

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY  
MUMBAI**

**ORDINANCES  
1 TO 72**

**(As approved by the Management Council vide  
Resolution No. 10 dated 04.12.2009)**

**Recognition to a person for Post-graduate Teaching/Research  
(Under Section 53(vii) of the Act)**

- O.1.** A full-time, adjunct or honorary Professor, Reader or Lecturer, Associate Professor, Assistant Professor, Principal, Reader, Lecturer may impart Post-graduate instructions or guide research leading to Post-graduate research degree in the University or College only if (s)he is recognized to do so by the University.

Provided that, the teacher appointed by the University in the grade of Professor or Reader in the subject, shall be deemed to have been recognized as a Post-graduate teacher in the said subject and related areas, for all purposes.

**O.2.**

1. A teacher appointed by the University in the grade of Lecturer in the University Department / Post-graduate Department shall be deemed to have been recognized as the Post-graduate teacher for imparting instruction to the Post-graduate teacher for imparting instruction to the Post-graduate courses. However, (s)he shall apply for getting recognition as the Post-graduate teacher for research guidance for – (i) M.Phil. and (ii) Ph.D.
2. A teacher working in Senior College shall be eligible to apply for getting recognition for teaching/research at Post/graduate level.
3. A visiting faculty, other than the teacher approved by the University, in the University Department, College or Recognised Institution and who is teaching at degree or Post-graduate level and who has doctorate degree and has published research work shall be eligible to apply for getting recognition for teaching research at post graduate level.
4. A person from Industry, Trade, Agriculture, Commerce or any other allied field and who is designated as the Adjunct Professor, Adjunct Reader or Adjunct Lecturer shall be eligible to apply for getting recognition for teaching /research at Post-graduate level.
5. In exceptional cases, an eminent person who is not approved as a teacher may be invited for teaching/guiding research leading to Ph.D. provided that, the person concerned has to his/her credit acknowledged published research work and is actively engaged in research.
6. Ordinarily a teacher seeking recognition for teaching/research at the Post-graduate level shall not be above 60 years of age. The teacher recognised for the Post-graduate teacher, shall cease to be so recognised on completion of 65 years of age and as research guide on completion of 70 years of age.

Provided, however, that, the research guide shall not register new students after completing 65 years of age.

**O.3.**

1. A teacher in Senior College/Recognised Institute shall send the application to the University through the Principal of the College / Head of the Recognised Institution.
2. A lecturer in University Department shall submit the application to the University through Head of the Department.

A person seeking recognition as above shall submit eight copies of application in the prescribed form accompanied by receipt of the fees prescribed by the University, from time to time.

3. The application forms shall be placed before the Post-graduate Recognition Committee for scrutiny & consideration as per the norms prescribed.
  4. There shall be a Post-graduate Recognition Committee consisting of the Heads of all the University Departments.
  5. The Report of the Recognition Committee shall be placed before the Board of University Teaching and Research for its consideration.
- O.4.** A person shall be recognised for Post-graduate teaching/research by the Board of University Teaching and Research.
- O.5.**
1.
    - a) The Board of University Teaching and Research shall grant recognition to a teacher under any of the following categories :
      - i) Post-graduate teaching
      - ii) M.Phil. by paper / research
      - iii) Ph.D.
    - b) The teacher recognised as a Ph.D. guide shall be deemed to have become eligible for Post-graduate teaching for M.Phil. by paper/research.
    - c) The teacher recognised for M.Phil. course by papers / research shall be deemed to have become eligible to teach Post-graduate Course.
  2. In case the Board of University Teaching and Research does not recognise a teacher for Post-graduate teaching / research, it shall record its reasons in writing and the teacher shall be informed accordingly.
- O.6.** The recognised Post-graduate teacher may undertake Post-graduate instruction or guide students at College where (s)he is working and has the library and /or laboratory facilities for Post-graduate work or if such facilities for Post-graduate work or if such facilities are available at another College / Recognised Institution or at the University.
- O.7.**
1. Recognition for Post-graduate teaching/research shall stand withdrawn as soon as such teacher is convicted by the court of law for offence involving moral turpitude, has become insane and stands so declared by a competent court, has become undischarged insolvent and so declared by a competent court, or has been physically unfit and incapable for discharging functions due to protracted illness or physical disability.
  2. Recognition for Post-graduate teaching /research shall stand withdrawn in case the approval as teacher in a College or Recognised Institution is withdrawn by the University.
  3. Recognition for Post-graduate teaching / research shall be withdrawn if it is found that the teacher has submitted false or fabricated information / documents for recognition.
  4. Recognition for Post-graduate teaching / research shall be withdrawn if it is found that the teacher has submitted false or fabricated information / documents for recognition.
- O.8.** Recognitions shall be withdrawn by the Board of University Teaching and Research. The decision of the Board of University Teaching and Research shall be final.

**Admission, Eligibility, Migration and Enrolment  
(Section 65 and 94 read with Section 53(i) of the Act)**

**O.9.** A student shall be eligible for admission, to a College / Department of the University if she fulfills the eligibility criteria as prescribed by the University, from time to time.

1. A student shall be given admission to a
  - a) first degree course provided she has passed HSC examination of Maharashtra / Gujarat Boards.
  - b) subsequent course provided she has passed the qualifying examination from the University.
2. All other students possessing required qualifications (not included in (i) and (ii) above) shall be admitted only on producing Eligibility Certificate from the Registrar of the University and a Migration Certificate from the University last attended as the case may be.

**O.10.**

1. A student shall apply for admission in the prescribed form and shall submit the same before the last date as may be determined by the College / Department keeping in view the date(s) of commencement of the academic year determined by the University.
2. No student shall be admitted to a College / Department of the University after the expiry of one month from the date of the commencement of instruction. However, in exceptional cases if the Principal / Head is satisfied that there was genuine reason for delay and that the student will be able to register the prescribed attendance, the student may be admitted with prior permission of the Registrar.
3. The Admission Committee shall prepare a merit list of eligible students on the basis of the percentage of marks obtained in the qualifying examination. The merit list alongwith the waiting list shall be displayed on the notice-board.

Provided, that the Reservation Rules for admission as prescribed by the respective Government, from time to time, shall be strictly observed.

4. For the purpose of consideration of College examination as qualifying examination for admission to any one of the courses of the University, the student seeking admission shall submit mark list and other certificates of the examination duly signed the competent authority, of the concerned Statutory / Recognised Board / University in India.

The student of an autonomous College / University Department / Recognised Institution, however, may have the marklist / document signed by the competent authority of the concerned College / University Department / Recognised Institution.

5. Where an entrance test is prescribed as the qualifying test, the admission of the student shall be made on the basis of her merit in the said entrance test. Entrance test may also include oral examination.

