

K. K. Wagh Education Society's

**K. K. Wagh Arts, Commerce, Science & Computer Science College, Kakasaheb Nagar**

At. Post. Kakasaheb Nagar, Tal. Niphad, Dist. Nashik – 422308.

(Affiliated to Savitribai Phule Pune University)

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## EXAMINATION POLICY

Examination policies are based on the rules and regulations of the Savitribai Phule Pune University, Pune (SPPU). All the work in Examination section is governed by SPPU & monitored by the Head of the College (Principal). Following are the policies related to various activities of the examination.

**1. Eligibility:** Admissions to first year B.A., B.com, B.Sc. & B.Sc. Computer science, are completely based on rules and regulations of the university. The students are instructed to fill eligibility forms as and when notification is received from SPPU. The students have to fill university eligibility form & submit it to exam section along with required documents. Once the documents are received then as per university proforma, exam section uploads documents. The University then approves the eligibility and allots 11 digit Eligibility Number to every registered student, which is necessary for filling all online forms of the University.

Following are courses and qualifications required for eligibility given by SPPU Pune.

**Table 1: Courses & Eligibility Criteria:**

Sr. No.	Name of Program	Qualifications required for eligibility
1	B.A.	<ul style="list-style-type: none"><li>• H.S.C. (10+2) or its equivalent examination.</li><li>• Three Years Diploma Course after S.S.C. i.e. 10<sup>th</sup> standard, of Board of Technical Education conducted by Government of Maharashtra or its equivalent.</li><li>• Two-year Diploma in Pharmacy (post HSC), of Board of Maharashtra the Technical Education conducted by Government of Maharashtra or its equivalent.</li><li>• Intermediate Commerce/Arts examination from the Board of Secondary Education, M. P. Bhopal with four subjects including general English.</li><li>• M.C.V.C (Minimum Competency Vocational Course)</li></ul>
2	B.Com.	<ul style="list-style-type: none"><li>• H.S.C. (10+2) or its equivalent examination.</li><li>• Three Years Diploma Course after S.S.C. i.e. 10<sup>th</sup> standard, of Board of Technical Education conducted by Government of Maharashtra or its equivalent.</li><li>• Two-year Diploma in Pharmacy (post HSC), of Board of Maharashtra the Technical Education conducted by Government of Maharashtra or its equivalent.</li><li>• Intermediate Commerce/Arts examination from the Board of Secondary Education, M. P. Bhopal with four subjects including general English.</li><li>• M.C.V.C (Minimum Competency Vocational Course)</li></ul>

Sr. No.	Name of Program	Qualifications required for eligibility
3	B.Sc.	<ul style="list-style-type: none"> <li>• H.S.C. (10+2) or its equivalent Examination with English with any three science subjects such as Physics, Chemistry, Biology, Mathematics, Geography, Geology.</li> <li>• Three Years Diploma in pharmacy course of Board of Technical Education conducted by Government of Maharashtra or its equivalent.</li> <li>• Three Years Diploma Course after S.S.C. i.e. 10th Standard or Board of Technical Education conducted by Government of Maharashtra or its equivalent.</li> <li>• Intermediate Science Examination with Compulsory English, Physics, Chemistry, Biotech/Mathematics or any other three subjects from the Board of Secondary Education M.P., Bhopal as a regular candidate.</li> <li>• M.C.V.C (Minimum Competency Vocational Course)</li> </ul>
4	B. Sc. (Computer Science)	<ul style="list-style-type: none"> <li>• H.S.C. (10+2) or its equivalent Examination with English with any three science subjects such as physics, Chemistry, Mathematics, etc.</li> <li>• Three Years Diploma Course after S.S.C. i.e. 10th Standard or Board of Technical Education conducted by Government of Maharashtra or its equivalent.</li> <li>• M.C.V.C (minimum Competency Vocational Course)</li> </ul>

## 2. Examination Form Process: -

There are two types of Programmes as Undergraduate and Post Graduates Courses. To appear for examination, every registered student has to fill the examination form. Examination form filling process of SPPU is online. The college informs students as and when the process starts.

