SHIKSHA MANDAL'S

BAJAJ COLLEGE OF SCIENCE
WARDHA

An Autonomous Institute

Affiliated to

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

EXAMINATION MANUAL

To be implemented from - 2026-27

Controller of Examinations
Bajaj College of Science, Wardha.
Jamnalal Bajaj Marg, Civil Lines, Wardha 442001
Ph.: 07152–230515, 230517 Fax: 07152–230515

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1. Preamble:

Shiksha Mandal's Bajaj College of Science, Wardha has been conferred and granted autonomous status vide Letter No F.22-1/2017(AC) dated 06/04/2017 by UGC and by RTM Nagpur University, Nagpur vide Letter No. RTMNU/CDS/2017/6434 dated 29/05/2017. The Institute has already constituted the Academic Council which has been conferred with powers and duties, one of which is to formulate the methodology for conduction of examination to evaluate the performance of the students.

I. Definitions:

1. In these Rules and in other Rules related to the examinations, unless there is anything repugnant to the subject or context:

   i) "Academic Year or Year" means a year defined in the Ordinances/Regulations for Under Graduate (UG) and Post Graduate (PG) programmes.

   ii) "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the Ordinances/Regulations of the Institute. Provided that, a candidate who does not fulfill all the conditions may, at the discretion of a competent authority of the Institute, be admitted provisionally, and in case, all the conditions are not fulfilled by him, his admission shall be liable to be cancelled.

   iii) "Applicant" means a person who has submitted an application to the Institute in the form prescribed for admission to an examination i.e. the Examination Form.

   iv) "Candidate" means a person who has been admitted to an examination by the Institute.

   v) "Collegiate Candidate" means an applicant who applied for admission to Examination through a Department in which he was pursuing a regular course of studies.

   vi) "Examinee" means a person who presents himself for an examination to which he has been admitted.

   vii) "Examination" means an examination prescribed by the Institute under Ordinances/Regulations.

   viii) "Examination Fee" means the fee prescribed by the concerned rules and includes the fee for Statement of grades, but does not include any other fee.

   ix) An "Ex-student" is a person, who having once been admitted to an examination of this Institute, is again required to take the same examination by reason of his failure or absence and shall include a student who may have joined the College again in the same course.

x) "Test Examination" means an examination conducted by a Department in the College in accordance with the provisions made in Ordinances/Regulations.

xi) "End Semester Examination", means an examination conducted by the Institute in accordance with the provisions made in Ordinances/Regulations.

2. In these rules unless a different intention appears,

(a) Words referred to in masculine gender shall be taken to include a reference to feminine gender; and

(b) Words in the singular shall include the plural and vice-versa.

II. Rules:

1. Otherwise specifically provided, the conditions prescribed for admission to examinations under these rules shall apply to all persons who wish to take the examinations of the Institute.

2. A collegiate candidate desirous of taking an examination, unless otherwise provided in any rules, shall prosecute a regular course of study in the college leading to the examination for which he applies, for not less than the period prescribed in the Ordinances/Regulations.

Explanation: 'Prosecution of a regular course of study' means attendance not less than 75% of the lectures delivered in each course and in practical work wherever prescribed.

3. Notwithstanding anything in any Examination Rules, the provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of studies, as per the provisions of Ordinances/Regulations for UG and PG Programmes.

4. All candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the 'Concerned University or Board' with their application for admission to End Semester Examination in this Institute.

5. Ordinarily, the Syllabi and the scheme for the Examinations shall be published in the Prospectus before the commencement of the academic year in which the programme commences.

6. The Academic Council shall notify the terms, vacations and holidays for the academic year.

7. The Syllabus and the Text books, if any, to be prescribed or recommended in connection with any course in which the Institute conducts examination shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies. All changes in the Syllabi or in the scheme of examinations shall be

notified for general information before the commencement of the Programmes leading to the examination.

6. All the examinations except practical/group discussion and viva-voce shall be conducted by means of printed question papers.
7. Except as otherwise provided under the rules relating to particular examinations, each paper shall be of three hours duration.
8. In order to pass an examination, an examinee must satisfy the conditions laid down in the Ordinances/Regulations of the Institute.
9. Notwithstanding anything to the contrary in these rules, no person shall be admitted to Examination if he/she has already passed the same examination or an examination of another University which has been recognized as equivalent to that examination.

2. Board of Examination (BoE):

Institute has constituted BoE as per direction no. 3 of 2016 issued by Rashtrasant Tukadoji Maharaj Nagpur University and the provision made in the XII Plan of U.G.C. guidelines for autonomous colleges. The examination committee shall consist of the following members –

i) Principal (Chairman)
ii) Three Regular Senior Faculty Members of the institute possessing teaching/research experience of more than Ten years.
iii) Controller of Examinations (CoE), of Bajaj College of Science, Wardha as Member Secretary.
iv) One Evaluation Expert nominated by the Principal.

2.1 Powers and Duties of Board of Examination (BoE):

i) The committee shall ensure proper organization of all examinations related works including paper setting, moderation, exam conduction, evaluation, result processing and declaration of results.
ii) The committee shall finalize the time table of regular supplementary and makeup examinations.
iii) The committee shall arrange for strict vigilance during the conduction of examination so as to conduct examination smoothly.
iv) The recommendations of the Unfair Means Committee as discussed in section II shall be placed before the BoE, which will finalize the recommendations of the Unfair Means Committee.

v) To finalize the recommendations of the committee formed to deal with the cases of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers, referees, teachers or any other person connected with the conduction of examinations.

vi) To undertake measures towards examination reforms.

vii) The BoE shall meet at least twice during the academic year and as and when required.

viii) Two-third members shall constitute a quorum for Board of Examination meeting. The meeting may be adjourned for the want of quorum, and then no quorum shall be required for such adjourned meeting, which will be conducted within 15 minutes.

ix) The BoE shall perform such duties and responsibilities that are required from time to time for the smooth conduction of examination.

3. Controller of Examinations (CoE):

The Principal will act as a Chief Controller of Examinations. Controller of Examinations will be a permanent faculty member of the Institute, nominated by the Principal. The Controller of Examinations and BoE will form his/her team as per the U.G.C. guidelines for autonomous colleges.

3.1 Duties of Controller of Examinations:

1. a. Controller of Examinations shall be appointed by the Principal and shall function autonomously under the Academic Regulations of the Institute.

b. Controller of Examinations shall be the Principal officer-in-charge for conduction of examinations, assessment of answer books and declaration of the results. He/she shall discharge his/her functions under the supervision, directions and guidance of the Principal.

c. Office of CoE shall ensure confidentiality at every stage of the examination process. All the office bearers of the Office of CoE and staff related to the examination shall give a declaration to the effect that none of their close/blood(first) relatives is/are appearing in the ongoing examinations.

2. Controller of Examinations shall be the member secretary of Board of Examination and the sub-committees appointed by the BoE. He/She shall be responsible for prompt and proper implementation of the decisions taken by the committee(s).

3. The Controller of Examinations shall also be responsible for making all arrangements necessary for holding examinations, assessment of answer books and declaration of results.

4. The CoE shall be responsible:

a) To prepare and announce in advance the calendar of examinations;

b) To make arrangement for printing of question papers;

c) To make arrangement to get record of the performance of the candidates at the examinations properly assessed and process the results.

d) To arrange for timely publication of results of examinations.

e) To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;

f) To take disciplinary action wherever necessary, in connection with examinations, against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices in relation to the examinations.

5. The Controller of Examinations shall exercise such other powers and perform such other duties as may be prescribed or assigned to him from time to time, by Examination Committee.

6. For smooth functioning of the above, the Principal shall depute a senior faculty member as Chief Supervisor to assist CoE for:

a) Conduction of Examination

b) Central assessment of answer papers.

4. Conduct of Theory / Practical Examinations / Continuous Evaluation:

i) All Theory /Practical Examinations shall be conducted as per the schedule given in the Academic Calendar and as per the Examination Scheme given in the Ordinances/ Regulations for UG/PG.

ii) Head of the Department shall act as coordinator to conduct Test/Practical examinations or any other Continuous Internal Assessment (CIA).

5. Submission of Examination Form:

i) Student shall pay the examination fees at the time of examination form submission.

ii) Students will be allowed to fill the examination form after the notified last date with late fees. Exam forms will not be accepted once the last date with the late fees expires.

iii) A candidate who is unable to present himself for any examination shall not receive a refund of his/her fees.

iv) Programme/Semester wise Admit cards (Hall Tickets) will be printed and distributed to the students before commencement of the examination.

v) If a candidate suppresses some vital information and tries to appear for an examination for which he is not due, the total amount of fee paid by him shall be forfeited. He/She shall further be asked to appear before the disciplinary action committee constituted by the Principal. The decision of the disciplinary action committee will be final in his/her case.

6. Eligibility Criteria regarding "Appointment of Paper Setter/ Moderator/ Examiner/ Re-assessor/ Practical Examiner":

i) The "Board of Studies" BoS will finalize the panel of the Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner for each semester in the BoS Meetings.

ii) The Paper Setter/Moderator/Examiner/Re-assessor/Practical Examiner shall be appointed by Chairman of respective BoS/HoD in the same chronological order. The person appointed to perform such work shall have relevant qualification enforced from time to time, and shall be a regular/retired/contractual employee of a College/Organization.

iii) The Paper Setters shall have at least two years experience of teaching the course for which appointment is to be made.

iv) The Moderator shall have at least five years of teaching experience in the respective program for which appointment is to be made. In case the moderator is appointed from outside the Institute, he/she must also have at least five years experience in the relevant field.

v) The Practical Examiner (Internal/External) shall have at least two years of teaching experience.

vi) However, if a person is not available as per the above mentioned norms in (iii), (iv) & (v), as an exceptional case, the norms may be relaxed for the appointments with prior written approval from the Principal.

vii) No person can claim appointment as Paper Setter/Moderator/Examiner/Re-assessor or any other appointment related to examination work as a matter of right.

viii) The appointments as Paper Setter/Moderator/Examiner/Re-assessor/Practical examiner shall be made as per the following guidelines.

a. Appointment of paper setter and moderator shall be made at least one month before the end semester examination.

b. Appointment of assessor shall be made at least seven days before the commencement of end semester examination.

c. Appointment of Internal/External examiner for practical/project/viva/seminar shall be made at least ten days before the scheduled examination.

ix) In case the Paper Setter/Assessor/Re-assessor/Practical examiner is from outside the Institute he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately and in case of Practical Examination at least a week before the date of examination. In case no communication is received from the Paper setter/Moderator/Examiner/Re-assessor/Practical Examiner within prescribed time limit, it may be presumed that the appointment is accepted.

x) The Paper Setter/Moderator/Examiner/Re-assessor shall follow all the directions given by the Academic Council from time to time with regards to pattern of question papers, setting of question papers, model answers, scheme of marking, etc.