**O.11.** The student may be permitted, on reasonable grounds, to change the course from one Faculty to another, or from one subject to another and within a period prescribed by the University.

**O.12.** The student passing a two-year degree course conducted by the Statutory University in India, with English as one of the passing subjects, may be considered eligible for admission to the third year of the degree course in respective Faculty, provided such examination is considered as equivalent to second year of the degree course in the respective Faculty of the University. In this case, the student shall surrender the degree of two-year course to the University at the time of seeking admission.

**O.13.** The College shall constitute, an Admission Committee consisting of the following members for proper monitoring of admissions :

1. Principal (Chairperson)
2. Two Senior Teacher of the College from each faculty
3. One senior teacher belonging to reserved category to be nominated by the Principal.

Provided that, the total admission in the College for a course shall be within intake capacity as sanctioned by the University and respective Government, from time to time.

**O.14.** For admission to the Post-graduate course, there shall be an Admission Committee consisting of the following members :

1. Head of the University Department / Principal / Director – Chairperson
2. Two Teachers
3. A teacher belonging to reserved category to be nominated by Head / Principal / Director.

#### Admission to the Bachelor Technology (B.Tech.) Course

**O.15.** A candidate for being eligible for admission to the First year of the Bachelor of Technology (B.Tech.) Degree course of this University must have passed the Higher Secondary Certificate (Standard XII) Examination of the Maharashtra State Board of Secondary and Higher Education or Indian School Certificate (Standard XII) Examination or Central Board of Secondary Education (Standard XII) Examination or any other equivalent examination of a Council, Board or University outside Maharashtra State with English, Physics, Chemistry and Mathematics with not less than 50 percent marks (45 percent marks for backward class candidate from Maharashtra State only) in the subjects of Physics, Chemistry and Mathematics taken together at one and the same sitting.

**O.16.** The duration of the Bachelor of Technology (B.Tech.) Degree course shall be Four years and each year shall consist of two semesters. First year engineering (F.E.) course shall consist of semester-I and semester-II. Second year Engineering (S.E.) course shall consist of semester-III and semester-IV; Third year Engineering (T.E.) course shall consist of semester-V and semester-VI and Final year Engineering (B.Tech.) course shall consist of semester-VII and semester-VIII.

**Admission of Overseas Students :  
Under Section 53(i) of the Act.**

- O.17.** An overseas student is a student having a nationality other than Indian and seeking admission to a course of the University at a College / Department in India.
- O.18.**
1. An overseas student seeking admission to a College / Department of the University shall apply to the Principal / Head in prescribed form with prescribed fees through the Embassy / High Commission of her country in India on or before the last date prescribed by the University.
  2. An overseas student possessing student visa in favour of the University and eligibility certificate issued by the Association of Indian Universities, New Delhi, shall be considered for admission.
- O.19.** Admission of an overseas student shall be finalised subject to her fulfilling eligibility criteria as may be determined by the University, from time to time, undergoing a medical examination as per the rules of Government and paying to the University, overseas student's registration fee and/or such other fees as prescribed by the University, from time to time.
- O.20.** Admission of an overseas student to professional courses in the Faculty of Technology / Nursing & Medicine / Management and other, if any, shall be regulated only with 'No Objection Certificate; from the Ministry of External Affairs of the Government of India.
- O.21.**
1. The commitment of the University shall be restricted to the degree course for which the overseas student is admitted. Admission of the student to higher course in the same or other Faculty may be at the discretion of the University and shall depend upon previous academic performance of the student at the examination of the University.
  2. The overseas student having duly completed graduate course of other Indian University or Foreign University and found eligible may be admitted to the Post-graduate course of the University.
- O.22.** If the overseas student fails in the examination in three attempts, her admission to the University shall be cancelled under intimation to the Local Police Authority and the Embassy/ High Commission of her country in India. Such student shall not be eligible to seek admission to any other course of the University.
- O.23.** The overseas student shall have to appear and pass the entrance test, if any.
- O.24.** The overseas student shall be charged the tuition and other fees, if any, at the differential rates to be decided by the Government and the University, from time to time.
- O.25.** In case the overseas student seeks to cancel her admission, the refund of tuition fees and the deposits paid by her at the time of admission shall be as per rules prescribed by the University from time to time.

**Eligibility Certificate  
(Under Section 53 (i) of the Act)**

**O.26.**

1. A student passing the examination conducted by the H.S.C. Board other than of Maharashtra & Gujarat states seeking admission to a first degree course of the University shall apply for eligibility.
2. A student passing the examination conducted by any other University, seeking admission to a University course shall apply for eligibility.
3. A student shall apply for eligibility to the Registrar in a prescribed form through the Principal/ Head.
4. The fees for Eligibility Certificate shall be as prescribed by the University from time to time.
5. The student, along with the prescribed form and fees, shall submit the following :

Original Certificate of Marks of H.S.C. and/or all other qualifying examinations passed by the student, along with one attested copy of each and original Passing Certificate / Degree Certificate of the last qualifying examinations, along with one attested copy of each.

6. A student shall be issued an Eligibility Certificate after verification of the documents.

**O.27.** In case it is necessary to verify the authenticity of the certificates submitted by the students, a provisional Eligibility Certificate shall be issued by the University.

**O.28.** All students passing their last qualifying examination conducted by a Board of Education / School of Education / University outside India shall be issued a provisional Eligibility Certificate.

**O.29.** The fees for provisional Eligibility Certificate shall be as prescribed by the University authorities from time to time.

**O.30.** A provisional Eligibility Certificate shall be issued to a student if she :

1. submit the application along with the required statements / certificates; and
2. give an undertaking to the effect that she accepts her admission on a purely provisional basis.

**O.31.** The provisional Eligibility Certificate issued by the University shall not entail right for admission to a course.

**O.32.** The fees once paid shall not be refunded.

Equivalence of Courses

**O.33.**

1. There shall be one Equivalence Committee for all the Faculties for considering the equivalence of courses of other Statutory Universities, Recognised Boards of Education Academic Institutions in India and abroad for the purpose of admission to the courses :
2. The Equivalence Committee shall consist of -
  - a) Vice-Chancellor - Chairperson
  - b) All the Deans of the Faculties
  - c) Registrar - Member Secretary

**O.34.**

1. While considering the Equivalence of the courses, the Committee shall *interalia*, consider the following factors related to -
  - a) the syllabus of the courses concerned
  - b) duration of the courses and course structure
  - c) percentage of marks required for passing
  - d) bodies conducting examinations Government / Private / Autonomous etc.
  - e) any other requirements / factors specified by the University, from time to time.
2. The report of the Equivalence Committee shall be placed before the Academic Council for its approval
3. The University shall give equivalence to the course / Degree of other University only on reciprocating basis.