### a. Exam Form Filling Schedule: -

Examination section prepares notice and circulates it to all students through all departments. The class coordinator guides students to fill the required information in exam forms. The class coordinator verifies it and if there are any problems in form filling, they inform the same to examination section immediately and examination section forwards the problems to university by mail to exam support, which then solves the problems and informs to exam section regarding status of problem. The examination section then informs concerned students through class coordinator to complete his/her examination form filling.

### b. Payment of Examination Form Fees: -

Exam form fees are to be paid manually. Accountant cross verifies the payments and generates reports. If any problem occurs in examination form payment system, then it is solved by accountant by contacting SPPU.

### **c. Collection and Approval of Examination Forms:**

Online filled exam form and fees receipts of a class are collected by class coordinator. They verify the form in all respects. The class coordinator then hands over the collected examination forms along with fee receipts to the examination section, with lists of students. The exam section once again cross checks the submitted forms and uploads the same to university portal.

(<http://exam.unipune.ac.in/Pages/CollegeLogin.html>) using college Id and password. This process is Completely online. The backlog students submit their examination form directly to the examination section. The examination section once again informs students to submit their examination forms through class coordinators (Those who have not submitted till last date).

### **d. Examination Forms after Late Fees: -**

The students who fail to fill examination form before last date of late fees, have to report to the University for Examination Form filling (occurs rarely). Such students can fill the examination form only if university allows him/her with super late & fine fees. The institute provides reference letter to student regarding this request.

### **e. University PRN: -**

Once the process of uploading examination forms is completed, challan of examination fees is transferred to university against all registered students then university gives number to students in First year which is unique, called as permanent Registration Number (PRN), which is required till completion of course. PRN is reflected on hall ticket.

### **3. Summary & Time Table: -**

The university sends Hall tickets/ Name Lists and Summary of Examination, which is then generated through online examination portal (<http://exam.unipune.ac.in/Pages/collegelogin.html>). PDF of hall tickets is then uploaded on college website from where students take print out of their hall ticket. In the mean period, university declares schedule for practical/oral and theory examination which is then informed to all departments.

### **4. Internal Examination:**

An internal examination of all departments for each term is conducted at college level. The internal examiners appointed by college conduct internal examination. Each subject teacher prepares two sets of question paper for his/her subject according to standard format decided by examination department.

### **5. Practical/Oral Examination:- SPPU declares schedule for conduction of practical/oral Examinations.**

#### **a. Appointment of Internal/External Examiner: -**

There is provision on university portal of internal marks for appointing HODS through Institute login. The HODS then appoint internal examiners for practical/oral process examination. The externals are appointed by the respective subject chairman (appointed by SPPU). This process is also online.

**b. Online Marks Entry for Practical/ Oral /In Sem.: -**

Every internal & external examiner has their university registered user ID & password. After conduction of practical/oral/ exam, marks are filled and confirmed online by the examiners using the links, <http://internalmarks.unipune.ac/inloginnext.aspx>. If any problem arises in examiner appointment or mark entry, departmental examination coordinators informs the same to examination section. The problem is then communicated to the examination support/coordination/internal marks entry section of SPPU and solved accordingly. After completing marks entry online, print out of mark list is signed by examiners and submitted to exam section. After due date of online marks entry, university informs pending mark entry (if any) status to respective institutes. Accordingly, pending marks status is then informed to the respective departments and then it is completed accordingly. The grievances of the students are resolved by communicating with the university.

**c. Term Work Authorization: -**

Online mark entry of the subjects having term work marks is completed by the authorization of marks entry through College login. These entries are confirmed through College login after filling and signing up term work authorization forms for respective subjects from the examiners. Even after this process, if any staff member (Examiner) makes mistake in marks entry, then university call up the examiner after declaration of result. Necessary action of university is applicable on respective examiner.

**6. CEO, Senior Supervisor and Junior Supervisor Appointments and CAP work:**

**a. College Examination Officer: -**

SPPU approves College Examination Officer (CEO), which is appointed by the Principal of College for minimum period of three years. The appointment of CEO is on the basis of seniority, teaching experience and university approval. CEO refers to the most valuable and confidential work in examination process. The appointment of CEO by the College is on rotation basis of every department for the period of three years as per SPPU norms.