7. Question Paper Setting and Moderation:

Question paper for the end semester examination shall be of 60 marks and maximum duration shall be of 3 hours. However, for some course(s)/subject(s) the marks and duration may vary as mentioned in the curriculum.

1. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the college from time to time.
2. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.
3. The Paper Setter/Moderator of Institutes other than Bajaj College of Science, Wardha shall submit his/her willingness/unwillingness to the authority within seven days from the date of receipt of the letter of appointment. Provided that, if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the appointment has been accepted by the concerned teacher(s)/person(s) as the Paper Setters/ Examiners/Moderators.
4. The faculty members of Bajaj College of Science, Wardha cannot refuse to accept the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate reasons in writing to the Controller of Examinations within the prescribed time limit. The

Controller of Examinations shall place the letter received from the faculty member for the consideration before the Board of Examination.

5. The Paper Setter shall submit one/two paper sets as mentioned in the appointment letter.
6. Nature of question paper should be precise. Paper setter should design the question paper such that,

i) Questions are written with simple, straight forward and meaningful wordings;
ii) Questions are unambiguous;
iii) Questions should be commensurate with the marks allotted;
iv) Question paper covers the entire syllabus of the course;
v) The full question paper can be answered within the stipulated time allotted for it.

7. Paper Setter(s) shall not repeat the same question in the same/different set(s).
8. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.
9. Questions should be set in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.
10. Marks shall be indicated on the right side of sub-question or the question.
11. Course outcomes should also be marked on the right side of sub-question or the question.
12. In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers and brief them regarding the scheme of marking for the theoretical questions as well as questions involving numerical.
13. The Paper Setter should specifically mention the charts, tables, IS codes, data books, etc. required, if any, for the examination.
14. Paper Setters shall submit a declaration form to the CoE office.
15. Moderators shall submit a declaration form to the CoE office.
16. Paper setting and moderation process will be as under:

i) The CoE will send mail to the Chairman BoS/HoD of all the departments regarding number of paper sets required, instructions for setter and moderators, declaration form, question paper template and the last date of submission.
ii) A paper setter may be assigned duty for setting maximum two sets of the same subject.
iii) For all the courses single moderation is required. Paper setter of a subject cannot be a moderator for the same question paper set i.e. for a particular set of a subject, paper setter and moderator should be different.

iv) Paper should be set in question paper template only.

v) The CoE will take the printout and ensure that all the questions, marks, figures, equations etc are properly printed. This printout will be signed by the Chairman BoS/HoD. This shall be sealed in the envelope issued from CoE office.

vi) Paper setter and moderator must ensure that the material related with the question paper set is destroyed completely.

vii) The Chairman BoS/HoD will submit all the envelops of question paper sets of their department, list of paper setters and moderators, and the declaration form by the paper setter and moderator to the CoE office.

8. Finalization of Internal Assessment (Theory & Practical), Grades and Incentives:

8.1 Internal Assessment (Theory & Practical): After freezing the internal marks (theory, practical, seminar, project, etc.) consolidated as well as subject wise printout should be taken. A copy of final internal marks signed by the subject teacher and the HoD should be sent to the office of CoE before the last date. After submission of these marks to the office of CoE, alteration/correction in marks shall not be accepted.

8.2 Grades of the other Courses: Grades of the other courses (Certificate Course / Spoken English / Computer Awareness and verticals as per NEP 2020 etc.) should be entered by the concerned faculty. A copy of grades with the student's name/roll number signed by the concerned teacher and the HoD should be sent to the office of CoE before the last date. After submission of these grades to the office of CoE, alteration/correction in grades shall not be accepted.

9. Conduct of End Semester Examination:

9.1 Appointment of Chief Supervisor and Internal Supervisor:

The Principal shall appoint one of the senior teachers of the Institute to act as 'Chief Supervisor' and 'Internal Supervisor' from other institutes for smooth and proper conduction of end semester examination. End semester examination for all programmes shall commence on the day as per academic calendar and the time table prepared by the CoE and approved by the BoE. However, in case of any contingency, the CoE is empowered to reschedule any examination.

9.2 Duties & Responsibilities of the Chief Supervisor:

i) Protect the examination premises so that no trespassers or outsiders can enter in the premises unnoticed.

ii) Communicate with Station Officer, Police Station, Wardha.

iii) Shall be responsible for maintaining discipline among the students and staff and attending law and order problems at the centre. He shall not leave the centre without prior permission of the Principal during the examination period. Provided that, in case of emergency, he shall make the substitute arrangement and obtain the approval of the CoE, for the same before leaving the centre.

iv) Prepare master plan of seating arrangement, with regards to total number of students appearing for the examination.

v) Appoint invigilators and administrative staff for the conduction of examinations.

vi) Receive blank answer books bearing serial numbers and sealed packets containing question papers and keep them in his personal custody.

vii) Check the name of examination, course (subject), paper, date & time printed on the envelope with the examination time-table prior to conduction of examination.

viii) Open only those question paper packets which are required on a particular day and shift as given in the time table of the Examination.

ix) Open the sealed packets of question papers, 30 minutes before the start of Examination, both Chief Supervisor and Internal Supervisor should sign the packet in the presence of two witnesses on each day of Examination.

x) Give the memorandum of instructions to invigilators as received from the CoE office and ask them to scrupulously follow the same.

xi) Instruct the invigilators daily to check the condition of the answer books before noting the roll number of the examinee and serial number of the Answer-book issued to him/her. If there is any discrepancy in the Answer-book, the invigilator should be directed to bring it to the notice of the Chief Supervisor and Internal Supervisor.

xii) Instruct the invigilators to sign the cover page of the Answer-books at the required place and also sign at the end of the last written page by the examinee and to cancel all the blank page(s) of the Answer-book by drawing a line across the blank page(s)

xiii) Display the examination related instructions for students as received from the office of CoE at appropriate places.

xiv) Conduct Physical search regularly to detect incriminating material possessed by the examinee, if any, during the examination.

xv) Take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.

xvi) Submit the account of total answer books received, answer books used during examination, spoiled answer books & the number of answer books returned to the office of CoE after completion of the examination.

xvii) Receive the cases of misbehavior, malpractices, use of unfair means, etc. from the invigilator and forward the same to the office of CoE.

xviii) Provide, at his/her level, the facility of amanuensis/writer to the blind examinee with extra time of 1 hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers, after verifying the Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be lesser qualified than the blind/physically handicapped student.

xix) Provide, at his/her level, the facility of giving extra half an hour, over and above the stipulated time of the paper, to write answers during the examination to the paraplegics, orthopedically handicapped students who have hand coordination problem, and to the visually handicapped students after verification of Medical Certificate issued by the Civil Surgeon/ Orthopedic Surgeon.

xx) Send to the Controller of Examinations a list of concerned writers and examinees to whom the facilities under para xviii & xix above have been provided at the centre.

xxi) Enter the roll numbers of the absentees in the prescribed format and send the absentee record to the office of CoE and spot valuation centre.

xxii) Check the answer books received from invigilators as per the attendance record submitted by the invigilators and arrange them according to the roll numbers.

xxiii) Submit the answer papers to the Spot Valuation Centre immediately after completion of that paper.

xxiv) Prepare the statement of remunerations to be paid to the external staff involved in the end semester examination as per the rules. Account of payment shall be submitted to the accounts office within a week.

9.3 Appointment of Invigilators and His/Her Duties

1) (A) Invigilators at the College Examination Centre shall be appointed from the following persons in order of preference in which they are named:

(a) Teachers including Physical Training Instructors of College, and adhoc faculties.

(b) Graduate Teachers of Recognized Institutes,

(c) Other Graduates with the special permission of the Principal.

The Invigilators shall be selected by the Chief Supervisor of the Centre.

(B) For every thirty examinees or less, there shall be one Invigilator. The Chief Supervisor shall have the power to appoint a reliever.

2) The invigilator shall daily instruct the examinees that:

a) They shall write their Roll Number in figures on the front page of Answer-book.

b) Before the question papers are distributed, they should not write anything on the Answer-book, except their Roll Number, Enrolment No., Registration No., Subject, Paper and Date of Examination, at the places provided for the purpose.

c) They shall read carefully instructions on the inside cover page of the Answer-book.

d) Warning bell will be given ten minutes before the concluding time of the examination.

e) Examinees shall not be allowed to leave the Examination Hall, unless all the Answer-books are collected by the Invigilators at the conclusion of the paper(s).

f) Examinee shall not write anything on the question paper supplied to him/her.

3) The invigilators shall check that the examinee(s) have written their Roll Number(s) correctly in figure(s) and in words on their Answer-book(s).

4) The invigilator who detects the use of unfair means shall submit his report to the Chief Supervisor with a clear and precise statement of the circumstances of the case.

5) (a) The invigilator should write 'Absent' and not "AA" if the examinee remains absent and sign on the attendance sheet.

(b) The invigilator shall check the 'Hall Ticket' of the examinee during the examination. The invigilator shall check the identity of the examinee and obtain his signature on the attendance sheet.

6) (a) The invigilator shall sign on the last written page of each Answer-book at the end of the paper and he shall cancel the all blank pages of the Answer book by drawing a line across the blank page(s).

(b) He shall sort out the Answer-book examination wise/paper wise/medium wise & then arrange roll number wise for handing over to Chief Supervisor.

9.4 Instructions to Examinees

1) Examination will be held on the dates and time mentioned in the - Programme/Time-Table of the Examination.
2) Examination hall shall be open half an hour before the prescribed time.
3) Entry without the Admission Card and hall tickets is prohibited. Admission Card may be checked during the examination.
4) The candidate must be in his/her seat in the hall 15 minutes before the commencement of the examination. However, the Chief Supervisor at his discretion may allow a late-comer upto half an hour thereafter.
5) Every candidate shall maintain peace in the Examination Hall.
6) Examinee shall not bring with him/her any book(s), written / printed papers or any objectionable material, etc. in the examination hall.
7) Before writing the Roll No. on the answer book, the examinee shall observe the condition of the answer book. If found bad, containing loose pages, pages are not serially numbered, answer book is without serial number on its cover page, etc. then he shall bring the discrepancy to the notice of the Invigilator/Chief Supervisor immediately, and obtain new answer book.
8) (a) Examinee shall write his/her Roll Number in English in figures/digits.
   (b) The examinee should not write anything on the Answer-book, except their Roll Number, Enrolment No., Name of Examination, Subject, Paper and Date of Examination, in the places provided for the purpose, before he receives the question papers.
9) The examinees should read the instructions on the inside cover page of the answer book carefully and write their answers on both sides of the leaf of supplied answer book.
10) Examinee shall not write anything on the question paper supplied to him/ her.
11) No Examinee shall be allowed:
   (a) To leave his/her seat within the first half an hour.
   (b) To submit his/her answer book before completion of an hour from the starting of the examination.
12) Examinee shall sign the Attendance Sheet.