**Transfer and Migration Certificates  
(Under Section 53 (xi) of the Act)**

**O.35.** A student seeking transfer of admission (i) from one college to any other college of the University (ii) from one Post-graduate course to another shall apply to the Principal / Head in a prescribed form along with the fees prescribed by the College / University from time to time for a Transfer Certificate. The student shall normally apply for Transfer Certificate at the end of the term.

**O.36.**

1. A student seeking admission to a College / Department of another University shall apply to the Principal / Head in a prescribed form along with the fees prescribed by the University from time to time for a Transfer Certificate.
2. The College / University department shall issue to the student a Transfer Certificate in duplicate. The student shall submit one copy of the Transfer Certificate to the University for issuance of Migration Certificate. The student shall submit another copy of the Transfer Certificate to the College/University where she desires to seek admission.
3. The student shall apply for Migration Certificate in the prescribed form to Registrar of the University. The fees for the Migration Certificate shall be as prescribed by the University, from time to time.

**O.37.** Application for Transfer Certificate shall be made by the student through the Principal of the College/University Department to which she is seeking transfer.

Providing that, a regular student wishing to register her name as a distant candidate will apply to the Principal of the College/Head of the Department concerned for the Transfer Certificate through the Director, Center for Distance Education and the Transfer Certificate so issued will be sent by the Principal/Head directly to the University.

**O.38.** Midterm Transfer shall be granted only :

1. in case the parent or guardian with whom the student has been residing is transferred from the place of here occupation to any other place;
2. when a change of climate for the improvement of the student's health has been recommended by a registered Medical Practitioner;
3. for the reasons which appear to the Vice-Chancellor to be sufficient.

**O.39.** The Principal/Head shall issue a Transfer Certificate showing :

1. the number of days attended at the College/University Department, which the student has left, in all the terms during which she attended the College, after passing here last University/Board Examination;
2. the number of College examinations she did and did not attend with the result of each examination, since the last University/Board examination that she passed;
3. that she has completed exercises in Tutorials and/or Laboratory work in the class to the satisfaction of her teacher;

4. that she owes no dues to the College;
  5. that she has no Library books in her possession belonging to the College she has left;
  6. that she bears a good moral character;
  7. her date of birth as entered in the College Register;
  8. the voluntary subject or group of subjects in which she has attended courses of instruction at the College.
- O.40.** If the Migration Certificate is lost, a duplicate copy may be issued by the University on production of affidavit and after paying the prescribed fees.
- O.41.** The fees once paid shall not be refunded.

**Enrolment**

(Under Section 94 of the Act)

- O.42.** Every student, after passing her last qualifying examination as prescribed for the course of the Statutory / Recognised Boards of Education / Schools of Education / Universities in India or outside India seeking admission in the University for the course conducted by the College / University Department and found eligible for admission, shall enroll herself as the student of the University.

Provided that, such student shall pay the enrolment fees to the University as per the University rules, from time to time.

- O.43.** Application for enrolment of student in the University shall be made to the Registrar through the Principal of the College / Head of University Department normally on or before 30<sup>th</sup> August, in the prescribed form with a non-refundable fee as prescribed by the University, from time to time.
- O.44.** The student shall be deemed to have been admitted to the course of study of the University when she is enrolled in the University.
- O.45.** The Principal of the College / Head of the University Department shall submit all the applications received in the prescribed forms on or before the date prescribed by the University along with following documents :
1. the statement of marks in original, for the qualifying examination on the basis of which she is seeking admission in a College / University Department.
  2. Migration / Leaving Certificates in original, if the student migrates from other Statutory Board in India or from any other Statutory University.
- O.46.** Application for enrolment of students received after 30<sup>th</sup> day of August of the academic year concerned may be accepted by the Registrar of the University or an Officer who is entrusted with this work with additional late fees as may be prescribed by the University, from time to time if (s)he is satisfied with the reason duly certified by the Principal / Head of Department / Director for the delay in submission of enrolment forms.

Academic Terms

(Under Section 53 (xiv) of the Act)

- O.47.** The Academic year for all the Faculties of the University shall be divided into two terms / semesters.
- O.48.** The dates of the commencement of the first and second terms / semesters and the last dates of the first and second terms / semesters shall be decided by the Management Council, from time to time.
- O.49.** Notwithstanding anything contained in any other Ordinances, the Management Council shall have the power, to shift the vacation and also extend or reduce its duration.
- O.50.** The Principal of a College and Head of the Department shall keep a register of the daily attendance of duly admitted students.
- O.51.** For keeping a term in any class in any affiliated and Conducted College, University Department, etc. a student shall put in attendance of a number of periods which will constitute at least seventy-five percent of the total number of periods of each term and shall satisfactorily complete the prescribed coursework.
- O.52.** When on account of bonafide illness, or any other reason deemed sufficient, the total attendance of a student in any one term falls short of the minimum number of periods by not more than twenty five percent, it shall be competent for the Principal / Head to condone the deficiency.

The Principal / Heads are authorised to withdraw examination forms of the students fifteen days before commencement of the examination whose attendance falls short of the attendance required and the shortfall is not condoned.

- O.53.**
1. For a College or Colleges that may, in the judgment of the Management Council, be affected with any epidemic disease or flood or earthquake, the Ordinances may be suspended regarding minimum required attendance.
  2. In the case of any other emergency, the Vice-Chancellor shall also have power to suspend such Ordinances.
  3. On such suspension, the Management Council shall determine on the recommendation of the Principal of the College concerned, stating reasons, to be made at the end of the term, the minimum number of days of attendance required for keeping of the term.
- O.54.** The Principal of College and Head of the Department shall be empowered to condone attendance of the student who having volunteered under the N.S.S. Camp or the N.C.C. are unable to attend the Classes for the period during which they are under Training or attending a Camp.
- O.55.** The Principal of a College and Head of the Department shall be empowered to condone attendance of the students, for the purpose of participating in sports, debates, cultural events, etc. held under the auspices of the University, A.I.U., Government, etc. for the period during which they are unable to attend.
- O.56.** A student shall not be allowed to keep terms simultaneously for two different courses of the University. Violation of this condition shall entail cancellations of admission to both the courses.

