this ordinance.

**6. Punishment**

- (a) The Board of Examinations, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination :-
- (i) 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.
- (ii) Referring his/her case to the concerned disciplinary authorities i.e. Management of the College/Institution for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iii) The Controller of Examinations or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- (iv) An appeal made within 15 days of imposition of the punishment, other than the punishment referred to in sub-para (ii) above, shall lie with the Board of Examinations, and its decision in the appeal shall be final and binding. If the case is pertaining to the decision of the Management of College or Institution, their decision in the appeal shall be final and binding.
- (v) The Competent Authority shall supply a copy of the relevant extract of fact-finding report of the inquiry committee, as well as the documents relied upon (not strictly confidential) pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- (vi) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- (b) As far as possible, the quantum of punishment shall be as prescribed, category wise, in Appendix-B of this ordinance.

\*\*\*\*\*

**Schedule-I**

**Computerised procedure of unfairmeans and malpractices in the Examination.**

**C O N T E N T S**

---

Sr.No.	Particulars	Page No.
1.	Procedure of Working	1 to 3
2.	Annexure-I	Incorporated in Appendix-A
3.	Annexure-II	4
4.	Annexure-III	5
5.	Annexure-IV	6
6.	Annexure-V	7
7.	Annexure-VI	8
8.	Annexure-VII	9

---

## परीक्षेतील गैरव्यवहार व चुकांचे प्रकरणाबाबत अनुसरावयाच्या कार्यरीतीचा तपशिल

परीक्षेत गैरव्यवहाराचा वापर करण्याच्या प्रकरणांमध्ये अनुसरावयाच्या कार्यरीतीचे संगणकीकरण करण्याबाबतच्या अहवालास परीक्षा मंडळाने दि.२७-५-९५ च्या सभेत ठराव क्रमांक ३ नुसार मान्यता दिली असून परीक्षेतील गैरव्यवहार व चुकांच्या तपासणीच्या कामाचे संगणकीकरण करण्याचे ठरले आहे.

