



**SGPC'S**  
**GURU NANAK INSTITUTE OF MANAGEMENT**  
**STUDIES**

**EXAMINATION POLICY**

## DEFINITIONS OF TERMS AND ROLES

### TERMS

**Programme:** The programmes conducted by the Institute follows semester pattern. A programme means a set of courses approved by the Affiliating body. Successful completion of the courses will lead to the award of a Degree Certificate.

**Credit Recognition and Transfer:** "Credit Recognition and Transfer" shall mean 'Credit' conferred by a MOOCS platforms recognised, quantified and included towards the credit requirements for a programme delivered by the University solely or jointly with partner and vice versa.

**Programme Outcome:** Programme outcome represents broad statements that incorporate many areas of inter-related knowledge and skills developed over the duration of the program through a wide range of courses and experiences.

**Course:** A course means an individual subject that would be included from the course catalogue to become a part of the pre-defined courses of a programme e.g. Marketing Management.

**Audit Course:** Audit courses are the courses which are offered as additional/ optional learning opportunities over and above the programme requirements. They shall not exceed 10% of the semester credits in which it is offered and will be reflected as 'Pass' grade courses (only if, completed successfully) and would not contribute to the GPA/ CGPA.

**Course Outcome:** Course outcomes are statements clearly describing the meaningful, observable and measurable knowledge, skills and/ or dispositions that students will learn in the course.

**Semester:** A semester consists of a minimum of 90 days of teaching-learning and requires about five months to complete. Any programme of 2 years duration will have 4 semesters.



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**Assessment:** The assessment includes continuous Internal Assessment , practical (if applicable) and Semester end assessment. Continuous assessment in general, is formative while the term end assessment is summative in nature.

**Continuous Assessment:** The Institute has adopted the policy of continuous assessment, which shall be carried out for the respective programme in accordance with the university syllabus. Continuous assessment aims at multi-level assessment and may include components like class room/ online test, surprise tests, open book tests, research essay, assignments, quizzes, case studies, practical, presentations, viva and others specified in the curriculum . All the components of assessment as stipulated in the syllabus should be spread across the semester.

**Semester End Assessment:** At the end of every semester the Institute shall conduct ' End Semester ' examination

**Examination:** The examination is the entire process of assessment carried out at the Institute level and also at centre level allotted for University exams which includes both continuous and semester end assessment.

**Examination Session:** Examination session means the time slot assigned for a particular examination. Generally, there shall be two sessions per day; however additional sessions may be conducted with prior permission, including on a Sunday or a holiday if necessary.

**Examination Season:** Each academic year is divided into two examination seasons. The "October – December ' and 'April - May' season is renamed as 'ODD' and 'EVEN' Semesters respectively. All examinations conducted for ODD Semesters will be considered as held in ODD Season. All examinations held for EVEN Semesters will be considered as held in EVEN Season. All annual pattern exams shall be conducted in EVEN Season.

### **Term Not Granted TNG**

A minimum of 75% aggregate attendance is mandatory for all students in lectures, practicals, and tutorials to be eligible to appear for the semester end examination. If a student's aggregate attendance is below 75%, then the student will be termed as 'Term Not Granted' (TNG).



**Question Paper Manuscript:** It is the original copy of the question paper signed and submitted by the paper setter duly signed and sealed in the envelope provided with consent of CO and BL mapping .

**Marking Scheme:** Marking scheme refers to the distribution of marks to the questions and sub questions and weightages assigned to the expected points covered in the answers.

**Model Answer:** The answer to a question as expected from a student submitted by the examiner in sealed envelop.

**Additional Exams :** A learner who does not appear i.e. remains absent for Examination in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS, NCC or Sports training camps conducted by recognized bodies / competent authorities OR fails in some or all the courses OR punished under unfair means OR for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institution, is eligible to appear for the additional examination. A learner who does not appear for both the Internal Assessment and Semester End Examination shall NOT be eligible to appear for the additional Semester End Examination. The additional examination for semester I, II, III, and IV must be conducted by the colleges for the learners who have failed or remained absent in the regular examination 20 days after the date of declaration of results, but not later than 40 days.

**ATKT Examination:** A student who failed in Semester end assessment of a course shall appear in subsequent examinations as ATKT examination. ATKT examination will not be conducted for Audit Course/s. There is no provision to appear in examination to improve marks or grade.