**Execution of Contracts and Agreement and use of the University Seal**

(Under Section 53 (xiv) of the Act)

**O.57.**

1.
  - a) The Registrar shall enter into, vary, carry out and cancel all contracts for and on behalf of the University in accordance with such resolution as the Management Council may pass, from time to time.
  - b) The Registrar shall also enter into on behalf of the University the contract of service with the Vice-Chancellor, required to be executed under Section 12 of the Act.
2.
  - a) The Registrar of the University shall be the Custodian of the Common Seal of the University.
  - b) The Common Seal of the University shall not be affixed to any instrument except by the authority of a resolution of the Management Council in that behalf and except in the presence of the Registrar of the University, who shall sign every such instrument to which the Common Seal of the University is so affixed in his/her presence.
  - c) Every Certificate of Degree or Diploma awarded during the Convocation ceremony under the ordinances of the University required to bear the common seal of the University and the signature of the Registrar, shall be deemed to be properly signed if it bears facsimile of his / her signature stamped thereon.

**Tuition and other fees**

(Under Section 53(ii) of the Act)

- O.58.** In cases where the rates of tuition and other fees are prescribed by the State Government, the same shall be adopted by the University. In all other cases, including the self-financing courses, the rates shall be as prescribed by the University from time to time.

Provided further that, in case of some fees (e.g. Library and Gymkhana fees, etc.) other than tuition fees prescribed by the Government are not adequate to meet the requirement of the College/University, the University may increase such fees, but the fees reimbursed from the Government shall be, to the extent of the fees approved by the Government and the remaining shall be borne by the student.

**Affiliation Fees**

Under Section 53 (xiii) of the Act)

- O.59.** The Affiliation fees prescribed by the University for new affiliation, extension of affiliation, continuation of affiliation, annual affiliation fees, fees for additional division / additional intake shall be as prescribed by the University, from time to time.

Provided that, if the proposal of the College is rejected by the University, then two-third of the fees shall be refunded to the College by the University.

Provided further that, if the proposal of the College is rejected by the Government, then one third fees shall be refunded to the College by the University.

**Appointment and Reappointment of the Officers**

**O.60.**

1. Finance and Accounts Officer :

- a) The person to be appointed to the post of Finance and Accounts Officer shall :
  - i) possess Master's Degree in Commerce with 55% of marks or equivalent grade conferred by the Statutory University;
  - OR
  - ii) be a member of Institute of Chartered Accountants, of Chartered Financial Analyst or of Institute of Cost and Works Accountants of India;
  - OR
  - iii) have passed the Subordinate Accounts Service Examination of the Maharashtra Finance Accounts Services for Class I Officers;
- b) have at least 8 years professional experience; of which at least 4 years shall be in Accounting and Audit in Institution, Government, Semi-Government Office, Corporation, Commercial Body of repute or National Banks; and the remaining may be in teaching.
- c) have working knowledge of Marathi/Gujarati
- d) The age of the candidate applying for the post of Finance and Accounts Officer shall not be less than 35 years.
- e) The pay scale for the post of Finance and Accounts Officer shall be as prescribed by the State Government from time to time.

2. Controller of Examinations :

- a) The person to be appointed as Controller of Examinations shall possess Post-graduate degree with at least 55% marks or its equivalent grade, conferred by a statutory university.
- b) Possess 10 years' experience as Lecturer in University / College / Recognised Institution or with five years' experience in educational administration in the University / Recognised Institution in a responsible position.
- c) has working knowledge of Marathi / Gujarati.
- d) The age of the candidate applying for the post of Controller of Examinations shall not be less than 35 years.
- e) The pay scale for the post of Controller of Examinations shall be as prescribed by the State Government from time to time.

3. Director, Board of College and University Development :

- a) The Director, Board of College and University Development shall be full-time salaried Officer of the University and shall work directly under the control of the Vice-Chancellor.
- b) The appointment of the Director shall be for a term of five years or till (s)he attains the age of sixty years or co-terminus with the Vice-Chancellor, whichever is earlier.
- c) The Director shall hold lien, if any, on the post which (s)he is confirmed, prior to the appointment.

- d) The Director shall draw pay and allowances in the scale of University Professor as per the U.G.C. norms, with pay protection in the scale and normal increments. The pay and allowances shall not be altered to his/her disadvantage during the tenure.
- e) The Director may, by writing under his/her signature addressed to the Vice-Chancellor, resign from his/her office by giving one month's notice and shall cease to hold the office after a month on acceptance of his/her resignation.
- f) When the office of the Director falls vacant or (s)he is, by reason of illness or absence or any other cause, unable to perform the duties of office for a period not exceeding six months, the Vice-Chancellor may appoint a suitably qualified person a Director to officiate till the Director resumes office or a new Director assumes duties, as the case may be.
- g) The Director shall hold such other functions and duties as may be prescribed by or under the Act and the duties as may be assigned to him/her from time to time by the Vice-Chancellor.

**(Section 17(3), 18(c) of the Act)**

4. In case of officers of the University appointed on tenure and eligible for reappointment, following shall be the procedure for reappointment :
- a) The University Officer appointed / nominated on tenure if desires to relinquish the post before expiry of the tenure, shall inform so to the Vice-Chancellor, one month in advance; stating reason thereof. After getting the Vice-Chancellor's approval only, the Officer concerned shall vacate the office on the desired date.
  - b) At least six months prior to the completion of the tenure period, a Review Committee shall consider the question of reappointment.
  - c) The Review committee shall consist of
    - i) The Vice-Chancellor, Chairperson
    - ii) Two members nominated by the Management Council from amongst its members
    - iii) One Dean or Professor, not being a member of the Management Council, nominated by the Academic Council
    - iv) One expert having special knowledge in the field related to the post, not connected with the University nominated by the Management Council
    - v) One person belonging to SC/ST/OBC classes nominated by the Vice-Chancellor
    - vi) The Registrar shall act as Member-Secretary except when (s)he is a candidate
  - d) If the Review Committee considers the incumbent suitable for reappointment, it shall record such a decision and the Vice-Chancellor shall issue the order of reappointment.
  - e) If the Review Committee considers the incumbent unsuitable for reappointment or if the incumbent is unwilling to continue, the post shall be advertised at least three months before the expiry of the tenure.

**Examinations**

(Under Section 53 (v) and (vi) of the Act)

**O.61. General**

Performance of the student shall be judged by an examination at various levels such as Certificate/Diploma/Degree after completion of the prescribed course.

Degree examinations shall be either Graduate, Post-Graduate, M.Phil. or Ph.D.

Examinations shall be conducted at the University / College level as per the rules prescribed.

A student shall apply for admission to an examination on the prescribed form within the time-limit specified.

A regular/ex-student shall apply for an examination through the Principal/Head of the Department / Director of the respective College / Department / Institution. A Distance Education student shall apply through the Director, Centre for Distance Education.

The Examination fees to be paid by the students for different examinations, shall be as prescribed from time to time.