१. वर्गसूचिकर्ता/प्रतिवर्गसूचिकर्ता यांची नियुक्ती मुख्यत्वे गैरव्यवहार प्रकरणाची वर्गवारी करण्यासाठी व त्याबाबत 'परीक्षेतील गैरव्यवहार व चुका यांचा तपास करणाऱ्या समितीकडे' (यानंतर 'समिती' असा उल्लेख) शिफारस करण्यासाठी करण्यात आली आहे. या नियुक्त्या परीक्षा मंडळाने केलेल्या असतील.
२. वर्गसूचिकर्ता/ प्रतिवर्गसूचिकर्ता यांना २०/२० च्या भागांत गैरव्यवहार प्रकरणे वर्गवारीकरिता देण्यात येतील. कोणाकडे कोणती प्रकरणे सुपूर्द करावी याबाबत निर्णय करतांना समितीने अनुसरावयाची कार्यरिती स्वतंत्रपणे नमूद केली आहे.
३. प्रत्येक गैरव्यवहाराच्या प्रकरणांसोबत प्राप्त फॉर्म यु-१ वरील परीक्षार्थी, पर्यवेक्षक,सहकेंद्राधिकारी व केंद्राधिकारी यांची निवेदने तसेच प्रकरणांसोबत प्राप्त गैरव्यवहाराकरिता उपयोगात आणलेले साहित्य व उत्तर पत्रिका याची प्रत्यक्ष छाननी करावयाची आहे.
४. प्रत्यक्ष छाननी करुन उत्तर पत्रिकेच्या सोबतच्या साहित्याचा उपयोग विद्यार्थ्यांने नक्कल करण्यासाठी केला असेल तर उत्तर पत्रिकेतील नक्कल केलेला भाग व साहित्यातील भाग जांभळ्या शाईने वर्गसूचिकर्त्याने डाव्या बाजूला उभा रेखांकित तर प्रतिवर्गसूचिकर्त्याने उजव्या बाजूला हिरव्या शाईने उभा रेखांकित करावयाचा आहे. जर साहित्याचा उपयोग केला नसेल तर फॉर्म यु-१ वर साहीत्याचा उपयोग केला नाही असे नमूद करावयाचे आहे.
५. छाननी झाल्यानंतर सदर प्रकरण हे परिशिष्ट-अ (Appendix-A) मधील कोणत्या वर्गवारीत मोडते हे पुरविण्यांत आलेल्या परिशिष्ट-२ (Annexure-II) मधील रकाना क्र.५ मध्ये नमूद करुन रकाना क्र.६ मध्ये त्या वर्गवारीला द्यावयाची शिक्षा नमूद करावी लागेल.  
उदा. जर उन्हाळी ९५ या परीक्षेतील एखादे प्रकरण वर्गवारी क्र.१८ मध्ये मोडत असेल तर रकाना क्र.५ मध्ये १८ असे नमूद करुन रकाना क्रमांक ६ मध्ये W-95 असे नमूद करावे लागेल. (उन्हाळी करिता S व हिवाळी करिता W असे संक्षिप्त अक्षर वापरावे.)
६. वर्गसूचिकर्ता यांनी केलेल्या वर्गवारीची नोंद संगणकात केल्यानंतर प्रत्येक प्रकरण पुन्हा वर्गवारी करिता प्रतिवर्गसूचिकर्ता यांचेकडे दिले जाईल. परंतु त्याप्रकरणास वर्गसूचिकर्त्याने कोणती वर्गवारी दिली आहे याची माहिती प्रतिवर्गसूचिकर्त्यास राहणार नाही. प्रतिवर्गसूचिकर्ता पुन्हा सदर प्रकरणाची छाननी करुन त्या प्रकरणाची वर्गवारी करुन त्याची नोंद परिशिष्ट क्र.३ (Annexure-III) मध्ये करुन त्या वर्गवारीस द्यावयाच्या शिक्षेची नोंद करील.
७. वर्गसूचिकर्ते, प्रतिवर्गसूचिकर्ते व तिसरे वर्गसूचिकर्ते यांनी केलेल्या वर्गवारीनुसार संगणकावरुन माहिती भरल्यावर संगणकाद्वारे पुरविलेल्या संगणक तक्त्यात वर्गकर्त्यांनी केलेली वर्गवारी व त्यानुसार संगणकीय तक्त्यात आलेली वर्गवारी व शिक्षा योग्यप्रकारे संगणक तक्त्यात आली किंवा नाही याची तुलनात्मक शहानिशा गोपनिय विभागाकडून वेळीच करण्यात येईल. ही तुलनात्मक शहानिशा करणारे कर्मचारी वर्गकर्त्यांच्या तक्त्यावर (Annexure-II,III,IV) स्वाक्षरीसह आपले नांव लिहीतील.
८. या कामाकरिता प्रत्येक सुचिकर्त्यास स्थानिय वाहन भत्ता व प्रतिप्रकरण रु. ३.५० एवढे परिश्रमिक दिल्या जाईल.
९. अंतिम वर्गवारी :- वर्गसूचिकर्ता/प्रतिवर्गसूचिकर्ता यांनी केलेली वर्गवारी समान असेल तर ती अंतिम असेल पण जर ती भिन्न असेल तर असे प्रकरण तिसऱ्या वर्गसूचिकर्त्याकडे सोपविण्यात येईल. तिसऱ्याने केलेली वर्गवारी जर पहिल्यां दोघांपैकी एकाशी जुळत असेल तर ती जुळणारी वर्गवारी अंतिम असेल. जर तिन्ही वर्गसूचिकर्त्यांनी केलेली वर्गवारी भिन्न भिन्न असेल तर अशा प्रकरणाच्या अंतिम वर्गवारीचा निर्णय समितीने घ्यावयाचा आहे.