**Re-evaluation:** It is a mechanism which facilitates the students to get the answer scripts reassessed by a different examiner.

**Grace Marks:** The examinee shall be given the benefit of grace marks to pass a particular course as per the gracing rules (*refer to the section for gracing marks applicable*).

**Condonation:** If a candidate fails in only one head of passing, having passed in all other heads of passing his/ her deficiency of marks in such head of passing may be condoned as per the rules (*refer the section for gracing marks applicable*)..



**Credit:** A credit is defined as follows:

- a) 1 Credit = 10 hours of face to face contact sessions including continuous assessment (Lectures)
- b) 1 Credit = 10 hours of Tutorials
- c) 1 Credit = 20 hours for Lab

**Un-Fair Means:** Un-Fair Means includes any unethical means and malpractices adopted by the student during the examination. The cases reported will be forwarded to the Unfair Means Committee (UMC) . The ruling for the cases should be investigated as per the sensitive situation or submitted within 15 working days.

**Lapses:** Lapses is any act on the part of the examination staff, teachers, paper-setters, examiners, moderators, juries amounting to the negligence, omissions and any other unfair practices which can affect the smooth conduct and sanctity of examination.

## EXAMINATION SCHEDULE AND REGISTRATION

The Institute shall declare Semester end examination schedule one month prior to commencement of examination or as per the pattern adopted for the programme . The timetable will be sent to the group email id of the programme / specialization wise , on the WhatsApp group and also uploaded on the website. The students are required to fill the examination form for regular and backlog attempts before the deadline .

### Time slot for Term End Examinations:

Term End Marks	Duration of Examination	Compensatory Time*
60 marks	2 hrs	30 / 40 min
20 marks	1 hr	15 / 20 min

\* *in case of writer or physical disability / Other Category approved*



## **Registration for Examination and distribution of hall tickets**

Examination forms will be released for eligible students who have cleared all their dues, submitted all required documents for eligibility and their latest photograph in formal attire. Indian students need to register on Academic Bank of Credits and must have ABC/APAAR ID.

The eligible students should register by filling in examination forms for regular as well as ATKT examinations (if applicable). Any mistake and incomplete information while submitting the examination forms and the escalation and penalty issued against the same should be borne by the student (both for college and university examinations).

The examination department generate and prints the Hall Tickets of eligible students.

In case original hall ticket is misplaced by any student, a duplicate hall ticket shall be issued against payment of fees.

Students with TNG shall not be issued hall tickets.

## **POST EXAMINATION**

### **Post Assessment**

### **Moderation**

1. The Moderation System shall be applicable to all the courses for Post Graduate Semester End Examination.
2. For every course at the Semester Examination random moderation of 10% of the answer books assessed by the Examiners should be carried out to ensure uniformity and objectivity in assessment. However, there shall be no moderation for courses where the number of answer books is less than 100.
3. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
4. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. ***For non-professional faculties / courses 100% moderation shall be carried out in case candidates obtaining First Class Grade 'A' and above marks.***



5. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'C' / minimum passing marks and marks required for Grade 'B' and above First Class.
6. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.

### **Re-evaluation and Review of Answer Scripts**

The revaluation process is open after the result declaration by the university for Sem 3 and Sem 4 only.

The application need to be submitted withing 7 days from the declaration of university results. The requirement to apply for university declared results' revaluation is as per the university guidelines.

- A student who has not applied for re-evaluation is also permitted to apply for review of answer script.
- If student is not satisfied with the assessment on the answer paper xerox received, he/ she may raise a grievance / apply for review of answer script within one week by filling the link on the university website

### **Carryforward of Marks in case of a Learner Who Fails in the Internal Assessment and/ or semester-End Assessment in one or more subjects**

#### **\*R-1**

1. A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks on the Internal Examinations shall be carried over and he/she shall be entitled to the grade obtained by him/her on passing.
2. A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for the grade obtained by him/her on passing.



## **RULES FOR PROGRESSION (ALLOWED TO KEEP TERMS - ATKT):**

### **\*R-4 For PG programmes:**

1. A learner shall be allowed to keep term for Semester II irrespective of the number of courses of failure in Semester I.
2. A learner shall be allowed to keep term for Semester III if he/she earns 32 or more cumulative credits from Semester I & Semester II.
3. A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III.
4. The dissertation report Semester IV shall not be submitted by the College to University till the learner passes all the Semesters from Semesters I to Semesters III.