13) Examinee shall leave the hall only after handing over his/her answer book to the Invigilator. The Examinee who has submitted the answer book and left the Examination hall, will not be allowed to enter the Examination Hall again.

14) Examinee, if found using unfair means or violating the rules shall be liable for punishment by the CoE.

15) Loitering in the verandahs is strictly prohibited.

16) **a)** Facility of lesser qualified amanuensis/writer to the Blind and physically handicapped students can be availed by the examinee after submitting Original Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon for verification to the Chief Supervisor.

b) Facility of one additional hour (over and above the stipulated time limit of the paper) to the writer of the blind examinee and extra-half an hour (over and above the stipulated time limit of the paper) to the writer of physically handicapped examinee can also be availed.

c) The examinee / student should obtain prior permission well in advance from the Chief Supervisor of exam centre by submitting necessary documents/certificates.

17) **a)** Facility of extra half an hour (over and above the stipulated time of the paper) to write answers during the examination can be availed by paraplegies, orthopedically handicapped examinees who have hand coordination problem or visually handicapped examinees.

b) These examinees should obtain prior permission well in advance from the Chief Supervisor before the commencement of the examination by submitting Original Medical Certificate issued by the Civil Surgeon/Orthopaedic Surgeon for verification.

18) The examinees shall not bring with them any Mobile / Cell Phone or any digital gadget in the examination hall.

19) The Chief Supervisor/internal Supervisor/invigilator or any person authorized by the College shall have the power to take physical search of the examinees during the examination. Physical search of female examinees shall be taken only by the Lady Invigilator / Lady Member of the Vigilance Squad.

20) (a) A warning bell will be given ten minutes before the concluding time of the examination.

(b) During the last 10 minutes before the concluding time of the examinations, examinee(s) shall not leave the Examination Hall, unless the Answer-books of all the examinees are collected by the Invigilators at the end of the paper(s).

10. Examination Vigilance Squad

10.1 Appointment of Vigilance Squad:

i) The Principal shall appoint a team comprising of Senior Faculty members of the Institute to act as members of Vigilance Squad.

ii) The vigilance squad shall consist of male and female faculty members of the Institute.

10.2 Duties of Vigilance Squad:

i) Make physical verification of students appearing for the examination. However, the verification of all female students shall be carried out by female faculty member only.

ii) Ensure that the examinee does not carry with him/her any cell phone/mobile phone, any digital gadget, book(s), written/printed papers or any other objectionable material in the examination hall.

iii) Ensure that the examinee does not write anything on the question paper supplied to him/her.

iv) Conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which may disturb the examinees.

v) Not to cause any kind of trouble either to the students or to any of the officials of the examination center.

vi) Inspect the examination center regularly and go for surprise checking on and often to ensure that the arrangements made for the conduction of examination are proper and adequate.

vii) Initiate action to curb malpractices like copying, possession of incriminating materials related to examinations, as per the rules and guidelines framed.

a) The vigilance squad shall report the cases of malpractices detected to the Chief Supervisor for necessary action and subsequently inform the same to the CoE.

b) The vigilance squad shall carry out any other duties assigned by the CoE from time to time for the smooth conduction of the examinations.

c) The vigilance squad shall not release any press statement under any circumstances.

11. Dealing with the cases of Unfair means:

Unfair Means Committee will be constituted by the Principal for each academic year to deal with the cases of alleged misconduct and use of unfair means by the students in all the examinations conducted by the Institute. This committee will consist of three members; one out of three members will be the Chairman of the Committee.

As soon as a student is identified by the invigilator or by the authorized person, of having resorted to unfair means, his answer book shall be seized. The papers (hand written/printed/photocopied etc.) found in possession of the student shall be signed by the student, Invigilator and Chief Supervisor and tagged with his/her answer book in candidate's presence. If mobile phone/any electronic gadget is found in possession of the student, it should be seized and sealed in an envelope. The envelope shall be signed by the student, Invigilator and Chief Supervisor.

The Chief Supervisor shall ask the candidate to make a statement in writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the Chief Supervisor, which should be attested by at least one invigilator on duty. In the case of practical tests/ performance tests on computers, the act of using unfair means should be recorded by the internal examiner. Evidence in the form of softcopy/Photostat/photograph, etc. should be submitted along with the statement of the student.

After completing all above formalities, a fresh answer book shall be given to the student for completing the examination. He/she must be informed that he/she need not repeat the questions he/she has solved in the seized answer book, he/she may solve the remaining part of the question paper. After a particular test/examination session is over, these answer books (duly marked I & II with Red ink) and the envelope containing the seized electronic gadget/mobile phone shall be sent separately to the Controller of Examination along with the report.

After the examination for all the theory and practical courses is over, the Unfair Means Committee shall enquire into the cases of attempt of unfair means in the examinations. The office of CoE will intimate the date, time, and venue to the students on notice board or via message/email/notification on the college website for appearing before the Unfair Means Committee. The Unfair Means Committee will interrogate the student one by one and identify clearly the category of nature of offence as listed in the **ANNEXURE-I** of the Examination Manual.

If the student fails to report on the specified date and time, the committee will take the decision on the basis of the available reports. The Unfair Means Committee shall submit its

recommendations to the BoE for consideration and necessary orders. The BoE will finalize the recommendations of the Unfair Means Committee.

NOTE: 1. Broad categories of unfair means resorted to by students at the examinations and the quantum of punishment for each category thereof is given in the **ANNEXURE-II** of the College Examination Manual

2. In case any discrepancy arises **regarding definitions only** then Ordinance No. 17 of 2008, of R.T.M. Nagpur University may be referred.

12. Assessment of Answer Books

Assessment of answer books shall be done at the central place, the Spot Valuation Centre of the college.

1. The Principal, in consultation with the CoE, shall appoint a senior faculty member as Incharge of Spot Valuation Centre. He may depute a faculty member to act as assistant to the Incharge, Spot Valuation Centre.
2. The Incharge, Spot Valuation Centre shall select his/her team with the approval of the Principal. He/she shall be responsible for smooth and timely completion of the assessment of answer books.
3. The Principal, in consultation with the Incharge, Spot Valuation Centre and the CoE, shall appoint an Officer to supervise the job of masking/demasking of answer papers and entry of marks in the roll list.
4. Normal working hours of Spot Valuation Centre shall be from 09:00 am to 4:00 pm. considering the quantum of work and valuation schedule, working hours may be extended as and when required.
5. The Chairman BoS/HoD will provide the subject-wise valuer list in the format for all the subjects under his board. He will take the printout of the list of valuers and send one copy to the office of CoE and one copy to the Incharge, Spot Valuation Centre, after putting his/her signature.
6. In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator should conduct a meeting of all the valuers in the department/spot valuation centre and brief them about the scheme of marking for the theoretical questions as well as questions involving numerical.

13. Duties and Responsibilities of Incharge of Spot Valuation Center:

i. Receive the time table of the examination and formats from the office of CoE.

ii. Receive the answer books from the Chief Supervisor of examinations, in sealed envelopes/bundles, count them and process them for masking.

iii. Make bundles of 30 answer books each, for every course (subject).

iv. Issue a bundle of 30 answer books to the valuer and take care that valuer should complete the valuation of 30 answer books in a day.

v. Instruct the valuers to use red ink for valuation of answer books, write their names and put their signature on each answer book after valuation.

vi. Instruct the room supervisor to accept the bundle of valued answer books from the valuer.

vii. Instruct the data entry operator to enter the marks in the prescribed format and generate the foil.

ix. Instruct the Incharge Spot Valuation Center to put his signature on foil after verifying entries of marks with the marks allotted in the answer book.

x. Arrange the evaluated answer books roll number-wise, course (subject)-wise, branch-wise and semester-wise.

xi. Send a copy of foil in a sealed envelope, bundle wise, to the CoE.

xii. Prepare the statement of remunerations to be paid to the external staff involved in the spot valuation centre as well as to the external/valuers/moderators and submit the details of accounts to the finance officer in the prescribed format and a copy of the same should be sent to the CoE for maintaining the records.

14. Verification and Correction of Marks and Grade Moderation:

i. After receiving the answer copies and foil the valuer has to check the entry of marks in the foil from the answer copies. If there is any typographic error from data entry operator, it should be manually corrected in the foil followed by endorsement.

ii. A schedule of Answer Paper showing to the students should be displayed on the notice board with date and time.

iii. After showing the paper to the students, take the sign of the student on the foil.

iv. After paper showing, grievances if any, should be addressed by the valuer in coordination with the HoD/Chairman BoS. Marks after grievance redress should be shown to the students.

14.1 Grace Marks:

The grace marks for all categories shall be awarded as per the following rules and recommendations of Board of Examinations, Bajaj College of Science, Wardha.

- The total grace marks of all subjects will not exceed 1% of total marks of that semester. This means that if total marks of all subjects in any semester are 550, then a student will receive a total of 5.5 marks rounded up to next integer 6 as Grace marks across all subjects of that semester.
- The grace marks per subject will not exceed 3% of total marks of the subject. This means that for a subject of total 100 marks maximum grace marks will be 3.
- The examinee passing with grace marks shall not be eligible to be placed in the merit list and shall not be eligible for any College Scholarships/Medals/Prizes or any other College Awards pertaining to that examination.
- However, if no other student is eligible as per above criteria for medals, prize, award, in that case, the topper in that particular subject will be considered as an eligible, provided he/she has not got grace in that subject. However, there may be a grace in other subjects which he/she has offered for degree.
- Astric * will be put in the marksheet where grace is given.