१०. वर्गसूचिकर्ता/प्रतिवर्गसूचिकर्ता व तिसरा वर्गसूचिकर्ता यांच्या शिफारसी समितीकडे अंतिम निर्णयाकरिता पाठविण्यात येईल.
११. वर्गसूचिकर्ता किंवा प्रतिवर्गसूचिकर्ता किंवा तिसरा वर्गसूचिकर्ता यांनी केलेली वर्गवारी जर अयोग्य असेल आणि अयोग्य (चुकीची) वर्गवारी हेतुपुरस्सर केलेली आहे असे लक्षात आले असेल तर त्या बाबतही नोंद घेण्यात येवून सदर प्रकरण समितीकडे/परीक्षा मंडळाकडे पुढील कार्यवाहीकरिता सोपविण्यांत येईल.
१२. प्रत्येक प्रकरणात वर्गसूचिकर्ता किंवा प्रतिवर्गसूचिकर्ता किंवा तिसरा वर्गसूचिकर्ता यांनी केलेल्या व अंतिम शिफारशीवर तसेच वर्गवारीत भिन्नता असेल अशा प्रकरणी व वर्गवारी ३२ ते ४३ या बाबतीत समितीने निर्णय घेवून प्रत्येक प्रकरणी द्यावयाच्या शिक्षेची शिफारस परीक्षा मंडळाकडे पाठवावयाची आहे.
१३. वर्गसूचिकर्ता/प्रतिवर्गसूचिकर्ता यांचेकडे छाननी करिता व शिफारशीकरिता प्रकरणांचा कोणताभाग सोपवावा ह्याचा निर्णय समितीला प्रकरणांच्या भाग क्रमांकाच्या चिठ्या काढून घ्यावयाचा आहे. ज्या वर्गकर्त्यांचे नावाने ज्या भागक्रमांकाची चिठ्ठी निघेल ते भाग प्रकरणांच्या वर्गवारी करिता त्यांचेकडे सोपविण्यात येईल. समितीसमोर हे निर्णय करित असतांना वर्गसूचिकर्ता व प्रतिवर्गसूचिकर्ता यांची इंग्रजी अद्याक्षरानुसार लावलेली मुद्रीत यादी असेल व त्याबरोबर लॉट नंबर (भाग क्रमांक) व प्रत्येक भागामध्ये समाविष्ट असलेल्या प्रकरणांचा तपशील नमुद केलेला तक्ता असेल. कोणता भाग चिठ्ठी काढल्यानंतर कोणत्या वर्गसूचिकर्ता व प्रतिवर्गसूचिकर्ता यांचेकडे वर्गवारीसाठी सोपविण्यात आलेला आहे, याची समितीच्या कार्यवृत्तामध्ये नोंद असेल.
१४. परिच्छेद १२ मध्ये नमुद केलेल्या पध्दतीने वर्गसूचिकर्ता व प्रतिवर्गसूचिकर्ता यांचे मध्ये भागांचे वाटप समितीने करून दिल्यानंतर, प्रत्यक्ष वर्गीकरणांचे काम सुरु होण्याचे वेळी किंवा सुरु झाल्यावर जे वर्गसूचिकर्ते अनुपस्थित असतील त्यांच्या वाट्यावर आलेले लॉट, त्या सर्व लॉटच्या अनुक्रमांकानुसार लावले जातील, व त्यापैकी एकेक लॉट वर्गसूचिकर्त्यामध्ये वर्गसूचिकर्त्याच्या अनुक्रमांकानुसार एक एक करून वाटून दिल्या जाईल. हीच प्रक्रिया अनुपस्थित असलेल्या प्रतिवर्गसूचिकर्त्यांच्या वाट्याला आलेल्या लॉटचे वाटप करण्याच्या बाबतीत अमंलात आणली जाईल.
१५. वर्गकर्त्यांनी गैरव्यवहार अवलंब प्रकरणी द्यावयाच्या शिक्षेसंबंधीच्या अंतिम वर्गवारीच्या संगणकीकृत तक्त्याच्या (परिशिष्ट-५) ३० प्रति काढण्यात. संगणकीकृत तक्त्यामध्ये अनुक्रमे १० स्तंभ राहतील. अनुक्रमांक, परीक्षार्थ्यांचे नांव, परीक्षा,परीक्षा क्रमांक, वर्गसूचिकर्ता, प्रतिवर्गसूचिकर्ता व तिसरा वर्गसूचिकर्ता यांनी केलेली वर्गवारी, अंतिम वर्गवारी,शिक्षा (वंचित केलेल्या परिक्षेसह) व शेरा ई. माहिती असेल. हा संगणकीकृत तक्ता समितीसमोर विचारार्थ व परीक्षा मंडळाला शिफारस करण्याकरिता वापरण्यात येईल. सदर तक्ता सहाय्यक कुलसचिव व परीक्षा नियंत्रक समितीसमोर सादर करतील.
१६. समिती समोरील कार्यवाहीचे स्वरूप : वर्गकर्त्यांनी केलेल्या वर्गवारीची व अंतिम वर्गवारीची अचूकता पाहणे हे समितीचे प्रधान कार्य असेल. एखाद्या प्रकरणाची वर्गवारी समितीला योग्य वाटत नसेल व त्यांत बदल करावयाचा असेल तर वर्गवारी बदलविण्याचा व त्या वर्गवारीशी शिक्षेसंबंधीची संसंगत शिफारस परीक्षा मंडळाकडे करण्याचा अधिकार समितीला असेल मात्र असे करित असतांना संगणकीकृत तक्त्यामध्ये (परिशिष्ट-५) दुरुस्त्या न करता अशा करण्यात आलेल्या दुरुस्त्या बाबतचे निर्णय स्वतंत्रपणे क्रमशः आपल्या कार्यवृत्तामध्ये समिती नोंदवील. प्रत्येक दुरुस्तीची वाकसंहिता ढोबळमानाने पुढीलप्रमाणे असेल :
- Modification No. in Annexure -V of Computerised sheets against case No.27, in column No.8 the figure "2" indicating the category be substituted by "5" Correspondently the punishment Shown in column No. 9 "S/95" be substituted by "S/96". For each such modification committee will record its reasons in writting.
१७. **परीक्षा मंडळासमोरील कार्यवाहीचे स्वरूप :**
- गैरव्यवहार अवलंब प्रकरणी द्यावयाच्या शिक्षेसंबंधीच्या अंतिम वर्गवारीचा संगणकीकृत तक्ता (परीशिष्ट-५) व समितीने सूचविलेल्या बदलाची तसेच समितीने ज्या प्रकरणी निर्णय घेतला आहे अशा प्रकरणी द्यावयाच्या शिक्षेसंबंधीची शिफारस समितीचे कार्यवृत्तात करण्यांत येवून परीशिष्ट-५ सह परीक्षा मंडळाकडे अंतिम निर्णयाकरिता पाठवावयाचे आहे.