1. Pattern of Examinations :

Examinations shall be conducted either on Semester or Annual pattern as prescribed by rules from time to time. Semester examination shall be conducted at the end of the term. Annual examination shall be conducted at the end of the Academic year.

The examination upto the first Degree level shall be in the form of written examination and Practical / oral. At the Master's Level for P.G. Degree / Diploma, the examination pattern shall be as per the rules prescribed from time to time. M.Phil. and Ph.D. Theses.

2. Pattern of Assessment :

Performance of the students shall be judged either through Internal / External examinations or both.

Performance of the student shall be judged on the basis of Theory and Practical examination as per the rules prescribed from time to time.

The answer-sheets shall be assessed either by a single examiner or by two examiners as per the rules prescribed from time to time.

The conditions for passing for different examinations shall be either individual head of passing or combined passing.

3. No candidate, who has passed any examination of a Statutory University recognised as equivalent to the corresponding examination of this University, shall be permitted to appear for that examination.

4. A candidate, who has attained exemptions in any of the subjects at an examination, shall be allowed to claim the same at that examination for a period as prescribed in the course concerned.

5. Failure to pass an examination shall not disqualify the candidate from presenting herself on a subsequent examination on a new application being forwarded and a fresh fee paid as per the rules prescribed.
6. No student, who is registered as a regular student in an affiliated College under the University during an academic year, shall be registered as an external candidate for an examination during the same academic year.
7.
  - a. A student, who has satisfied all the requirements of the prescribed course of studies at her College/Department/Institution including the necessary minimum attendance shall be titled to receive a certificate from the Principal / Head of the Department as eligible for admission to the examination.
  - b. An ex-student, who has appeared at an examination and failed, shall not require a fresh certificate to be entitled to appear again at the same examination unless in the meantime she has joined as a regular student.
  - c. The Principal / Head of the Department may by a certificate permit an ex-student to rejoin as regular student and thereby forfeit her status as an ex-student, to appear for an examination.
  - d. The student whose admission form for examination is cancelled and who is not allowed to appear at the examination by the Principal because of deficiency in attendance, shall have to keep fresh terms and her form shall not be accepted under the category of ex-student.
8. A student shall be eligible to appear for class improvement in a degree examination within a period of three years from the year of passing a particular examination.
9. Examination fees for the students who are appearing for the various University Examinations shall be as per the University rules, prescribed from time to time.
10. Examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below :
  - a) Where as a candidate dies prior to the examination the entire fee shall be refunded. The applicant requesting for the refund of amount paid by the deceases shall have to submit the death certificate and the certificate signed by the Principal / Head of the Department to the Controller of Examinations.
  - b) The Controller of Examinations shall have power to exclude any candidate from a University examination, on being satisfied that she is suffering from an infectious or contagious disease. Whenever any candidate is thus excluded, the fee paid by her for admission to the examination shall be refunded.

#### **O.62. Schedule, Timetable of Examination**

The Controller of Examinations shall prepare and publish a schedule of examinations to be conducted by the University during the year at beginning of each academic year.

The schedule shall be placed before the Board of Examinations and the Academic Council of the University.

The schedule of examinations shall include details about the time, day and date of the commencement of each examination and shall also include the details about the practical examinations.



**O.63. Appointment of Papersetters and Examiners.**

1. The database for the examinership shall be prepared and maintained by the Controller of Examinations in the prescribed format within the period notified by the Board of Examinations from time to time.

The examination work shall include paper-setting, assessment of answer-books, practical examinations, junior and senior supervisors, squad(s) appointed during the examination, moderation and such other work which the University may include, from time to time.

2. The Controller of Examinations shall send the complete list of names of papersetters and examiners in each subject to the Chairperson of the Board of Studies concerned, which shall prepare the panel for submission to the Committee appointed under Section 32(5)(a) of the Act.
3. The Committee constituted under Section 32(5)(a) after due scrutiny, shall prepare the panel of papersetters and examiners as per the rules for each class/subject(s). The recommendations of the Committee shall be placed before the Board of Examinations for its approval.
4. The Controller of Examinations shall appoint the required number of papersetters, Examiners, Moderators etc. out of the panel approved by the Board of Examinations.

**O.64. Conduct of Examinations**

1. Whenever any of the date(s) on which any examination is to be held according to the Ordinances for the time being in force, happens to be a holiday, declared as such by the University, the Vice-Chancellor or when in the opinion of the Board of Examinations there is sufficient reason for altering the days for holding any examination as fixed by the Ordinances, the Board of Examinations shall be competent to fix such dates other than the dates fixed by the Ordinances, for holding such examination as it may consider proper; provided that, notice shall be given by a notification of any such alteration of dates as the Board of Examinations may direct.
2. When there is more than one centre for a written examination, question papers shall be given to candidates on the same day and at the same time at every centre.
3. Unless otherwise specifically provided for, all examination except practical and viva-voce shall be conducted by means of printed question papers.
4. No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University Examination and not answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

**O.65. Grace Marks :**

1. A student shall be entitled to get grace marks for passing
  - a) - in not more than 3 papers;
  - for a paper of 50 marks or less, maximum of 2 grace marks;
  - for a paper of above 50 marks, maximum of 3 grace marks
  - for semester examination - maximum 5 grace marks
  - for annual examination - maximum 8 grace marks

- b) When aggregate passing is required, a maximum of 5 grace marks for a semester examination and 8 marks in an annual examination shall be given provided grace marks have not been given in individual paper(s).
  - c) For award of Class (i.e. II Class or I Class / Grade C / B or A) a maximum of 3 marks shall be added to any individual paper of that examination provided the candidate has not been given grace marks in that examination.
  - d) No grace marks shall be given for Distinction / 'O' Grade / ATKT / for obtaining exemption in a paper.
  - e) In Master's examinations in all faculties, additional 3 marks may be added to the grand total to arrive at the total to 55% provided the candidate has not been given any other grace marks in any individual paper or in aggregate at that examination.
2. A Committee for moderation for each examination may be appointed by the Controller of Examinations in consultation with the Vice-Chancellor, in the following circumstances:
- a) When the overall passing percentage is very low or deviates from the normal by a large margin;
  - b) There is high rate of failure in any particular paper or papers;
  - c) There is great deviation between different centres/media/examiners in the same examination in the same examination;
  - d) Any other abnormal situation which indicates the necessity of a review.
3. Grace Marks related to Examination at Institute of Technology
- a) When the overall passing percentage is very low or deviates from the normal by a large margin;
  - b)
    - i. A candidate failing in one or more heads of passing, shall be graced upto 2% of the aggregate total of the related examination in which she has appeared to enable her to pass the examination, subject to maximum of 20 marks overall, and not more than 5 marks in any one head of passing or a pair of heads of passing, one within the other, for a subject. The limit of 5 marks shall not be applicable for the head of passing of aggregate total, subject to availability of grace marks.
    - ii. Where one head of passing is included within another head of passing (written paper within full marks of a subject) the benefit shall be given at both heads if need be, subject to limit of maximum of 5 marks for the subject and further subjected to the overall marks available for gracing.
  - c) In case of a candidate appearing in all written papers of an examination at one and the same sitting and obtaining an aggregate percentage of marks at the related examination exceeding a minimum percentage required for passing by at least 10% of the latter and failing by not more than 10 marks in individual head of passing, the limit of 5 grace marks in any one head of passing shall not apply.