14.2. Provision of Grace Marks for Persons with Disabilities:

With reference to the Government Resolution No. संकीर्ण – 2016/प्र.क. 302/विशि–3, dated the 4th March 2017, the college authority has issued the Direction governing facilities to be extended to Persons with Disabilities (दिव्यांग) as per Govt. Resolution. As per this GR, Divyang Students will be given grace marks of 3% of the total marks. Grace marks will be provided only when such student **passes all the courses of a semester** after availing the grace marks of 3%. When such students pass with grace marks, * mark will be given as superscript to the subjects in which grace marks are provided, and in the grade card meaning of * mark will be written as given in **APPENDIX-I** of the Examination Manual.

* Pass with Grace Marks as per GR No.: Misc-2016/P.K. 302/UE-3, Dt- 4th March 2017.

15. Conduct of End Semester Practical Examination:

i) There shall be one End Semester Practical Examination, as specified in the scheme of the programme.

ii) Time table for practical examination pertaining to a programme shall be prepared by the CoE as per the slot available according to the schedule mentioned in the Academic Calendar. The CoE shall prepare a detailed time table for the practical examination, in consultation with the Heads of all the Departments to avoid overlapping of schedule or any other problem.

iii) There shall be Internal Examiner and External Examiner to conduct the End Semester practical examinations as well as research project evaluation.

iv) The Internal and External Examiners shall be appointed by the Chairman of the respective BoS/HoD, and a list shall be submitted to the CoE in prescribed format. If external examiner listed in the panel fails to turn up for the examination, for whatsoever may be the reason, the concerned Chairman BoS/HoD in consultation with the CoE shall make necessary alternative arrangement from the list of examiners. In case, no examiner is available from the panel given, then the CoE is empowered to make any other suitable arrangement with the consent of the Chairman of BoS/HoD. The list of Internal and External Examiners should be duly signed and stamped by the Chairman of BoS/HoD.

v) The HoD shall act as coordinator for conducting the practical examinations of their respective departments and shall be responsible for various related activities. He/she may take the assistance of staff members of his/her department for this purpose.

vi) The practical examination of one or more DSC courses may be conducted on same day with same internal and external examines. But, marksheets and other documents needs to be prepare separately.

vii) The HoD shall appoint staff for practical examination as per the following structure and shall forward the copy of the same to the examination coordinator.

a. Internal Examiner: One for each practical course (subject), preferably the course teacher, as approved by the Chairman of BoS/HoD.

b. External Examiner: One for each practical course, as approved by the Chairman of BoS/HoD.

c. Laboratory Assistant: One for each practical course.

d. Laboratory Attendants

vii) Internal examiners along with the supporting staff shall make all the necessary arrangements of equipments/laboratory setup required for conducting the practical examination in their respective course(s).

viii) The marks of the practical examination shall be allotted by the External and Internal examiners in consultation with each other. Judgment of the External examiner being treated as final in case of difference of opinion between them.

ix) The marks should be entered in the foil in proper format. The External and Internal examiners both shall sign on each page of the foils showing the final marks allotted to the examinees.

x) One copy of foil and attendance should be kept with the department.

xi) Answer books, foil, attendance and the hard copy of the grade moderation report duly signed by the valuer/course coordinator and the Chairman of BoS/HoD of all the courses of a semester should be sent to the CoE office when the practical examination of a particular semester is over.

xii) T.A./D.A. and remuneration to the external examiners shall be paid as per the rules and regulations, after the examination of the respective course is over.

16. Project Evaluation:

16.1. For UG Programme: The evaluation of project work shall be done as per the rules for UG programme, mentioned in credit structure document.

16.2. For PG Programme: The evaluation of project work shall be done as per the rules for PG programme, mentioned in credit structure document.

17. Tabulation Register (TR) Generation and Results Declaration:

i) Statement of internal marks (theory and practical) should be tabulated in the format. These internal marks will be used for TR generation in the office of CoE. The HoD should send a copy of internal marks (theory and practical) duly signed by the subject teacher and the HoD.

ii) After receiving internal marks sheet from the department, provisional TR should be generated and placed before the Scrutiny Committee for verification of entry of marks.

iii) After corrections, if any, TR should be placed before the BoE for approval.

iv) After approval, Gazette, TR, and grade cards should be generated. Result is announced by the office of CoE and gazette should be sent to the college office and to the respective departments.

v) The result will also be uploaded on NAD portal which then will be available on DigiLocker app of students.

18. Number of Attempts for the Courses Closed in a Semester:

For the courses closed before academic year 2023-24 (Implementation year of NEP 2020), maximum four consecutive available attempts starting from Regular Winter 2023 examination (as and when the examination is conducted) will be provided to pass the backlog courses. Whereas, for the courses closed from the academic year 2023-24 and onwards, maximum four consecutive available attempts starting immediately after the closure of the course (as and when the examination is conducted) will be provided. Thereafter, the students will be required to pass their equivalent courses of new scheme as per the absorption and equivalence scheme.

19. Grading System (As per Regulations):

For every course(subject) taken by a student he/she shall be assigned a grade based on his/her combined performance in all components of evaluation scheme of that particular course/practical. The grade indicates a qualitative assessment of the student's performance and is associated with equivalent number called a grade point.

The academic performance of a student shall be graded on a ten point scale.

19.1 Grading System for UG:

Grading system as defined in regulation of Academic Ordinances & Regulations for UG Programme shall be applicable.

19.2 Grading System for PG:

Grading system as defined in regulation of Academic Ordinances & Regulations for PG Programme shall be applicable.

19.3 Guidelines for Award of Grade:

Guidelines as defined in Regulations for UG and PG Programmes shall be applicable.

19.4 Grade Card: Guidelines as defined in Ordinances/Regulation for UG and PG Programmes, respectively shall be applicable.

19.5 Calculation of SGPA and CGPA: Calculation of SGPA & CGPA shall be done as defined in Ordinances/Regulations for UG and PG Programmes.

19.6 Indication of Attempt on Grade Card: Indication of attempt shall be done as defined in Ordinances/ Regulations for UG and PG Programmes.

19.7 Award of Degree: Regulations as defined in Ordinances/ Regulations for UG and PG Programmes, respectively shall be applicable.

20. Negligence/unfair means resorted to by the paper setters/examiners/moderators/ valuers/referees/teachers or any other persons connected with the conduction of examinations:

The broad categories of negligence/unfair means resorted to by paper setters/examiners/ moderators/valuers/referees/teachers or any other persons connected with the conduct of examinations and punitive action are as given in **ANNEXURE-I, II or have** of the college Examination Manual.

APPENDIX-I

DIRECTION GOVERNING FACILITIES TO BE EXTENDED TO PERSONS WITH DISABILITIES

Whereas, the Government of Maharashtra with a view to extend the special facilities to the Persons With Disabilities has issued orders vide G. R. No. Misc-2016/PK/302/UE-3 dated 4th March 2017

AND

Whereas, the subject matter has to be approved by the Academic Council and Board of Management of the College.

AND

Whereas, to give effect to the orders of the Government, therefore, the Principal of the College as Chairman of the Academic Council do hereby issue the following Direction:-

1. The Direction may be called "Direction Governing to extend special facilities to the Persons With Disabilities in an examination of the College.
2. This Direction shall come in to force with immediate effect.
3. In this Direction, the categories of Persons With Disabilities are as under :-
    1. पूर्णतः अंध (Blindness)
    2. अंशतः अंध (Low vision/ Partial Blind)
    3. कुष्ठरोग निवारित (Leprosy Cured Persons)
    4. कर्णबधिर (Hearing Impairment-deft and hard of hearing)
    5. लोकोमोटर डिसेबिलिटी अस्थिव्यंगासह (Locomotor Disability Including Orthopedic Disability)
    6. शारिरीक वाढ खुंटणे (Dwarfism)
    7. बौध्दिक अक्षम (मतिमंद/गतिमंद) (Intellectual Disability – Mentally challenged/Slow Learners)
    8. मानसिक आजार (Mental Illness)
    9. स्वमग्न (Autism Spectrum Disorder)
    10. सेरेबल पाल्सी (Cerebral palsy)
    11. स्नायुंची विकृती (Muscular Dystrophy)
    12. मज्जासंस्थेचे तीव्र आजार (Chronic Neurological Conditions)
    13. अध्ययन अक्षम (Specific Learning Disabilities)
    14. बहुविध दृधन अपदयरर (Multiple Sclerosis)
    15. भाषण (वाचा) व भाषा अक्षमत्व (Speech and Language Disability)
    16. थॅलस्सेमिया (Thalassemia) / कॅन्सर (Cancer)

17. हिमोफिलिया (Hemophilia)
18. सिकल सेल आजार (Sickle Cell Disease)
19. बहुविकलांग (Multiple Disabilities)
20. ॲसिड अटॅक व्हिक्टीम (Acid Attack Victim)
21. पार्किसन्स आजार (Parkinsons disease)

4. Following facilities are to be provided to the examinee, falling in any of the 21 categories as mentioned above.
   a. Answer papers of "दिव्यांग" examinees shall have to be stamped as 'PWD' at the top centre of the Answer paper. Such answer papers shall be kept separately for evaluation.
   b. "दिव्यांग" students shall be provided 20 minutes per hour extra time, over and above the stipulated time for all types of examinations including Internal, External, Theory & Practical.
   c. i. In the examination, an examinee/student shall be eligible for award of maximum Grace Marks not exceeding 3% of the total Aggregate marks prescribed for that examination.

      ii. When an examinee fails to score the minimum passing marks in one or more than one head of passing, there 3% total aggregate marks shall be admissible in one subject or shall be distributed over several subjects as per requirement.

      iii. This distribution of Grace Marks shall be subject to maximum permissible Grace Marks of 3% of aggregate marks of a particular examination.

      iv. The award of Grace Marks shall be reflected in the Grade Card with an indication that Grace Marks are only for passing the examination.

      v. The provision of this Direction regarding award of Grace Marks, shall not be eligible to place in the Merit List and shall not be eligible for any College Scholarship/Medal/Prizes or any other College Award on merit pertaining to that examination.
   d. "दिव्यांग" examine can avail the facility or Writer/amanuensis or Sign Language Interpreter shall be made by the parent of the student in coordination with the College Authorities. The request for facility of Writer or Sign Language Interpreter should be made along with the examination form itself.

उच्च शिक्षण घेणाऱ्या दिव्यांग विद्यार्थ्यांना परिक्षेमध्ये सोयी-सवलती देणेबाबत.

महाराष्ट्र शासन
उच्च व तंत्र शिक्षण विभाग
शासन निर्णय क्रमांक : संकीर्ण-२०१६/प्र.क्र. ३०२/विशि-३
मादाम कामा मार्ग, हुतात्मा राजगुरु चौक,
मंत्रालय विस्तार भवन, मुंबई - ४०० ०३२.
दिनांक :- ०४ मार्च, २०१७.