In respect of the proceedings regarding the computerized working of the cases of mal-practices, the Board of Examinations will mainly consider two documents : (1) computerized sheets as submitted by the Controller of Examinations and (2) the record of minutes containing modifications proposed by the Committee. The Board of Examinations will consider each modification suggested by the Committee and take its final decision in respect of every such modification. After all the modifications proposed by the Committee are considered, or during the consideration of the modifications, if Board of Examination considers it necessary to suggest some additional modifications it shall be recorded as separate modifications. Modifications so approved by the Board shall be given continuous modification number beginning from 1 and ending with 9999. The decision of the Board of Examinations in respect of each modification as recorded in the Minutes shall be final and the computerized sheet shall stand amended accordingly.

१८. परीक्षा मंडळाचे अंतिम निर्णय उपलब्ध झाल्यावर त्या निर्णयाची प्रत संगणक विभागाकडे परीक्षा विभागाकडून सोपविल्या जाईल. संगणकीकृत तक्त्यामध्ये अंतिम निर्णयानुसार बदल करण्याची जबाबदारी ही संगणक विभागाची असेल व ते बदल यथोचित रित्या करण्यात आलेले आहेत हे पाहण्याची जबाबदारी परीक्षा विभागाची राहिल.

सदर बदल करण्यात आल्यानंतर संगणक विभाग पुढील तीन संगणकीकृत दस्तऐवज उपलब्ध करून देईल.

- १) परीक्षा मंडळाने केलेल्या दुरुस्त्या समाविष्ट करण्यात आल्यानंतर काढलेली संगणकीकृत तक्त्यांची प्रत. अशी प्रत लेजर पेपरवर काढण्यात येईल व ती स्थायी स्वरूपाचा दस्तऐवज म्हणून गोननिय विभागाकडे सोपविण्यात येईल.
- २) परिशिष्ट-६ म्हणून सोबत जोडलेल्या नमुन्याप्रमाणे अमरावती विद्यापीठ गॅझेट भाग-३(ए) सर्वसामान्यांच्या माहितीकरीता प्रसिध्द करण्याकरिता.
- ३) विद्यार्थ्यांना झालेल्या शिक्षेसंबंधीची प्रत्येक विद्यार्थ्याला पाठवावयाची संगणकीकृत पत्रे. (Annexure-VII)

**टिप :** सदर योजनेमध्ये ज्या ज्या ठिकाणी परिशिष्ट-१ (Annexure-1) असे नमुद केले आहे त्या त्या ठिकाणी अध्यादेशासोबत जोडलेले परिशिष्ट-अ (Appendix-A) वाचावे/पाहावे.

\*\*\*\*\*

**AMRAVATI UNIVERSITY**

**CONSOLIDATE STATEMENT SHOWING THE CATEGORY OF THE CASE &  
THE PUNISHMENT RECOMMENDED IF ANY, BY THE FOIL CATEGORIZER  
TO THE EXAMINEES FOR USE OF MALPRACTICES IN THE  
UNIVERSITY EXAMINATIONS.**

Exam : Summer / Winter....

SR. NO.	NAME OF EXAMINEE	NAME OF EXAM	ROLL NO.	CATEGORY	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM
1	2	3	4	5	6

Name & Signature of the Foil Categorizer

For Office Purpose :

Checked by :

1. Name & Signature (Reader)
2. Name & Signature (Checker)

**COUNTER FOIL CATEGORIZER**

**AMRAVATI UNIVERSITY**

**CONSOLIDATE STATEMENT SHOWING THE CATEGORY OF THE CASE &  
THE PUNISHMENT RECOMMENDED IF ANY, BY THE COUNTER  
FOIL CATEGORIZER TO THE EXAMINEES FOR USE OF  
MALPRACTICES IN THE UNIVERSITY EXAMINATIONS.**

Exam : Summer / Winter....

SR. NO.	NAME OF EXAMINEE	NAME OF EXAM	ROLL NO.	CATEGORY	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Name & Signature of the Counter Foil Categorizer

**For Office Purpose :**

Checked by :

1. Name & Signature (Reader)
2. Name & Signature (Checker)

**THIRD CATEGORIZER**

**AMRAVATI UNIVERSITY**

**TO BE USED ONLY IN RESPECT OF THE CASES WHERE DIFFERENT CATEGORY IS ALLOTTED  
BY FOIL CATEGORIZER & COUNTER FOIL CATEGORIZER.**

**CONSOLIDATE STATEMENT SHOWING THE CATEGORY OF THE CASE &  
THE PUNISHMENT RECOMMENDED IF ANY, BY THE THIRD  
CATEGORIZER TO THE EXAMINEES FOR USE OF MALPRACTICES IN  
THE UNIVERSITY EXAMINATIONS.**

Exam : Summer / Winter....