**b. Senior Supervisor for In Sem. & End Sem. Examination: -**

Internal senior supervisor for In Semester Exams and End Semester Exams are appointed by principal before exam schedule. Internal senior supervisor is senior staff member/Head of Department. Depending on duration of examination and number of students appearing, additional internal senior supervisor may be appointed by principal.

**c. External Senior Supervisor: -**

External senior supervisor is appointed by SPPU for end semester examination. The appointment of External senior supervisor is informed to college few days prior to commencement of theory examination. The Examination section confirms his/her consent accordingly. Due to unavoidable circumstances, if external senior supervisor is not available in the allotted slot, examination section then contacts to co-ordination section of SPPU for another staff member as an external senior supervisor.

**d. Junior Supervisor: -**

The junior supervisors are appointed through the departments, who are teaching staff members of the department. A meeting before the start of examination is conducted under the guidance of the Principal, CEO, Exam section in charge and internal senior supervisors to give necessary instructions to junior supervisors for smooth conduction of examination.

**e. Staff Members for CAP: -**

The list of all eligible staff members for paper assessment from every department is sent to CAP (Centralized Assessment Programme) centres for completing paper assessment activity in allotted time.

**f. Internal Squad: -**

To ensure that all candidates are under active surveillance during examination period senior faculties of the college is appointed as an internal squad.

**7. University Theory (End Semester) Examination Process: -**

End semester theory examination is conducted at the end of every semester for all the courses.

**a. Stationary Requirement: -**

Depending on the strength of students to be appeared in University theory examination, examination section uploads the stationary requirement through portal, <http://examinward.unipune.ac.in/Godown/>. Accordingly, university provides stationary, bar-codes before commencement of theory examination in each semester.

**b. Junior Supervisor and Peon Requirement: -**

After receiving summary of theory examination session, exam section sends requirement of junior supervisors to all departments (considering 30 to 35 students to be allotted in single block). Once list of junior supervisors is received from the departments, day wise list of junior supervisors is prepared and they are also informed to attend their duties in time by sending message on their mobiles. Similarly, requirement of peons is sent along with junior supervisor's requirement to departments.

**c. Seating Arrangement Plan: -**

Exam section prepares session wise seating plan & block location chart and displays it on notice board before the start of examination. Seating plan (Block Slip) for each individual block is displayed outside the block in which seat numbers are assigned to desks. Apart from this class, subject, pattern, time duration of the exam to be conducted in the block is displayed in block slip. One copy of the block slip is also made available to the respective junior supervisor, so that junior supervisor can have better understanding of the seating plan, subject, pattern, class allotted to his/her block. Junior supervisor is also given the bunch of bar-codes showing the details of appearing subject for exam in the allotted block along with junior supervisor report. Hologram are also provided to the junior supervisor, which are to be pasted on the part of answer sheet containing important information of the student such as seat number of student, subject name, date, etc. so that identity of the student is not disclosed.

**d. Allotment of Peon: -**

Before the start of examination, meeting of peons is arranged under the guidance of CEO and Examination section in charge. Peons are informed about their duties. At the start of the examination, peons are allotted to blocks. Peons are assigned the works as block cleaning, desk arrangement, providing supplements and material required by junior supervisor during examination hours. 2-3 peons are reserved for the Control room arrangement.

**e. Allotment of Junior Supervisor: -**

In compiled list of the junior supervisors, blocks are allotted. Blocks are allotted in such a manner that Junior supervisor of same branch will not be allotted to the students appearing for examination of same branch. The blocks are allotted before one hour of commencement of examination. The junior Supervisors need to sign in reporting register before starting their duties.