प्रस्तावना:-

राज्यातील सर्व उच्च शिक्षण देणाऱ्या संस्थामध्ये विशेष गरजा असणाऱ्या (दिव्यांग) विद्यार्थ्यांचे अध्ययन, अध्यापन व मुल्यमापनाची पध्दती वेगळी असणे आवश्यक आहे. विषेश गरजा असणाऱ्या (दिव्यांग) विद्यार्थ्यांना शैक्षणिक मुल्यमापनामध्ये गरजेनुरूप सोयी सवलती देण्यासंदर्भात धोरण निश्चितीसाठी शासन स्तरावरुन समिती गठीत करण्यात आली होती. सदर समितीच्या बैठकीमध्ये सर्व अकृषी विद्यापीठाचे परिक्षा नियंत्रक व दिव्यांगांशी संबंधीत असलेल्या विविध संस्थांचे तज्ञ प्रतिनिधी उपस्थित होते. सदरहू बैठकीमध्ये दिव्यांग विद्यार्थ्यांना उच्च शिक्षणामध्ये येणाऱ्या अडचणी व परिक्षा पध्दतीमध्ये त्यांना दिल्या जात असलेल्या व आवश्यक असलेल्या सोयी सुविधांबाबत सविस्तर चर्चा करण्यात आली व त्यानुसार आवश्यक त्या सूचना व अभिप्राय मागविण्यात आले. प्राप्त अभिप्राय व सूचनांचा विचार करून उच्च शिक्षण/विद्यापीठीय शिक्षण घेणाऱ्या दिव्यांग विद्यार्थ्यांना सोयी-सुविधा देण्याबाबतचा शासन निर्णय निर्गमित करण्याचे शासनाच्या विचाराधीन होते. त्यानुसार खाली नमूद केल्याप्रमाणे शासन निर्णय घेत आहे.

शासन निर्णय:-

विशेष गरजा असणाऱ्या (दिव्यांग) विद्यार्थ्यांची खालीलप्रगाणे वर्गवारी आहे.

१. पूर्णत: अंध (Blindness)
२. अंशत: अंध (Low vision/ Partial Blind)
३. कुष्ठरोग निवारित (Leprosy Cured Persons)
४. कर्णबधिर (Hearing Impairment - deft and hard of hearing)
५. लोकोमोटर डिसेबिलिटी अस्थिव्यंगासह (Locomotor Disability including Orthopedic disability)
६. शारिरीक वाढ खुंटणे (Dwarfism)
७. बौध्दिक अक्षम (मतिमंद/गतिमंद) (Intellectual Disability -Mentally challenged/Slow Learners)
८. मानसिक आजार (Mental Illness)
९. स्वमग्न (Autism Spectrum Disorder)
१०. सेरेब्रल पाल्सी (Cerebral palsy)
११. स्नायुंची विकृती (Muscular Dystrophy)
१२. मज्जासंस्थेचे तीव्र आजार (Chronic Neurological Conditions)
१३. अध्ययन अक्षम (Specific Learning Disabilities)
१४. बहुविध दधन अपदयरर (Multiple Sclerosis)
१५. भाषण (वाचा) व भाषा अक्षमत्व (Speech and Language Disability)
१६. थॅलस्सेमिया (Thalassemia)/ कॅन्सर (Cancer)
१७. हिमोफिलिया (Hemophilia)
१८. सिकल सेल आजार (Sickle Cell Disease)
१९. बहुविकलांग (Multiple Disabilities)

२०. ॲसिड ॲटॅक व्हिक्टीम (Acid Attack Victim)

२१. पार्किंसन्स आजार (Parkinson's disease)

(९) उपरोक्त सर्व प्रकारातील उच्च शिक्षण संस्थांमधील/ विद्यापीठ स्तरावरील शिक्षण घेणाऱ्या दिव्यांग विद्यार्थ्यांना खालील नमूद समान सोयी-सुविधा व सवलती उपलब्ध करुन देण्यात याव्यात :-

अ) विद्यार्थ्यांच्या सोयीनुसार जवळचे परीक्षा केंद्र देय राहील. (शक्यतो विद्यार्थी ज्या महाविद्यालयामध्ये शिक्षण घेत आहे तेच महाविद्यालय किंवा त्याच्या घराजवळचे महाविद्यालय परिक्षाकेंद्र असावे) सर्व प्रकारच्या दिव्यांग विद्यार्थ्यांच्या उत्तरपत्रिका पी.डब्ल्यू.डी. शिक्का मुद्रित करुन तपासणी करिता वेगळया ठेवण्याची व्यवस्था करावी.

ब) विद्यार्थ्यांना सर्व प्रकारच्या परीक्षेच्या (Internal, External, Practical) प्रश्नपत्रिका सोडविण्यासाठी प्रति तास २० मिनिटे अधिक वेळ देय राहील.

क) अनुत्तीर्ण होणाऱ्या विद्यार्थ्यांना सत्रातील प्रत्येक परीक्षेमध्ये लेखी, तोंडी, प्रात्यक्षिक, अंतर्गत व प्रकल्प संशोधन परिक्षेमध्ये एकूण गुणांच्या ३ टक्के गुणांची सवलत एकाच विषयामध्ये किंवा सर्व विषयांमध्ये विभागून देण्यात यावी.

ड) परिक्षेसाठी विद्यार्थ्यांना महाविद्यालयाचे प्राचार्य/संचालक यांचे पूर्व परवानगीने लेखनिक घेता येईल. मात्र लेखनिकांची व्यवस्था पालकांनी महाविद्यालयाचे सहकार्याने करावी अन्यथा शक्य झाल्यास महाविद्यालयाने लेखनिकांची यादी ठेवावी व या यादीतून लेखनिक देण्यात यावा. यासाठीचा पत्रव्यवहार परिक्षा आवेदनपत्र सादर करतेवेळी करण्यात यावा. आवश्यकतेनुसार सांकेतिक भाषा विश्लेषक (Sign Language Interpreter) उपलब्ध करुन द्यावा.

इ) जे विद्यार्थी आरोग्य व शारीरिक शिक्षण, समाजसेवा, बालवीर /वीरबाला/ छात्रसेना (N.C.C.) संरक्षण अभ्यास (Defence Studies) / मुलकी संरक्षण व रस्ता सुरक्षा गस्त (Civil Defence and Road Safety Patrol) इत्यादी विषय पूर्ण करु शकत नाहीत, त्या विद्यार्थ्यांना या विषयात सवलत मिळण्यासाठी अर्ज दिव्यांग प्रमाणपत्रासह संबंधित महाविद्यालयामार्फत विद्यापीठाकडे पूर्व मान्यतेसाठी पाठवावा किंवा संबंधित विद्यापीठाने अशी सवलत मिळण्याबाबतचे नियम तयार करून सर्व महाविद्यालयांचे निदर्शनास आणावेत.

ई) सर्व प्रकारच्या दिव्यांग मुलांसाठी स्पेलींग, व्याकरण, विरामचिन्हे याबाबतीत गुणदान कमी करण्यात येवू नये.

उ) यापैकी काही वर्गवारीसाठी विद्यार्थ्यांना परीक्षेसाठी वर्गात आवश्यक असलेली हजेरी/उपस्थिती बंधनकारक राहणार नाही. त्यासाठी संबंधित महाविद्यालयाच्या प्राचार्यांची परवानगी बंधनकारक राहील.

वरीलप्रमाणे सर्वसाधारण सोयी-सवलती सर्व दिव्यांग विद्यार्थ्यांना देय राहतील. याशिवाय त्यांचे दिव्यांगत्वाच्या प्रकारानुसार काही विशेष सोयी-सवलती खालीलप्रमाणे देय राहतील :-

२. पूर्णत: अंध (Blindness) व अंशत: अंध (Partial Blind) विद्यार्थ्यांकरीता सवलती :-

१) परिक्षा कालावधीमध्ये गणितीय पाटीचा (Trailor Frame) वापर करता येईल.

२) परिक्षा कालावधीत आवाजाच्या गणकयंत्राचा (Talking Calculator) वापर करता येईल.

३) अंशत: अंध विद्यार्थ्यांना उत्तरपत्रिका लिहिण्यासाठी स्केचपेनचा व प्रश्नपत्रिका वाचण्यासाठी ग्लास मॅग्नीफायरचा वापर करता येईल.

४) अंशत: अंध विद्यार्थ्यांसाठी मोठया अक्षरातील (Arial २० size) प्रश्नपत्रिका छापण्यात यावी.

५) परिक्षेच्या वेळी गरजेनुसार अॅबॅकस व भूमितीय साहित्य साधनाचा वापर करता येईल. आकृत्या, नकाशे, तक्ते इ. न काढण्याची सवलत देय राहील, त्याचे गुण त्या विद्यार्थ्याला त्या प्रमाणात देण्यात येतील अथवा आकृत्या , नकाशे , तक्ते इ. प्रश्नांसाठी पर्यायी प्रश्न देण्यात यावेत.

६) प्रात्यक्षिक परीक्षेऐवजी या विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहूपर्यायी उत्तरे असलेली लेखी परिक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.

७) जर एखादया विद्यार्थ्याला संगणकाच्या द्वारे परिक्षा दयावयाची असल्यास स्क्रीन रिडींग सॉफ्टवेअर असलेला संगणक- NVDA Software/तत्सम इतर संगणक प्रणालीचा वापर करता येईल. परंतु त्यासाठी विद्यापीठाची पूर्व परवानगी घेणे आवश्यक राहील.

८) विदयार्थ्यांना टेपरेकॉर्डरद्वारे प्रश्न देण्यात यावेत आणि त्यांनी प्रश्नांना दिलेली उत्तरे टेपरेकॉर्डवर रेकॉर्ड करण्यात यावीत व त्यांच्या बसण्याची स्वतंत्र व्यवस्था असावी.

९) ज्यावेळी दृष्टीहीन मुलगा बऱ्याच वेळेपासून ब्रेलमध्ये लिहित असेल आणि ज्यामुळे त्याला थकवा जाणवत असेल अशावेळी त्यास काही काळ विश्रांती देण्यात यावी, तथापि ही वेळ सवलतीच्या एकूण वेळेपेक्षा जास्त नसावी.