SR. NO.	NAME OF EXAMINEE	NAME OF EXAM	ROLL NO.	CATEGORY	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM
1	2	3	4	5	6

Name & Signature of the Third Categorizer

**For Office Purpose :**

Checked by :

1. Name & Signature (Reader)
2. Name & Signature (Checker)

**AMRAVATI UNIVERSITY GAZETTE**

Official Publication of Amravati University.

**PART-THREE-A**NOTIFICATION

No.AU/ \_\_\_\_\_

DATED :

Subject : Use of Malpractices Summer/ Winter \_\_\_\_\_ Examination,

It is notified for general information that the Examinee shown in the Column No.4 is found guilty for using malpractice/s in the examination shown in Column No.5 is debarred by the Authority of the Amravati University from appearing for any University examination upto & inclusive of the examination shown in the Column No.7 of the table Roll No. of the examinee is shown in the Column No.6 & Serial No./Case No. is shown in Column No.3

1. Name of the Centre :				
2. Code No. of the Centre :				
SR.No./ CASE NO.	NAME OF EXAMINEES	EXAM	ROLL NO	PUNISHMENT DEBARRED UPTO & INCLUSIVE OF EXAM
3	4	5	6	7
				S/Summer W/Winter

Amravati University Gazette Part-III

BY ORDER OF BOE

(CONTROLLER OF EXAMS)



## AMRAVATI UNIVERSITY, AMRAVATI

To,

**Sub : Use of malpractices in the examinations/s.**

I am directed to inform you that the Board of Examinations constituted under the provisions of sub section (3) of section 31 of Maharashtra Universities Act, 1994 has, in accordance with the powers conferred on it by clause (b) of Sub-Section (6) of Section 32, found you guilty of using malpractice/s in the examination. I am further to inform you that for using such malpractice/s in the examination you have been debarred from appearing for any University examination upto & inclusive of the examination shown in column No.4 of the table. Your Case Number is mentioned in column No.1 of the table. Examination, year and the category relating to your case is shown in column No. 2,3 5 of the Table respectively.

**TABLE**

Case No. Numbered	Examination	Year	Punishment Debarred upto & inclusive of exam	Category	This letter is	
					Dated	
1	2	3	4	5	6	7
S-Summer, W-Winter						

If, after the said punishment, you are eligible for appearing in the ensuing University examination, and the date prescribed for submitting the examination form for the said examination is expired, then you should send your examination form to the University within ten days from the date of this letter. If, Such is the case, you are further instructed to enclose the attested copy of this letter with your examination form.

Asstt. Registrar (Conf.)  
Amravati University, Amravati.

**Important Instruction :** If any Examinee feels aggrieved by the category of use of malpractice/s, (use of unfair means) allotted to him it shall be open for him to make a "review application" to the University in the name of Dr.B.R.Waghmare, Controller of Examination within 15 days from the date of this letter in a prescribed form on payment of Rs.5/- If such review application is found to be without any basis, the Board of examination may increase the punishment Prescribed review application form will be available in the Confidential Section.

STATEMENT SHOWING DIFFERENT CATEGORIES OF THE CASES AND THE PUNISHMENT TO BE GIVEN TO THE EXAMINEES FOR USE OF MALPRACTICES IN THE UNIVERSITY EXAMINATIONS SHALL BE AS PER "APPENDIX-A".

\*\*\*

## AMRAVATI UNIVERSITY

### APPENDIX-A

(APPENDIX TO ORDINANCE NO.22 of 2001)

The Broad Categories of Unfairmeans & Maipractices Resorted by Students at the University Examination and the Quantum of Punishment for each category there of.

<b>Sr.No.</b>	<b>Nature of Malpractice</b>	<b>Quantum of Punishment</b>
(1)	Possession of copying material	Annulment of the performance of the student at the University examination in full.  (Note :- This quantum of punishment shall apply also to the following categories of malpractices in addition to the punishment prescribed thereat.)
(2)	Denial of possession of copying material by the examinee but non- acceptance of the contension of the examinee by the invigilator and the co-officer-in-charge or officer-in-charge.	Exclusion of the student from University examination for one additonal examination (1+1)
(3)	Possession of copying material, and acceptance of the same by the examinee but having not used the material.	Annulment of the performance of the student at the University examination in full. (1)
(4)	Possession of copying material and acceptance of the student of having copied from the said material.	Exclusion of the Student from University examination for one additional examination. (1+1)
(5)	Possession of copying material by the examinee and having copied from the same but denial of its use by the examinee.	Exclusion of the student from University examination for one additional examination. (1+1)
(6)	Possession of copying material by the examinee and having copied from the same but refusal to give statement to that effect.	Exclusion of the student from University examination for one additional examination. (1+1)
(7)	Possession of copying material by the examinee and having copied from the same but denial of its use and refusal to give statement to that effect Misbehaviour with the invigllator and co-officer-in-charge or officer-in-charge.	Exclusion of the student from University examination for two additional examination. (1+2)