**O.66. Additional Marks for extra-curricular activities**

1. A student appearing for any Undergraduate Degree, P.G. Degree, B.Ed. and Diploma Examination shall be eligible to get five (5) marks for her participation in any one of the following activities conducted by the University -
  - a) National Service Scheme
  - b) National Cadet Corps
  - c) Sports & Games
  - d) Cultural Activities
  - e) Adult & Continuing Education & Extension Services

Provided that, the student participating in more than one activity, shall be granted the maximum marks only in that activity in which she has secured more marks.

2. A student participating at the Inter-Collegiate/Inter-University/District/State and National level in the activities mentioned above in (a) shall be eligible to get additional five (5) marks.
3. The marks so awarded shall be shown in a separate column in the marklist and shall be added to the total of marks secured by the student at the examination.
4. The Principal / Director / Head of the College / Department, as the case may be, shall submit the list of students participating in designated activities, to the respective University Coordinator(s) in the prescribed Proforma, on or before the prescribed date, every year.
5. The respective University Coordinators shall then enter the marks received for designated activities by the participating students in the prescribed Proforma as per the criteria laid down and forward the lists so completed to the Controller of Examinations within fifteen days.
6. The Controller of Examinations shall get the Marks incorporated in the Statement of Marks accordingly.
7. Any information received after the due date shall not be accepted by the Controller of Examinations
8. The additional marks so awarded under this Ordinance shall not be treated as grace marks and shall be awarded separately for the second and third years (Under-graduate level), first & second year (P.G. level).

**O.67. Result**

The result of all the examinations shall be published as per the provisions made in section 72 of the Act.

1. The result shall be declared either in the form of Class or Grade as per the rules prescribed from time to time
  - The class shall be denoted as Distinction / First Class / Second Class / Pass Class
  - The Grade shall be denoted as O/A/B/C/D

The result shall be displayed in three Campuses of the University and Press copies shall be sent to the Colleges (conducted / affiliated) / Departments / Institutions for display on the Notice Board.

2. When the Examination is by Thesis, a list of successful candidates arranged in alphabetical order and in prescribed format will alone be published.
3. A statement in a printed form showing the marks obtained by a candidate in each head of passing shall be supplied to here on payment of charges for the first copy and for next copy per examination. Marks obtained by a candidate in individual papers shall also be supplied on payment of a fee per examination. Marks obtained by a candidate in individual questions or in section of papers shall not be supplied.

The Statement of Marks shall only be supplied by the University under the signature of the Controller of Examinations.

Provided that, charges for the first copy and the second copy of the Statement of Marks shall be as decided by the University, from time to time.

*[Information about the marks obtained by candidate in the various heads of passing is communicated, free-of-charge, to the heads of institutions from which candidates appear for the examination, irrespective of whether candidates are successful or not.]*

4. The copy of the result of the Examination supplied by the University to the College/University Department is only meant for the use of the College/University Department. The Principal/Head of the Department shall have no authority to issue the statement of marks under his/her signature.

Provided further that, if any student demands the transcripts for the purpose of taking admission in foreign Universities then such transcripts shall be signed by the Registrar.

5. A certificate shall be given to those students who pass an examination.
6. In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of similar nature, the Board of examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Board of Examinations shall consider / deem fit in that behalf.

Provided that, subject to (7), no result shall be amended after the period of six months from the date of publication.

7. In any case where the result of an examination has been ascertained, published and the degree certificate issued and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefitted, and that such examinee has in the opinion of the Board of Examinations, has been party or privy to, or connived at such malpractice (including submission of project report etc.) fraud or improper conduct, the Board of Examinations shall have power at any time, notwithstanding the issue of a certificate or the award of prize, or scholarship, to amend the result of such examinee and to make such declaration including withdrawal of the degree certificate issued, as the Board of Examinations shall consider fit in that behalf.

**O.68. Verification of Marks :**

A student may apply for verification of marks on prescribed form to the Controller of Examinations within a period of fifteen days from the declaration of the results of the said examination along with the prescribed fees. The result of verification shall be declared within a period of fifteen days from the last date of acceptance of the applications.

The fee for the verification shall be refunded to the applicant if it is found that there is (i) an omission to examine or mark any answer/answers, (ii) mistake in totaling of marks, (iii) mistake in transfer of marks.

Provided that, the candidates applying for verification are not eligible for applying for revaluation in the same heads of University examination.

**O.69. Revaluation**

Revaluation of answer scripts of candidates, at the University examination;

Where the Vice-Chancellor is satisfied that there is a *prima facie* case warranting revaluation of the answer-books of any candidates for any reasons deemed satisfactory by her, she may arrange for the revaluation of the answer-books of the candidate through some other Examiner either Internal or External. Where the Vice-Chancellor finds that the difference in marks awarded by the First and Second examiner is more than 20% of the maximum marks, then she may arrange for a second revaluation of the said answer-books by Third examiner either Internal or External. The average of marks awarded by the three examiners shall be taken as the final marks.

Provided that, a candidate applying for revaluation is not eligible for applying for verification in the same head or heads of University Examination.

Revaluation includes verification of marks and rechecking the answer-sheet.

1. The candidate shall apply for revaluation to the Controller of Examinations of the University and she shall be eligible to apply for revaluation of maximum two papers.

The candidate shall be required to pay revaluation fees per paper, as prescribed by the University, from time to time.

2. A candidate shall be permitted to apply for revaluation if the pattern of examination is Annual / Semester.
3. The candidate other than student of Institute of Technology shall not be permitted to apply for revaluation -
  - of a paper in which she has passed.
  - if she has failed in more than two theory papers.
4. The candidate shall not be permitted to apply for revaluation
  - of written scripts of practical examination / internal assessment / dissertation and thesis.
  - of viva-voce
  - when the system of dual assessment is in vogue.
5. The candidate shall apply for revaluation within a period of thirty days after the declaration of results.