१०) ज्यावेळी ब्रेलवाचन, लेखन चाचणी असेल अशावेळी ब्रेललिपीतील चुकांबाबत गुण कमी करु नयेत. तसेच गरज असेल अशावेळी मौखिक पध्दतीने प्रश्नांची उत्तरे विचारुन त्याला कितपत ज्ञान आहे याबद्दल चाचणी घेण्यात यावी. चित्र/आकृत्या/नकाशे याऐवजी पर्यायी प्रश्न देण्यात यावेत. वस्तुनिष्ठ प्रश्नांसाठी सुस्पष्ट सूचना देण्यात याव्यात.

११) ज्यावेळेस निबंधात्मक प्रश्न असतात आणि ते प्रश्न ब्रेलमध्ये लिहितात अशावेळी सदर प्रश्नावर गुणदान करतांना उत्तरे मोठ्या प्रमाणात लिहिलेले आहे हे न पाहता मुख्य मुद्यांवर (Key Points) वर लक्ष देण्यात यावे. महाविद्यालयाने याविषयीचा पत्रव्यवहार विद्यापीठाशी करणे अत्यावश्यक आहे.

१२) प्रकल्पावर आधारित लेखी परिक्षेऐवजी तोंडी परिक्षा घेण्यात यावी.

(३) कुष्ठरोग निवारित (Leprosy Cured Persons) विद्यार्थ्यांसाठी सवलती :-

१. ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.

२. शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्याच्या व्यवस्थेसाठी अनुकुल तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करण्यात यावी. यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्वपरवानगी घ्यावी.

३. अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाली ; परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पिटल मध्ये दाखल व्हावे लागले तर अशा प्रसंगी विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यास पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

४. विद्यार्थ्यांना लिहायला सोयीचे व्हावे यासाठी वेगळया प्रकारची पेन्सिल, पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध व्हावी.

५. गरजेनुसार लेखनिक घेण्याची परवानगी देण्यात यावी.

(४) कर्णबधिर विद्यार्थ्यांसाठी (Hearing Impairment-deft and hard of hearing) सवलती :-

१) प्रश्नाचे उत्तर अपेक्षित शब्दमर्यादेपेक्षा कमी शब्द मर्यादेत लिहिता येईल. दीर्घोत्तरी प्रश्नांची उत्तरे मुद्यांमध्ये लिहिता येतील. दिर्घोत्तरी प्रश्नांमध्ये मुख्य मुद्यांच्या अनुषंगाने (Key points) उत्तर लिहील्यास परिक्षकांनी उत्तरामध्ये थोडक्यात विषयाच्या अनुषंगाने माहिती/उत्तरे दिली आहेत का ते तपासून गुणदान करावे.

२) या मुलांसाठी स्पेलींग, व्याकरण, विरामचिन्हे या बाबतीत गुणदान कमी करण्यात येऊ नयेत.

३) सर्व विषयाच्या प्रश्नपत्रिकेमध्ये प्रश्नांची शब्दरचना सरळ व सोपी असावी.मौखिक मुल्यमापनासाठी लेखीचा पर्याय असावा.

४) आवश्यकता असल्यास अशा विद्यार्थ्यांना वाचनिक/ सूचक (Prompter) देण्यात यावा.

५) गरजेनुसार विद्यार्थ्याला त्यास हव्या त्या भाषेत पेपरी लिहिण्याची परवानगी देण्यात यावी.

(५) लोकोमोटर डिसेबिलिटी अस्थिव्यंगासह (Locomotor Disability Including Orthopedic Disability), बहुविकलांगता (Multiple Disabilities) व सेरेब्रल पाल्सी (Cerebral Palsy) विद्यार्थ्यांसाठी सवलती :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत तेच महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे. शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्यासाठी अनुकुल असे तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करावी लागेल. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.

२) ज्या विद्यार्थ्यांना आवश्यकता असेल त्यांना उत्तरपत्रिका टाईप करणे किंवा लिहिण्यासाठी तसेच पूर्ण प्रश्नपत्रिका किंवा प्रश्नपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात येईल. जर हे विद्यार्थी स्वत: प्रश्नपत्रिका सोडवत असताना मधेच थकले ; पुढे प्रश्नपत्रिका सोडवू शकत नाही असे वाटल्यास त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून देता येईल. हा कर्मचारी या विद्यार्थ्यांने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी हा लेखनिक बहुविकलांग, सेरेब्रल पाल्सी, लोकोमोटर डिसेबिलिटी विद्यार्थी काय सांगतो ते समजून लिहू शकेल असा असावा.

३) आकृत्या, नकाशे, तक्ते इ. न काढण्यासाठी सवलत देय राहील. याचे गुण त्या विद्यार्थ्याला त्याचे प्रमाणात देण्यात यावेत.

४) प्रात्यक्षिक परीक्षेऐवजी या विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहूपर्यायी उत्तरे असलेली लेखी परिक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.

५) या मुलांना अतिरिक्त सूचना किंवा संकेताची गरज भासते, तेव्हा परिक्षेच्या वेळी त्यांची बैठकीची वेगळी व्यवस्था करण्यात यावी.

६) अशा विद्यार्थ्यांच्या परिक्षासाठी तांत्रिक पध्दतीचा वापर करण्यात यावा.(उदा.संगणक व संगणक प्रणाली Voice Synthesizer)

७) प्रश्नाची प्रक्रिया जाणून घेण्यासाठी संप्रेषण बोर्ड (Communication Board) चा वापर करावा.

८) अनुकुलनशील साहित्य आणि उपकरणांचा वापर करु देण्यात यावा. उदा.पेन्सिल व ग्रीप्स.

९) हे विद्यार्थी जास्त दाब देऊन लिहितात त्यासाठी आवश्यकतेनुसार कागद/उत्तरपत्रिका जाड पानांची देण्यात यावी.

(६) शारिरीक वाढ खुंटणे (Dwarfism) :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत तेच महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्याच्या व्यवस्थेसाठी अनुकुल तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.

२) लेखनिक घेण्याची परवानगी देण्यात यावी.

३) आवश्यकता असेल तर वाचनिक/सूचक घेण्याची परवानगी असावी.

(७) बौध्दिक अक्षम (मतिमंद/गतिमंद) (Intellectual Disability-Mentally challenged/ Slow Learners) :-

१) विद्यार्थ्यांना आकृत्या, नकाशे, तक्ते इ. न काढण्याची सवलत देण्यात यावी. त्यासाठीचे गुण त्या विद्यार्थ्याला त्याच प्रमाणात देण्यात यावेत.

२) विद्यार्थ्यांना उत्तरपत्रिका टाईप करुन वा लिहून देण्याची परवानगी प्रदान करण्यात यावी. त्यांना पूर्ण प्रश्नपत्रिका वा प्रश्नपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात येईल. हे विद्यार्थी स्वत: प्रश्नपत्रिका सोडवत असताना मध्येच थकले, पुढे प्रश्नपत्रिका सोडवू शकत नाही असे वाटल्यास त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून घेता येईल. हा कर्मचारी या विद्यार्थ्यांने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी. हा लेखनिक अध्ययन अक्षम विद्यार्थी काय सांगतो ते समजून लिहू शकेल असा असावा.

३) प्रात्यक्षिक परीक्षेऐवजी त्या विद्यार्थ्यांना त्या विषयाची तोंडी परीक्षा/बहूपर्यायी उत्तरे असलेली लेखी परिक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.

४) या गटात मोडणाऱ्या अनेक विद्यार्थ्यांची कारक कौशल्ये अविकसित असतात याचा विचार करुन त्यांना वेगळया प्रकारची पेन्सील, पेन, ग्रीपर, गणकयंत्र वापरण्याची परवानगी द्यावी.

५) आवश्यकतेनुसार प्रौढ लेखनिक देण्यात यावा.

(८) मानसिक आजार (Mental Illness):-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते महाविद्यालय अथवा घराजवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.

२) या विद्यार्थ्यांची परीक्षा वेगळया वर्गात घेण्यात यावी.

३) विद्यार्थी अचानक आक्रमक/हिंसक बनला तर परिस्थिती हाताळू शकेल असाच पर्यवेक्षक नेमावा.

४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरुन मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

(९) स्वमग्न (Autism Spectrum Disorder) विद्यार्थ्यांसाठी सवलती :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंगमशीन, संगणक, गणकयंत्र, खुर्च्या यांची व्यवस्था करण्यात यावी.

२) विद्यार्थ्यांना उत्तरपत्रिका टाईप करुन वा लिहून देण्याची परवानगी देण्यात येईल. त्यांना पूर्ण उत्तरपत्रिका किंवा उत्तरपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात यावी. जर हे विद्यार्थी स्वत: प्रश्नपत्रिका सोडवत असताना मधेच थकले, पुढे प्रश्नपत्रिका सोडवू शकत नाहीत असे वाटल्यास,त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून घेता येईल. हा कर्मचारी या विद्यार्थ्याने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी. हा लेखनिक ऑटिस्टिक विद्यार्थी काय सांगतो ते लिहू शकेल असा असावा.

३) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.

४) विद्यार्थ्यांना आकृत्या, नकाशे/तक्ते इ. न काढण्याची सवलत देण्यात येईल. त्याचे गुण त्या विद्यार्थ्याला त्या प्रमाणात देण्यात येतील.

५) प्रात्यक्षिक आणि प्रकल्प परीक्षेस विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहूपर्यायी उत्तरे असलेली लेखी परिक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.

६) मौखिक मुल्यमापनासाठी लेखीचा पर्याय असावा.

७) आवश्यकतेनुसार प्रौढ लेखनिक देण्यात यावा.

८) आवश्यकतेनुसार वाचनिक/Prompter (सूचक) देण्यात यावा.

९) प्रश्नाचे उत्तर अपेक्षित शब्दमर्यादेपेक्षा कमी शब्द मर्यादेत लिहिता येईल. दिर्घोत्तरी प्रश्नाची उत्तरे मुद्यांमध्ये (Key Points) लिहिता येतील. दिर्घोत्तरी प्रश्नांमध्ये मुख्य मुद्यांच्या अनुषंगाने उत्तर दिल्यास परिक्षकांनी परिक्षेतील उत्तरामध्ये थोडक्यात विषयाच्य अनुषंगाने माहिती/उत्तरे दिली आहेत का ते तपासून गुणदान करावे.

१०) या विद्यार्थ्यांची परीक्षा वेगळया वर्गात घेण्यात यावी.

११) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास अशा विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यांना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

१२) या गटात मोडणाऱ्या अनेक विद्यार्थ्यांची कारक कौशल्य अविकसित असतात. याचा विचार करुन त्यांना वेगळया प्रकारची पेन्सील, पेन, ग्रीपर, गणकयंत्र वापरण्याची परवानगी देण्यात यावी.