---

AMRAVATI UNIVERSITY GAZETTE-2001-PART ONE-258

---

- |      |  |  |
|------|--|--|
| (8)  | Having not obtained or not received the statement of the examinee and reporting the case by the officer-in-charge but having not made the copy.  | Annulment of the performance of the student at the University examination in full (1)  |
| (9)  | Having not obtained or not received the statement of the examinee and reporting the case by the Officer-in-Charge but having made the copy.  | Exclusion of the student from University examination for one additional examination, (1+1)                                   |
| (10) | Possession of the copying material Attempt to destroy the evidence by the examinee.  | Exclusion of the student from University examination for two additional examination, (1+2)                                   |
| (11) | Possession of the copying material Attempt to destroy the evidence by the examinee. Misbehaviour with the invigilator and co-officer or officer in charge.   | Exclusion of the student from University examination for two university examination for three additional examinations. (1+3) |
| (12) | Report of the officer in charge of having resorted to unfairmeans, Denial by the examinee the ownership of coping material and stating that same has been found in his/her near vicinity or thrown to him/her or dropped near him/her by some one else. On verification found not made the copy.   | Annulment of the performance of the student at the University examination in full (1)  |
| (13) | Report of the officer in charge of having resorted to unfairmeans. Denial by the examinee the ownership of coping material and stating the same has been found in his/her near vicinity or thrown to him/her or dropped near him/her by some one else. On verification found having made the copy. | Exclusion of the student from University examination for one additional examinations. (1+1)                                  |
| (14) | Having left the examination hall by the examinee on one or the other pretext and seen or read the coping material with him/her or left or thrown the same or acquired outside copying material or tallied the same with the material on his person.  | Exclusion of the student from University examination for one additional examinations. (1+1)                                  |
| (15) | Having copied from the answer book of another examinee.  | Exclusion of the student from University examination for one additional examinations. (1+1)                                  |
| (16) | Having allowed another examinee to copy from his/her answer book.  | Exclusion of the student from University examination for one additional examinations. (1+1)                                  |
| (17) | Having brought the copying material but not copied and fled away without giving statement.   | Exclusion of the student form University examination for one additional examinations. (1+1)                                  |
| (18) | Found copying material on his/her person. Found having made the copy. Denial to give statement. Resorted to violance or threat.  | Exclusion of the student form University examination for two additional examinations. (1+2)                                  |

---

AMRAVATI UNIVERSITY GAZETTE-2001-PART ONE-259

---

(19)	Denial of ownership of coping material. Denial to have made the copy. But found having made the copy.	Exclusion of the student form University examination for one additional examinations. (1+1)
(20)	Smuggling-out or smuggling in of answerbook as copying material.	Exclusion of the student form University examination for two additional examinations. (1+2)
(21)	Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student form University examination for three additional examinations. (1+3)
(22)	Smuggling in of written answer-book and forging signature of the invigilator thereon.	Exclusion of the student form University examination for four additional examinations. (1+4)
(23)	Answerbook main or supplement written outside the examination hall or any other insertation in answer book.	Exclusion of the student form University examination for four additional examinations. (1+4)
(24)	Insertion of currency note to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student form University examination for four additional examinations. (1+4) Note :- This money shall be credited to the Vice Chancellor's Fund)
(25)	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University examinations.	Annulment of the performance of the Student at the University examination in full (1)
(26)	Found having written on plams or on the body or on the clothes while in the examination.	Annulment of the performance of the student at the University examination in full (1)
(27)	Possession of copying material relating to two different papers but found not used for copying.	Exclusion of the student from University examination for one additional examinations. (1+1)
(28)	Possession of copying material relating to two different papers/subjects, Found having copied in only one paper/Subject.	Exclusion of the student from University examination for two additonal examinations. (1+2)
(29)	Possession of copying material relating to two different papers/subjects and having made copy in both the papers/subjects.	Exclusion of the student from University examination for three additional examinations. (1+3)
(30)	After providing second and subsequent answer book,found in possession of copying material relating to subject but not used for copying.	Exclusion of the student from University examination for one examination for each time.
(31)	After providing second and subsequent answer books, found in possession of copying material and used for copying.	Exclusion of the student from University examination for two examination for each time.