**O.70. Prizes, Awards, Medals**

1.
  - a. No candidate shall be eligible for any Fellowship, Prize, Medal or other award, who present herself for the examination to which the award relates, more than two years after the expiry of the minimum period prescribed for that examination. The computation of the period for the purpose shall begin from the date of passing of the preceding lower examination which qualified the candidate to enter the course for the higher examination.
  - b. No candidate shall be eligible for any of the Scholarships, Medals or Prizes to be awarded to candidate successful at any of the University Examination who has a deficiency of marks in any of the heads of the examinations condoned by giving grace marks under the ordinances laid down in that behalf.
2. No fees shall be charged for the Merit Certificates mentioning rank in the University Examination.

**Ordinance under Section 32(6)(a) & (b) of the Maharashtra Universities Act, 1994**

**O.71. Unfair Means Committee by the Students**

1. The Board of Examinations shall be the competent authority to take disciplinary action against a student for misconduct due to unfair means committed by her at the Examination conducted by the University.
2. The Principal of the College shall be the competent authority to take disciplinary action against a student for misconduct due to unfair means committed by her at the Examination conducted by the college on behalf of the University.
3. Definition - unless the context otherwise requires
  - a) "Student" means and includes a person who is enrolled as such by the University / College / Institution / Centre for Distance Education for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
  - b) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
    - i. Possessing unfair means / material and / or copying therefrom,
    - ii. Transcribing any unauthorized material or any other use thereof,
    - iii. Intimidating or using obscene language towards or threatening or making use of violence against supervisor or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings,
    - iv. Unauthorised communicating with other examinees or any one else inside or outside the examination hall,
    - v. Mutual / Mass copying,
    - vi. Smuggling-out or smuggling-in, either blank or written, answer-book as copying Material,
    - vii. Smuggling-in blank/written answer-book and forging signature of the Supervisor thereon,

- viii. Interfering with or counterfeiting of University / College / Institution seal, or answer-books or office stationery used in the examinations,
  - ix. Insertion of currency notes in the answer-books or attempting to bribe any of the persons connected with conduct of examinations,
  - x. Impersonation at the University / College / Institution examination,
  - xi. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University or College or Institution examination,
  - xii. Or any other similar act/s and or omission/s which may be considered as unfair means by the competent authority.
- c) “Unfair means relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence gain to her or to any other person or causing wrongful lapse to other person/s.
  - d) “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (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 unfair means material by a Student” means having any unauthorised material on her or desk or chair or table or at any place within 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 unfair means material, by the Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of its 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 her behalf to such an extent that it has become illegible.  
  
Provided report to that effect is submitted by the Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or to 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 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 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) “Chief Conductor” means and includes Principal of the College concerned or Head of the Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him/her or person appointed as in-charge of examination, by the authority competent to make appointment to such a post.

4. 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 Management Council 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 or from any University course in a College or 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 the any University Scholarship held by her or cancellation of the award of any University prize or medal to her or by imposition of fine not exceeding Rs. Five hundred or in any two or more of the aforesaid ways.
5. Where the examinations of the University courses are conducted by the constituent Colleges/Institution on behalf of the University, the Principal/Head of the concerned College/Institution on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the Management Council or by the College/Institution for proper conduct of examination, 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 form any such examination or any University course in a College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to her or by imposition of fine not exceeding Rs. Five hundred or in any two or more of the aforesaid ways.
6. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
7. case of unfair means, follow the procedure as under:
  - a) The student shall be called upon to surrender to the Chief Conductor the unfair means material found in her possession, if any, and her answerbook.
  - b) Signature of the concerned student shall be obtained on the relevant material and list thereon, concerned Supervisor and Chief Conductor shall also sign on all the relevant materials and documents.
  - c) Statement of the student and her undertaking in the prescribed format and statement of the concerned Supervisor shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give undertaking the concerned Supervisor and Chief Conductor shall record accordingly under their signatures.
  - d) Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity o the case:
    - i) In case of impersonation or violence, expel the concerned student form the examination and not allow her to appear for remaining examination.
    - ii) Obtain undertaking from the student to the effect that decision of the concerned competent authority in her case shall be final and binding and allow her to continue with her examination.
    - iii) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No.XXXI 1982- An Act to provide for preventing Malpractices at University, Board & other specified examinations(Appendix – III, Proforma A & B).



- iv) Confiscate her answerbook, mark it as “suspected unfair means case” and issue her fresh answerbook duly marked.
  - e) All the material and list of material mentioned in sub-clause(a) and the undertaking with the statement of the student and that of the Supervisor as mentioned in clause (b) & (c) above and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his/her report, to the Controller of Examinations/Principal/Head of the Institution, as he case may be, in a separate and confidential sealed envelope marked “suspected a unfair means case”.
  - f) In case of unfair means of oral type, the Supervisor or concerned authorised person shall record the facts ion writing and shall report the same to the Controller of Examinations/Principal/Head of the Institution as the case may be.
8. Procedure to be followed by the 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 answer-books the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, alongwith, the evidence, too the Controller of Examinations / Principal / Head of the institution as the case may be, with his/her opinion in separate confidential sealed envelope marked as “suspected unfair means case”.
9. Cases of unfair means having prima-facie evidence, reported to the University / College/ Institution by the Chief Conductor/Supervisor and/or Examiners shall be inquired into by the Committee appointed by the Board of Examinations/Principal/Head of the Institution, as the case may be. In the event of cases of unfair means reported through any other sources, the concerned Officer/in-charge of the subsection/Unit to which the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a chargesheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent authority is satisfied that there is a prima-facie case it shall place further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before he Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed off.
10. Examination Result/s of the concerned student/s involved in such cases be held in reserve till the Competent Authority takes final decision in the matter and the concerned student/s and the College/Institution she belongs to, shall be informed accordingly.
11. 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 Committee shall be five years subject to Provisions of Section 42 & 43 of the mid Act.
  - b) For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institutions at the examination held by the Committee appointed by the College / Institution shall consist of five teachers (other than the Principal / Head) to be nominated, by the Principal / Head of the Institution one of whom shall be designated as Chairperson. The members appointed on the College / Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.

- c) The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of report to concerned competent authority, which shall issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and ensuring whether reasonable opportunity has been given to the concerned implicated student for her defence, the principal of natural justice has been followed and recommended quantum of punishment is accordance with the guidelines laid down in the behalf.