११) अनिवार्य विषयाऐवजी (सायन्स, गणित इ.) विद्यार्थ्याला त्याला झेपेल असा विषय निवडून परीक्षा देण्याची परवानगी देण्यात यावी.

(१०) स्नायुंची विकृती (Muscular Dystrophy)/ मेंदू व मज्जापेशी काठीण्य (Multiple Sclerosis) विद्यार्थ्यांसाठी सवलती :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.

२) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास अशा विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यांना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

३) या विद्यार्थ्यांची बैठक व्यवस्था वेगळया वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी. परीक्षा विभाग प्रमुख , महाविद्यालयीन अधिकारी यांच्या परवानगीने आवश्यकता असेल तर परीक्षा हॉस्पिटल अथवा विद्यार्थ्यांच्या घरी घेण्यात यावी.

४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरुन मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

(११) मज्जासंस्थेचे तीव्र आजार (Chronic Neurological Conditions) :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.

२) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास अशा तर विद्यार्थ्यांच्या भविष्याचा विचार करुन त्याना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

३) या विद्यार्थ्यांची बैठक व्यवस्था वेगळया वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी. परीक्षा विभाग प्रमुख , महाविद्यालयीन अधिकारी यांच्या परवानगीने आवश्यकता असेल तर परीक्षा हॉस्पिटल अथवा विद्यार्थ्यांच्या घरी घेण्यात यावी.

४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरुन मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

(१२) अध्ययन अक्षम (Specific Learning Disabilities) विद्यार्थ्यांसाठी सवलती :-

१) विद्यार्थ्यांना आकृत्या, नकाशे, तक्ते इ. न काढण्यासाठी सवलत देण्यात यावी. सदरचे गुण त्या विद्यार्थ्याला, त्या प्रमाणात देण्यात यावेत.

२) विद्यार्थ्यांना उत्तरपत्रिका टाईप करुन वा लिहून देण्याची परवानगी देण्यात येईल. त्यांना पूर्ण उत्तरपत्रिका किंवा उत्तरपत्रिकेचा काही भाग लिहिण्यासाठी लेखनिक घेण्यास परवानगी देण्यात येईल. जर हे विद्यार्थी स्वत: प्रश्नपत्रिका सोडवत असताना मधेच थकले, पुढे प्रश्नपत्रिका सोडवू शकत नाही असे वाटल्यास त्यांना महाविद्यालयातील प्रत्यक्ष अध्यापनाशी संबंध नसलेला कोणताही कर्मचारी लेखनिक म्हणून घेता येईल. हा कर्मचारी या विद्यार्थ्याने बोललेली भाषा समजू शकत असावा. या लेखनिकांची काळजीपूर्वक निवड करावी. हा लेखनिक अध्ययन अक्षम विद्यार्थी काय सांगतो ते समजून लिहू शकेल असा असावा.

३) प्रात्यक्षिक आणि प्रकल्प परीक्षेस विद्यार्थ्यांना या विषयाची तोंडी परीक्षा/बहूपर्यायी उत्तरे असलेली लेखी परिक्षा (प्रात्यक्षिकांवर आधारित) देता येईल. तोंडी परीक्षेत प्रात्यक्षिकांवर आधारित प्रश्न विचारले जावेत.

४) या गटात मोडणाऱ्या अनेक विद्यार्थ्यांची कारक कौशल्ये अविकसित असतात. याचा विचार करुन त्यांना वेगळया प्रकारची पेन्सील, पेन, ग्रीपर, गणकयंत्र वापरण्याची परवानगी देण्यात यावी.

५) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरुन मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

६) आवश्यकतेनुसार प्रौढ लेखनिक देण्यात यावा.

७) प्रश्नाचे उत्तर अपेक्षित शब्दमर्यादेपेक्षा कमी शब्द मर्यादेत लिहिता येईल. दिर्घोत्तरी प्रश्नाची उत्तरे मुद्यांमध्ये (Key Points) लिहिता येतील. अशा दिर्घोत्तरी प्रश्नांमध्ये मुख्य मुद्यांच्या

अनुषंगाने उत्तर लिहील्यास परिक्षकांनी उत्तरामध्ये थोडक्यात विषयाच्या अनुषंगाने माहिती/उत्तरे दिली आहेत का ते तपासून गुणदान करावे.

(१३) मेंदू व मज्जापेशी काठीण्य (Multiple Sclerosis) विद्यार्थ्यांसाठी सवलती :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.

२) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास त्या विद्यार्थ्यांच्या भविष्याचा विचार करुन त्याना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

३) या विद्यार्थ्यांची बैठक व्यवस्था वेगळया वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी. परीक्षा विभाग प्रमुख , महाविद्यालयीन अधिकारी यांच्या परवानगीने आवश्यकता असेल तर परीक्षा हॉस्पिटल अथवा विद्यार्थ्यांच्या घरी घेण्यात यावी.

४) लेखी परीक्षेऐवजी ऑडिओ/व्हीडीओ रेकॉर्डर वापरुन मौखिक परीक्षा घेण्याची परवानगी देण्यात यावी.

(१४) भाषण (वाचा) व भाषा अक्षमत्व (Speech and Language Disability) असलेल्या विद्यार्थ्यांसाठी सवलती :-

१) ज्यावेळेस निबंधात्मक प्रश्न असतात अशावेळी सदर प्रश्नावर गुणदान करतांना उत्तरे मोठ्या प्रमाणात लिहिलेले आहे हे न पाहता मुख्य मुद्यांवर (Key Points) वर लक्ष देण्यात यावे. महाविद्यालयाने याविषयीचा पत्रव्यवहार विद्यापीठाशी करणे अत्यावश्यक आहे.

२) विद्यार्थ्यांना आकृत्या, नकाशे/तक्ते इ. न काढण्याची सवलत देण्यात यावी. त्याचे गुण त्या विद्यार्थ्याला त्या प्रमाणात देण्यात यावेत अथवा त्यासाठी पर्यायी प्रश्न विचारण्यात यावेत.

३) अनिवार्य विषयाऐवजी (सायन्स, गणित इ.) विद्यार्थ्याला त्यास झेपेल असा विषय निवडून परीक्षा देण्याची परवानगी देण्यात यावी.

४) तोंडी परीक्षा लेखी स्वरुपात स्वरुपाची परवानगी देण्यात यावी.

(१५) थॅलस्सेमिया (Thalassemia)/ कॅन्सर (Cancer):-

१) महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंग मशीन, खुर्च्यांची व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.

२) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागले तर विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यांना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

३) इन्फेक्शनची शक्यता लक्षात घेऊन या विद्यार्थ्यांसाठी बैठक व्यवस्था वेगळया वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी व परीक्षा विद्यार्थ्याच्या घरी घेण्यात यावी.

४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळया प्रकारची पेन्सील , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करावी.

५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी देण्यात यावी.

६) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.

७) यापेक्षा वेगळया सोयी हव्या असतील तर पालक विषय शिक्षक, प्राचार्य व परीक्षा विभाग प्रमुख यांच्या समन्वयाने ठरविण्यात यावे.

(१६) हिमोफिलिया (Hemophilia):-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंग मशीन, खुर्च्यांची व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.

२) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यांना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

३) इन्फेक्शनची शक्यता लक्षात घेऊन या विद्यार्थ्यांसाठी बैठक व्यवस्था वेगळया वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी व परीक्षा विद्यार्थ्याच्या घरी घेण्यात यावी.

४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळया प्रकारची पेन्सील , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करावी.

५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी देण्यात यावी.

६) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.

७) यापेक्षा वेगळया सोयी हव्या असतील तर पालक विषय शिक्षक, प्राचार्य व परीक्षा विभाग प्रमुख यांच्या समन्वयाने ठरविण्यात यावे.

(१७) सिकल सेल (Sickle Cell Disease):-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात येईल. त्यांच्या महाविद्यालयातच या मुलांसाठी विशेष तयार केलेले टेबल, टायपिंग मशीन, खुर्च्यांची व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.

२) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यांना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

३) इन्फेक्शनची शक्यता लक्षात घेऊन या विद्यार्थ्यांसाठी बैठक व्यवस्था वेगळया वर्गात करावी. वेळ प्रसंगी स्पेशल पर्यवेक्षकाची नेमणूक करावी व परीक्षा विद्यार्थ्याच्या घरी घेण्यात यावी.

४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळया प्रकारची पेन्सील , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करावी.

५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी देण्यात यावी.

६) विद्यार्थ्यांच्या सुरक्षिततेसाठी त्याला खात्री वाटेल अशी व्यक्ती परीक्षा वर्गाजवळ उपस्थित रहाण्याची परवानगी देण्यात यावी.

७) यापेक्षा वेगळया सोयी हव्या असतील तर पालक विषय शिक्षक, प्राचार्य व परीक्षा विभाग प्रमुख यांच्या समन्वयाने ठरविण्यात यावे.

(१८) ॲसिड ॲटॅक व्हिक्टीम (Acid Attack Victim) विद्यार्थ्यांसाठी सवलती :-

१) ज्या महाविद्यालयात हे विद्यार्थी शिक्षण घेत आहेत ते किंवा जवळचे महाविद्यालय या विद्यार्थ्यांना परीक्षेसाठी परीक्षा केंद्र म्हणून देण्यात यावे.

२) शिकत असलेल्या महाविद्यालयातच शरीराची योग्य स्थिती आणि बसण्यासाठी अनुकुल असे तयार केलेले टेबल, टायपिंग मशीन, खुर्च्या यांची या विद्यार्थ्यांसाठी व्यवस्था करण्यात यावी. तथापि, यासाठी संबंधित महाविद्यालयाने विद्यापीठाची मान्यता/पूर्व परवानगी घ्यावी.

३) अचानक उपचार करावे लागतील अशी स्थिती उत्पन्न झाल्यास किंवा परीक्षेच्या कालावधीतच उपचारासाठी हॉस्पीटलमध्ये दाखल व्हावे लागल्यास विद्यार्थ्यांच्या भविष्याचा विचार करुन त्यांना पुन:परीक्षेची (Re-Exam) परवानगी देण्यात यावी. विषय शिक्षक, महाविद्यालयाचे प्राचार्य व परीक्षा विभागाचे प्रमुख यांनी यासाठी समन्वय साधावा.