**Note :- The cases from Sr. No. 32 to 43 shall be dealt by 32 (6)(a) committee.**

---

AMRAVATI UNIVERSITY GAZETTE-2001-PART ONE-260

---

(32)	Attempt to appear at examination by forging or counterfeiting in the statement of marks of qualifying examination.	The 32(6)(a) committee is empowered to recommended the punishment of exclusion of the student from University examination for three and more additional examination.
(33)	Malpractices reported by examiners.	—do—
(34)	The cases of Unfairmeans reported to the Police and referred to the University for action.	—do—
(35)	Mutual/Mass Copying	—do—
(36)	Attempt to forge the signature of the invigilator on the answer book or supplement.	—do—
(37)	interfering with or counterfeiting of University Seal, or answer books or office Stationary used in the examination.	—do—
(38)	Using obscence Language/Violence, threat at the examination centre by a student at the University examination to invigilator/co-officer/officer in charge.	—do—
(39)	Impresonation at the University examination.	—do—
(40)	All other malpractices not covered in the aforesaid categories.	—do—
(41)	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/ she is caught twice for malpractices used at the examinations.	In this event he/she shall be dealt with severely. Enhanced punishment can be imposed on Such students, This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
(42)	Practical/Dissertation/Project Report Examination.	Student involved in malpractices at Practical/ dissertation/Project Report examinations shall be dealt with by 32(6)(a) committee and recommended the punishment to competant authority.
(43)	Other unforeseen cases.	The 32(6)(a) committee is empowered to recommended the punishment of exclusion of the student from University examination for three and more additional examination.

**Note :- The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual practical examination. but does not include performance at term work, project work with its term work, oral, internal assessment, sessional & dissertation examinations unless malpractice used thereat.)**

**AMRAVATI UNIVERSITY**

**APPENDIX-B**

(Appendix to Ordinance No. 22 of 2001 )

**Action for Malpractices and lapses on the part of the Paper-setter, Examiner, moderator, Referee. Teacher or any another person connected with the conduct of University Examinations.**

<b>Sr.No.</b>	<b>Nature of Malpractice / Lapses</b>	<b>Punishment</b>
(1)	Paper-setter found responsible for leakage of the question set in the University examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work+disciplinary action by concerned authorities as per the rules applicable.
(2)	Leakage of question/question paper set in the University examination before the time of examination at the University or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard code by the concerned authorities.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/ dissertation/ project report thesis by assigning the student marks to which the student is not entitled at the University examination.	Disqualification from any examination work+disciplinary action by the concerned authorities.
(4)	Examiner/Moderator/Referee intentionally/negligently not assigning the student in assessment of his/her answer books/dissertation/project work, the marks to which the student is entitled to at the University examination.	Disqualification from any examination work+disciplinary action by the concerned authorities.
(5)	Paper-setter omitting question at the time of finalisation of question paper set at examination.	Disqualification from any examination work for a period of three years.
(6)	Paper-setter repeating question in same/ different section/s	Disqualification from any examination work for a period of three years.
(7)	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
(8)	While assessing answerbooks examiner showing negligence in detecting malpractices used by the students/s	As decided by the concerned authorities of the University
(9)	Guiding Teacher showing negligence in supervision of dissertation/project work (e.g.use of manipulated data by a student.)	As decided by the concerned authorities of the University.
(10)	Co-officer/Officer in charge showing apathy in carrying out duties related to examinations (e.g.not taking rounds to the examination hall at examination centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University.

- |   |  |
|---|--|
| (11) Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.                  | Disqualification from any examination work upto a period of three years+disciplinary action by concerned authorities as per the rule if he/she is a University/college/institution employee. |
| (12) invigilator/teacher helping student (Examinees) in mass-copying while on examination duty.   | Permanent disqualification from any examination work+disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.                |
| (13) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982. |  |

\*\*\*\*\*

**APPENDIX-‘C’**  
**FORMAT-A**

**AMRAVATI UNIVERSITY**  
(Appendix to Ordinance No.22 of 2001)

**Statement of candidate who is alleged to have used Unfairmeans at the University Examination.**

1. Name in Full : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Centre (No.& Name) : \_\_\_\_\_
4. Examination : \_\_\_\_\_
5. Date of Examination : \_\_\_\_\_
6. Paper No.& Subject : \_\_\_\_\_
7. Shift & Timing : \_\_\_\_\_
8. Seat No. : \_\_\_\_\_

To,

The Controller of Examinations,  
Amravati University,  
**Amravati.**

Sir,

I appeared at the above examination held on \_\_\_\_\_ at the \_\_\_\_\_  
\_\_\_\_\_ College (Centre)

I give my statement as follows :-

Place \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Signature of the Candidate

**APPENDIX-‘C’**  
**(FORMAT-B)**

**AMRAVATI UNIVERSITY,AMRAVATI**

**Report of the invigilator/Co-officer/Officer-in-charge**

Block No. : \_\_\_\_\_

Examination : \_\_\_\_\_

Subject : \_\_\_\_\_

Paper : \_\_\_\_\_

Date : \_\_\_\_\_

To,

The Controller of Examinations,  
Amravati University,  
**Amravati.**

Sir,

I, the undersigned, invigilator appointed on the above-mentioned Block/Room at the \_\_\_\_\_ examination held at \_\_\_\_\_ college (Centre), I am hereby making report against Candidate, seat No. \_\_\_\_\_ Shri/Kum. \_\_\_\_\_ at the examinations,as follows :-

Yours faithfully,

(Invigilator)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

Name & Address of the Invigilator

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the basis of the report made by the invigilator, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate, Seat No. \_\_\_\_\_ and therefore the case be forwarded to the University for investigation.