**f. Question Paper Downloading and Printing: -**

The question papers are downloaded online in confidential room through university's highly secured and confidential question paper distribution (qpd) portal in the presence of senior supervisors. One-time password for question paper downloading is sent to principal and CEO's mobile by SPPU, generally 45 minutes before the commencement of examination. CEO downloads the question papers from qpd portal, verifies the pattern code, class and subject name and gives master copy to assistant to CEO. Assistant to CEO verifies all the details further from the prepared summary. The downloaded question paper is then given to Xerox machine operators to print expected number of copies according to the day wise prepared summary. Approximately, 10-15 copies of each paper are printed extra (some copies are required to be sent with answer sheet bundles to the respective CAP and one copy in library). All these activities are under CCTV camera. The Principal is monitoring the activities in the confidential room.

**g. Distribution of Question Papers in Blocks: -**

After finishing the printing of question papers, senior supervisors count exact number of the question papers as per the number of students allotted to the block for different subjects of particular branch as per the pattern and distributes the packets to different blocks with the help of examination section in charge

**h. Queries /Corrections in the Question Paper: -**

CEO has to check any queries/corrections related to question paper on qpd query portal. If any query is there, which is either available on qpd portal or forwarded on Principal, CEO mobile then corrections in the question papers as received from the university (qpd portal) are circulated through senior supervisors to the concerned students appeared for examination.

### **I. Unfair Means: -**

Unfair means cases caught by flying squad/Senior supervisor are reported to the university within three days of the incident with student's original answer book, copy material and students undertaking. The covering letter of college is sent to university through registered post of all such cases that are caught by the university unfair means committee. The intimation is sent to the student and the Institute regarding date and venue of unfair means committee hearing. The student faces committee and he/she will abide by the decision of the committee and after hearing within one month, his/her result is declared.

### **j. Policy for Dispatch of Answer Sheets to Various CAP Centres Designated by Savitribai Phule Pune University:**

Dispatch of answer sheets to various CAP centres designated by Savitribai Phule Pune University will be carried out as follows:

- i. Answer-books should be placed in a cloth bag and sealed with wax. The metal seal of the institute should be affixed on the wax.
- ii. Sealed bags containing answer-books should be packed and sealed into large cloth bag. These bags are handed over to the dispatch officer.
- iii. The sealed bags should be dispatched to CAP centre through the vehicle provided by the institute.
- iv. The sealed bag should be accompanied with one dispatch officer, 1 or 2 peons (as per need) and one security guard.
- v. University provides D.A. to one staff member for dispatch of sealed answer sheets. D.A. For remaining staff accompanying the sealed trunk (containing the answer sheets) will be paid by the institute as per University norms.

### **The Broad Categories of Unfair Means Resorted to by Students at the University/ College / Institution Examinations and the Quantum of Punishment for each Category thereof. (Ordinance09)**

<b>Sr. No.</b>	<b>Nature of Malpractice</b>	<b>Quantum Punishment</b>
1	Possession of Copying Material	Annulment of the performance of the student at the University/ College / Institution examination in full (Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No.(D) in addition to the punishment prescribed there at.
2	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination
3	Possession of another student's answer- book.	Exclusion of the student from University or College or Institution examination for one additional examination 0th The Students
4	Possession of another students answer book + actual evidence of copying there from.	Exclusion of the students from university or College or Institution examination for two additional examinations (Both The Students)

5	Mutual Mass Copying	Exclusion of the student from university or College or Institution examination for two additional examinations.
6	Smuggling-out or smuggling-in of answer book as copying material. (i) Smuggling-in of written answer book based on the question paper set at the examination. (ii) Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.	Exclusion of the students from university or College or Institution examination for two (i) three (ii) four (iii) additional examinations.
7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.
8	Interfering with or counterfeiting of university/ College/institution Seal, or answer book or office stationery used in examinations.	Exclusion of the students from university or college or institute examination for four additional examination.
9	Answer book main or supplement written outside the examination hall or another insertion in the answer book.	Exclusion of the student from University or College or Institution examination for four additional examinations.
10	Insertion of currency notes/ to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the students from university or college or institution examination for four additional examinations. (Note: This money shall be credited to the Income of Examination Branch)
<b>Sr. No.</b>	<b>Nature of Malpractice</b>	<b>Quantum Punishment</b>
11	Using obscene language Violence threat at the examination centre by a student at the University/ College/institution examination to Jr./Sr. Supervisors/ Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations.
12	(a) Impersonation at the University/College/ Institution examination. (b) Impersonation by the student of University/College/Institution student at S.S.C'/H. S.C'/any other examinations.	(a) Exclusion of the student from University or College or Institution examination for five additional examinations. (Both the students if impersonator is the student of University or College or institution). (b) Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
14	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the Student at the University or College or Institution examination in full.
15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution



	examination in full, and severe punishment depending upon the gravity of the offence.
16	If on previous occasion a disciplinary action was taken against a student for malpractice used at the examination, 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.
17	Practical/ Dissertation/ Project Report Examination Student involved in malpractices At Practical/ Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
18	The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. *(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 or practical & dissertation examinations unless malpractice used thereat.)

**a. Block Wise Answer Paper Collection to Examination Control Room:** - After conclusion of examination, junior supervisor counts and confirms the number of answer sheets collected in the block and then submits answer papers of his/her block to control room. In control room, senior supervisor counts and verifies, the answer papers and all further details as per junior supervisor report. All the answer paper bundles are then packed and sealed according to class/branch/pattern and sent to respective CAP centre's with submission report (senior supervisor report) in highly secured manner.

**8. Result Analysis/institute Toppers:** - PDF file of results is sent to college log in ID by SPPU. These results are forwarded by exam section to individual departments. The result analysis is carried out at departmental level, which includes number of students appeared for the examination, number of students passed, number of students secured distinction, first class, higher second class, second class, ATKT, etc. The result analysis is carried out for each subject of different classes. It is then forwarded to the administrative office (Principal office). The list of first 3 toppers who secures distinction is prepared for every class of each branch and this list is verified from the respective departments. The statement of marks of students is received from SPPU generally, after 30 days of declaration of results and then it is distributed to students.

**9. Photocopy and Revaluation:** - After declaration of university results, if students are unsatisfied with their results, then student can apply for photocopy and revaluation of answer book of respective subject. Schedule of photocopy and revaluation is informed to students as and when declared by SPPU. This process is again online. The students use their registered user ID and password to apply for photocopy and revaluation. Currently, photocopy and revaluation fees are paid to university directly. After applying for photocopy/revaluation & paying fees, university sends photocopy of answer book to students registered email. Once this process is completed and if students photocopy and subsequent revaluation result is positive then student has to submit his/her earlier original statement of marks to the examination section. Examination section then submits the same to university along with document showing change in result. The University then replaces student's statement of marks and give new mark statement to exam section, which is then given to concerned student.

**10. Grievances Redressal System:** - The Grievance redressal system is there in examination section to solve queries related to result, photocopy, exam form filling, etc. There are two types of grievances related with examination:


**a.** The Grievances that can be addressed by direct communication with University through Web Mail, which includes exam form, photocopy form, and revaluation form related grievances.

b. The Grievances that can be addressed by submitting documentary evidences along with student's application to University, which includes results reserved due to backlog/eligibility, subject absentee and name correction related grievances.

**11. Convocation:** - Applying for Degree Certificate (Convocation) is necessary for students after declaration of final year result. After convocation at university level, university sends notification regarding conduction of the convocation ceremony at Institute level with degree certificates and lists of students who applied for convocation. The message is sent by SPPU and examination section to all the students who applied for convocation regarding details of convocation ceremony at Institute level. The students are also contacted through the individual departments and informed to attend convocation ceremony. The institute conducts convocation ceremony as per guidelines of SPPU, Pune. The institute has to inform the chief guest name, date and convocation venue to the university. During the convocation, degree certificates are issued to the passed out students by the hands of chief guest. The examination section then submits attendance of students who attended convocation ceremony and obtained their degree certificates. The remaining degree certificates with attendance, challan and covering letter are submitted to university. The University has provided online portal for convocation process (<http://convocation.unipune.ac.in/Home/CollegeLogin/>). All process of convocation is completed through this portal.

  
C.E.O.



  
Principal  
**PRINCIPAL**  
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