४) विद्यार्थ्यांना लिहावयाचे सोयीचे व्हावे यासाठी वेगळया प्रकारची पेन्सील , पेन, ग्रीपर, संगणक देण्याची व्यवस्था उपलब्ध करुन द्यावी.

५) गरज असल्यास त्यांना लेखनिक घेण्याची परवानगी द्यावी.

(१९) पार्किंसन्स (Parkinson's Disease):-

१) ज्यावेळेस निबंधात्मक प्रश्न असतात अशावेळी सदर प्रश्नावर गुणदान करतांना उत्तरे मोठ्या प्रमाणात लिहिलेले आहे हे न पाहता मुख्य मुद्यांवर(Key Points) वर लक्ष देण्यात यावे. महाविद्यालयाने याविषयीचा पत्रव्यवहार विद्यापीठाशी करणे अत्यावश्यक आहे.

२) विद्यार्थ्यांना आकृत्या, नकाशे/तक्ते इ. न काढण्याची सवलत देण्यात यावी. त्याचे गुण त्या विद्यार्थ्याला त्या प्रमाणात देण्यात यावेत अथवा त्यासाठी पर्यायी प्रश्न विचारण्यात यावेत.

३) तोंडी परीक्षा लेखी स्वरुपाची परवानगी देण्यात यावी.

उपरोक्त नमुद वर्गवारीतील दिव्यांग विद्यार्थ्यी ज्या महाविद्यालयामध्ये शिक्षण घेत आहे त्या महाविद्यालयातील प्राचार्यांनी या शासन निर्णयामध्ये नमुद केलेल्या सर्व सवलती व सुविधा या विशेष गरजा असणाऱ्या विद्यार्थ्यांना मिळतील याची दक्षता घ्यावी. सदर शासन निर्णय राज्यातील उच्च व तंत्र शिक्षण विभागातंर्गत येणाऱ्या सर्व विद्यापीठे व त्यांच्या संलग्नीत असणारी सर्व महाविद्यालये तसेच राज्यशासना मार्फत विशेष कायद्यान्वये स्थापन करण्यात आलेल्या सर्व स्वंय अर्थसहाय्यीत विद्यापीठांना लागू राहील. सदर आदेशाची प्रभावी अमंलबजावणी होईल हे पाहण्याची जबाबदारी सर्व उपरोक्त नमुद विद्यापीठांची राहील.

सदरहू शासन निर्णयाची तात्काळ प्रभावीपणे अंमलबजावणी करण्यात येत आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०१७०३०४१३१६२५२३०८ असा आहे. हा आदेश डिजीटल स्वाक्षरीने साक्षांकित करुन काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Siddharth Kharat

Digitally signed by Siddharth Kharat
DN: c=IN, o=Government Of Maharashtra, ou=Higher And Technical Education Department, postalCode=400032, st=Maharashtra, 2.5.4.20=6f8cb55012423727bece629d954713c1ec2962a9ca9b909643170e56321cfd24, cn=Siddharth Kharat
Date: 2017.03.04 17:49:42 +05'30'

(सिध्दार्थ खरात)
उप सचिव, महाराष्ट्र शासन

प्रति,

१. मा.राज्यपाल यांचे सचिव, राजभवन, मुंबई.
२. मा.मुख्यमंत्री यांचे अप्पर मुख्य सचिव, मंत्रालय, मुंबई.
३. मा. मंत्री, उच्च व तंत्रशिक्षण यांचे विशेष कार्य अधिकारी, मंत्रालय ,मुंबई.
४. मा. राज्यमंत्री, उच्च व तंत्रशिक्षण यांचे खाजगी सचिव, मंत्रालय ,मुंबई.
५. मा. अप्पर मुख्य सचिव,उच्च व तंत्रशिक्षण यांचे स्वीय सहाय्यक ,मंत्रालय ,मुंबई.
६. सर्व अकृषी विद्यापीठांचे कुलगुरु /कुलसचिव.
७. राज्यातील सर्व स्वंय अर्थसहाय्यीत विद्यापीठांचे कुलगुरु / कुलसचिव.
८. सर्व संचालक, उच्च व तंत्र शिक्षण, महाराष्ट्र राज्य.
९. उप सचिव, (विशि) (मशि) (तांशि) उच्च व तंत्र शिक्षण विभाग यांचे स्वीय सहाय्यक, मंत्रालय, मुंबई.
१०. निवड नस्ती- विशि-३.

ANNEXURE-II

THE BROAD CATEGORIES OF UNFAIR MEANS RESORTED TO STUDENTS IN THE EXAMINATIONS AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THEREOF

Category	Punitive Action
Category-A Student is found, 1. Talking to another student during the examination hours in the examination hall, ignoring the warnings given by the invigilator, 2. Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator, **3.** Writing questions on any piece of paper except the answer-book during the examination. **4.** Changing seat in the examination hall without the permission of invigilator.	Current examination of the concerned paper of this course on that date of examination only will be cancelled.
Category-B If during the examination hours, i.e. after receipt of the question paper and before handing over the answer book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone / electronic gadgets, etc. which have relevance to the syllabus of the examination paper concerned or having relevant notes written on chair, table, desk or drawing board, data book, etc. during the examination (i.e. possession of copying material).	Current examination of the concerned paper of this course on that date of examination only will be cancelled.
Category-C 1. If during the examination hours, i.e. after receipt of the question paper and before handing over the	Current examination of the concerned paper of this course on that date of examination

answer book to the invigilator, a student is found attempting to copy, caught copying or having copied from any written or printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets, etc. or chair, table, desk or drawing board, data book, etc. (i.e. actual copying from the copying material).	only will be cancelled.
2. Possession of another student's answer book.	Current examination of all the subjects will be cancelled of both the students.
3. Possession of another student's answer book + actual evidence of Copying from there.	Current examination of all the subjects will be cancelled of both the students.
Category-D 1. Replacing an answer book or part thereof during or after the examination.	Current examination of all the subjects will be cancelled
2. Smuggling-out or smuggling-in of answer book as copying material.	Current examination of all the subjects will be cancelled of all the students who are involved.
3. Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student.	Current examination of all the subjects will be cancelled of all the students who are involved.
4. Answer book written outside the examination hall	Current examination of all the subjects will be cancelled of all the students who are involved.
Category-E Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the questions set in the paper concerned.	Current examination of all the subjects will be cancelled of all the students who are involved

Category-F	
1. If a student leaves the examination hall/ room without submitting answer book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course. His/Her answer book will be seized and no valuation will be perform.
2. If a student attempts to tear off or dispose off the answer book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
3. Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course. Before that an immediate medical help will be provided to the candidate.
Category-G	
1. Attempt to forge the signature of the invigilator/examiner on the answer book or any material related with examinations.	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.
2. Tampering with the written matter/ awarded marks on an evaluated answer book.	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.

3. Interfering with or counterfeiting of College seal or answer book.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.
4. Tampering with the records of examination.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.
5. A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his eligibility to appear for the examination.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).
6. Impersonating any candidate or getting impersonated by any person for taking the examinations.	Current examination plus one additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).
Category-H Use of obscene language/force/threat against Invigilator/Internal Supervisor/Chief supervisor/any other person connected with the conduction of examination or student.	Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one to two additional examinations of all courses
Category-I 1. Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination.	Current examination of the concerned paper of this course will be cancelled and punishment can be extended up to cancellation of examination of all subjects of the course.
2. Insertion of currency notes or any other insertion in the answer book.	Current examination of this course will be cancelled and punishment can be extended up to cancellation of examination of all subjects of the course. The seized currency note will be deposited to student welfare Account.

NOTE:

1. If, on previous occasion, a disciplinary action was taken against a student for malpractice used in the examination and he/she is caught again for malpractices in the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

2. Student involved in malpractices at Practical/Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

3. The term "Cancellation of examination" includes performance of the student in the theory as well as practical examinations, but does not include performance in term work/project work/dissertation examinations unless specifically mentioned as malpractices.

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SHIKSHA MANDAL
WARDHA

ANNEXURE-III

THE BROAD CATEGORIES OF NEGLIGENCE/UNFAIR MEANS RESORTED TO PAPER SETTERS/EXAMINERS/MODERATORS/VALUERS/REFEREES/TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCTION OF EXAMINATIONS AND PUNITIVE ACTION

<table>
<tr><th colspan="2">Category</th><th>Punitive Action</th></tr>
<tr><td colspan="3">Category-A: Cases of negligence/lapses</td></tr>
<tr><td colspan="2">1. Negligence on the part of examiner in setting/moderating the question paper:
i. Total sum of marks allotted to the questions does not equal the total marks of the question paper.
ii. Question paper is not complete.
iii. Question is repeated.
iv. Question is incomplete.
v. What students are supposed to do is not mentioned in the question.
vi. Figure or data is missing or incomplete.
vii. Questions set outside the scope of the syllabus.
viii. Any act of negligence apart from above cases.</td><td>For first time, the Principal will give verbal warning/warning letter to the concerned faculty member, depending on the gravity of the case.

If negligence/lapse is observed second time by the same faculty member, the Principal will give warning letter to the concerned faculty member.

If it is observed for the third time by the same faculty member, show cause notice will be issued by the Principal for service book warning.</td></tr>
<tr><td colspan="2">2. Faculty member showing negligence/apathy in carrying out duties related to examinations allotted to him/her</td><td>If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the Principal.</td></tr>
<tr><td colspan="2">3. Negligence on the part of valuer/examiner which results into delay in spot valuation work or delay in declaration of the results.</td><td>Enquiry committee will be set up and decision will be taken by the Board of Examination according to the findings.</td></tr>
<tr><td colspan="2">4. Negligence on the part of paper setter/moderator which results into postponement of the examination.</td><td>Enquiry committee will be set up and decision will be taken by the Board of Examination according to the findings.</td></tr>
<tr><td colspan="3">Category-B: Cases of favoritism or victimization in the examination.</td></tr>
<tr><td>1.</td><td>Disclosure of question paper or part of question paper.</td><td rowspan="3">Enquiry committee will be set up and decision will be taken by the Board of Examination according to the findings.</td></tr>
<tr><td>2.</td><td>Shielding the cases of malpractices by student/person.</td></tr>
<tr><td>3.</td><td>Helping in copying/mass copying.</td></tr>
</table>

Category-D: Cases not covered in any of the above categories.	Enquiry committee will be set up and decision will be taken by the Board of Examination according to the findings.

Note :

Depending on the findings of the enquiry committee and gravity of the case, Board of Examination may recommend to stop the increments of the concerned person/persons for one to five years.