\_\_\_\_\_  
Signature of Co-Officer in Charge

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Name & address of the Co-officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forwarded to the controller of Examinations, Amravati University, Amravati The suspected case of unfair means with confiscated material and answerbooks/s for necessary action.

**Seal of the College/Institute/University (Centre)**

Place \_\_\_\_\_

Date \_\_\_\_\_

- Encl 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

\_\_\_\_\_  
Signature of the Officer-In-Charge

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

**(N.B.:Kindly enclose a copy of the relevant question paper)**

**APPENDIX-'C'**  
**Format-C**

**FORM OF UNDERTAKING**

1. Name in full : \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Name of College : \_\_\_\_\_
4. Centre of Exam. : \_\_\_\_\_
5. Examination : \_\_\_\_\_
6. Paper & Subject : \_\_\_\_\_
7. Session : \_\_\_\_\_
8. Seat NO. : \_\_\_\_\_

To

The Controller of Examinations.

Amravati University, Amravati

Sir,

I the undersigned student of \_\_\_\_\_

college/Institution, appearing for \_\_\_\_\_

Examination at the \_\_\_\_\_ College (Centre) do

hereby state, on solemn affirmation as under :

I understand that I am involved in respect of an alleged use of Unfair means in the examination hall and therefore, a case against me is being reported to the University.

That in spite of the registration of a case of Unfair Means against me I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and / or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

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

**In Witness whereof I set my hand to this undertaking.**

Signature of the Candidate

Date : \_\_\_\_\_

Time : \_\_\_\_\_

Signed before me.

1. \_\_\_\_\_

Officer-In-Charge of the Centre  
and Rubber Stamp of the College/Institution/University

Date : \_\_\_\_\_

Time : \_\_\_\_\_

2. \_\_\_\_\_

Co-Officer-In-Charge

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

\*\*\*\*\*

**Appendix-C**  
**PROFORMA-'A'**

TO,

The Inspector/Sub-Inspector,

\_\_\_\_\_ Police Station,

\_\_\_\_\_.

**Subject :- Complaint against the student for the alleged use of  
Unfairmeans at the \_\_\_\_\_  
College (Centre) at \_\_\_\_\_  
examination held on the (Date)\_\_\_\_\_**

Sir,

On behalf of the Amravati University,Amravati the  
\_\_\_\_\_examination held in  
the Summer/Winter-200\_ \_\_\_\_\_ is conducted in the premises of the  
\_\_\_\_\_College/Institute/University

I have been authorised by the Amravati University,Amravati Vide letter No. \_\_\_\_\_  
dated \_\_\_\_\_ addressed tothe Principal/Officer-in-charge by the Controller of Examinations  
to take action under the provisions of Maharashtra Act XXXI of 1982, an Act to provide for preventing  
malpractices at University,Board and other specified examination.

AMRAVATI UNIVERSITY GAZETTE-2001-PART ONE-267

I furnish herewith the details of the following student/s who has/have used Unfair Means at the \_\_\_\_\_ examination.

1. Name of the Student : \_\_\_\_\_
2. Examination : \_\_\_\_\_
3. Seat No. : \_\_\_\_\_
4. Name of the College through  
which he/she appeared  
for the examination. : \_\_\_\_\_
5. Address of the Student : \_\_\_\_\_
6. Name of the Subject Date & Time : \_\_\_\_\_
7. Name & Address of the invigilator  
who detected the case. : \_\_\_\_\_
8. Name & Address of the co-officer  
who detected the case : \_\_\_\_\_
9. Material found with the Candidate : \_\_\_\_\_
10. Other information if any in connection  
with the case : \_\_\_\_\_

According to Section '7' of the Maharashtra Act XXXI of 1982, An Act to provide for preventing malpractices at University/Board and other specified examinations, Shri/Kum. \_\_\_\_\_ has committed the offence at the \_\_\_\_\_ examination and therefore I lodge a complaint against him/her with the police station \_\_\_\_\_ (Name of the Police Station)

Yours faithfully

Principal/Officer-in-charge

Name of the Centre \_\_\_\_\_

(SEAL)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Time : \_\_\_\_\_

\*\*\*