12. Procedure of the committee should be as under :

- a) The controller of Examinations of the University/Principal of the College or Head of the Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing, of the act of unfair means alleged to have been committed by her, and shall ask her to show cause as to why the charges levelled against her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- b) The student shall be asked to appear before the Inquiry Committee on a day, time & place fixed for the meeting, with written reply/explanation to the show cause notice served on her therein. The student herself only shall present her case before the Committee.
- c) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to her by the Inquiry Committee, if the student presents herself before the Committee. The evidence if any shall be recorded in the presence of the student.
- d) Reasonable opportunity, including oral hearing shall be given to the student in her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendations in the case.
- e) The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- f) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time & place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in the case in her absentia, on the basis of the available evidence/documents, which shall be hiding on the student concerned.
- g) The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

13. Punishment

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the case of College examination, and the Head in the cases of examinations held by the Institution, after taking into consideration the report of the Committee shall pass such orders as it deem fit including granting the student benefit of doubts, issuing warning or exonerating her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- a) Annulment of performance if the student in full or in part at the examination she has appeared for.

- b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- d) Cancellation of the University or College or Institution Scholarship/s award/s or prize or medal etc. awarded to her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine not exceeding Rs. Five hundred on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty it may deem fit.
- f) The student concerned be informed of the punishment finally imposed on her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution she belongs to.
- g) An appeal against the findings of the Committee shall lie with the concerned competent, authority, whose decision shall be final and binding.
- h) An appeal made in writing within a period of thirty days from the date of imposition of the punishment, shall be considered by the competent authority on merit and shall be decided on the basis of the evidence available in the case and shall be heard in person in deserving cases, if the competent authority finds substance in the appeal. The competent authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as documents relied upon (if not strictly confidential), pertaining to her case to the appellant if applied for in writing. Decision in the appeal shall be informed to the student concerned accordingly.
- i) The court matters in the respect of the unfair means cases shall be dealt with by the respective competent authority.
- j) As far as possible the quantum of punishment shall be as prescribed (category-wise) in Appendix - I

**Appendix – I**

The board categories of unfair means resorted to by students at the University/ College/institution Examinations and the quantum of punishment for each category thereof:

<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/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.12 in addition to the punishment prescribed thereat.)
(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 (BOTH THE STUDENTS)
(4)	Possession of another student's answer-book + actual evidence of copying therefrom	Exclusion of the student 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) a)	Smuggling-out or smuggling-in answer-book as copying material	Exclusion of the student from University or College or Institution examination for two additional examinations.
b)	Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
c)	Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four 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-books	Exclusion of the student from University or College or Institution examination for four additional examinations.

- |         |   |  |
|---------|---|--|
| (9)     | Inserting answer-book, main or supplement written outside the examination hall or any other insertion in answer-book  | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (10)    | Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations  | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (11)    | Using obscene language / violence threat at the examination centre by a student at the University centre by a student at the University / College / Institution examination to 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.  | Exclusion of the student from University or College or Institution examination for five additional examinations. (Both the students if impersonator is University or College or Institute student) |
| b)      | Impersonation by a University/ College / Institution student at S.S.C / H.S.C. / any other examinations.  | Exclusion of the student 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 student from University or College or Institution examination for full.   |
| (14)    | Found having written on palms or on the body, or on the clothes while in the examination.   | Annulment of the student from University or College or Institution examination for full.   |
| (15)    | All other malpractices not covered in the aforesaid categories.   | Annulment of the student from University or College or Institution examination for full, and severe punishment upon the gravity of the offence.  |
| (16)    | If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and she is caught again for malpractices used at the examinations, in this event 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/Thesis/Project Report examination:  
Student involved in malpractices at Practical/ Dissertation /Thesis/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 not exceeding Rs. Five hundred 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 & dissertation examinations unless malpractice used thereat.)

**O.72. Malpractices used or Lapses committed by any Paper-setters, Examiners, Moderators, Referees, Teachers or any other Persons connected with the Conduct of Examination**

1. The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination, committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice at the examination conducted by the University.
2. The Management (includes the Trustees, Managing Body or Governing Body) of the College or recognised institution shall be the competent authority to take appropriate disciplinary action against the papersetters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination committing malpractices or lapses or attempting to use, aiding, abetting, instigating or allowing to use malpractice. \*\* at the examination conducted by the colleges or recognised institutions on behalf of the University.
3. **Definitions : unless the context otherwise requires:**
  - a) “Paper-setter, examiner, moderator, referee & 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) Malpractice/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 / College / Institution examination, before the time of examination.
    - (ii) Examiner / Moderator intentionally awarding marks to student in assessment of answer-books. Dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
    - (iii) Paper-Setter omitting question, Sr. No. Of question, repeating question or setting question outside the scope of syllabus.
    - (iv) Examiner/Referee showing negligence in detecting malpractice used by student/s.
    - (v) Supervisor, Chief Conductor 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 any other person or causing wrongful loss to other person(s) or omitting to do what he/she is bound to do as duties.
4. Investigating committee.
    - a) The committee appointed by the Board of examinations under the provision of Section 32(6) (a), 42 & 43 of the Maharashtra Universities Act, 1994 to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractice used and/or lapses committed by the paper-setters, examinations, moderators, referees, teachers or any other persons connected with the conduct of examinations, at the University examinations.
    - b) Similarly a committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractice/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations conducted by the college or institution on behalf of the University.
  5. Procedure for Investigation.
    - a) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examinations, reported to the University/College/Institution shall be scrutinised by the concerned Officer/In-charge of the Sub-Section/Unit at the Examination Section of the University/College/institution to which the case primarily pertains, who shall collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a chargesheet and then shall submit the said case with his/her primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee, for further investigating. The concerned Officer of the Sub-Section/Unit through which the case 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 of.
    - b) The Competent Authority or the Officer authorised by it be 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 malpractice used and/or lapses committed by him/her at the examination and shall ask him/her to show cause as to why the charge(s) levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
    - c) The concerned person be asked to appear before the Inquiry Committee on a day,time & place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge(s) 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 or 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 presents himself/herself before the Committee. The evidence, if any, shall be recorded in presence of the concerned person.

- e) Reasonable opportunity, including oral hearing shall be given to the concerned person for his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
  - f) The Committee shall follow the above procedure in the spirit of principle of nature Justice.
  - g) If the concerned person fails to appear before the Committee on the day, time & place fixed for the meeting, he/she shall be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chance, if the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absentia on the bases of whatever evidence/documents available before it and same shall be binding on the concerned implicated person.
  - h) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.
6. Punishment :
- a) The competent authority, 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 examinations: period
  - b) Imposing fine as decided by the competent authority. If the concerned person fails to pay the fine within a stipulated period, the competent authority may impose on such a person additional punishment/penalty it may deem fit.
  - c) Referring his/her case to the concerned to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules of governing him/her.
  - d) The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishment imposed on him/her.
  - e) An appeal made within thirty days of imposition of the punishment, other than the punishment, referred to in clause No.(c) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution if the case is pertaining to the College.