\*Ref. No. AAMS\_UGS/ICC/2025-26/40      Date: 03rd June, 2025 (UOM)

### **Expiry of Validity**

Students who cannot complete their programme within the stipulated period will have to take fresh admission to the programme as per the prevalent rules of university of Mumbai enrollment procedure or any additional norms / ordinances applicable.

### **Eligibility for availing facilities for differently-abled candidates (DA)**

The students admitted under the differently-abled category can avail additional facilities on recommendations from the Director / Controller of Examination GNIMS. Refer recommended guidelines by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan).

### **Availing writer and extra time due to medical reasons**

Students joining the programme should voluntarily declare the learning disability and submit valid certificate during the first term or semester and **should also be** registered as LD during the admission process with competent authority. Students facing medical issues can avail the facilities of writer and/ or compensatory time based on the recommendations from the Director / Controller of Examination GNIMS. The Chief Conductor / COE is authorized to approve the appointment of a writer at an examination for a candidate who is unable to write the answer-scripts on serious medical grounds, blindness or disability. The student availing the facility of writer must provide the application form for granting approval 4 days before the commencement of exam . Further, they should ensure that the writer is not from the same subject



stream and is having less qualification than the student. Please refer to applicable rule for compensatory time to be provided in case of writer.

### **Provisional Degree Certificate**

- Students who have cleared all examinations, but the convocation is not held for them can apply for a provisional degree certificate.
- Concerned student need to put email to exam@gnims.com and apply for a provisional degree certificate.
- Provisional degree certificate will be sent to the candidate within 10 working days from the date of receipt of the application along with the requisite fees.

### **Duplicate Marksheet**

- The application for duplicate marksheet will be accepted with online complaint about a lost marksheet with the police (or a non-cognizable report).
- Duplicate marksheet will be sent to the candidate within 40 days from the date of receipt of the application along with the requisite fees.

## **EXAMINATION FEES**

Examination Fees:

(I) Applicable from the AY 2024-25 onwards

<b>Particulars</b>	<b>Amount of fees</b>	
ATKT fees	Rs. 500 per subject (30 / 60 marks)	
Revaluation Fees (all category students)	Rs. 500 per subject ( 30 / 60 marks)	
Duplicate Marksheet	Rs. 200 per marksheet	
Correction of Marksheet for wrong name submission	Rs. 200 per marksheet	
Duplicate Hall Ticket	Rs. 100	
Phone confiscated during session/ exam / evidence for un-fair means case	Rs. 500	
Academic Document	Rs. 1000 per candidate	



Verification		
Provisional Degree certificate	Rs. 200 per candidate	
Postal Charges	Rs. 250 within India	

**Scheme of Examination :** 40% Internal 60% External, Semester End Examination  
 \*Individual Passing in Internal and External Examination is considered as pass for a particular subject ( *\*exceptions are granted for specific course as per the syllabus*)

**Standards of Passing :** 50%

### Gracing Marks

Grace Marks passing in each course/head of passing (Theory/ Practical/ Oral/ Sessional/TW/ External / Semester End Exam / Internal Assessment)

The examinee shall be given the benefit of grace marks only for passing in each course/ head of passing (Theory / Practical / Oral / Sessional/ TW) in External / Semester End Examination or Internal Examination Assessment as follows:

Head of Passing	Grace Marks upto
Upto - 50	2
051 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
And 401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year.

The special provision for grace marks to the applicable category of students like differently able / students eligible for extra grace under specific conditions will be granted provided the formal



declaration and submission of the conditions to be considered are provided from authentic approved body before the start of the academic course.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

Condonation If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

### Letter Grades and Grade Points Under NEP 2020 Curriculum

Letter Grades and Grade points			
Semester GPA/ Programme CGPA	% of Marks	Letter Grade	Grade Point
9.00 - 10.00	90.0 - 100	O (Outstanding)	10
8.00 - < 9.00	80.0 - < 90.0	A+ (Excellent)	9
7.00 - < 8.00	70.0 - < 80.0	A (Very Good)	8
6.00 - < 7.00	60.0 - < 70.0	B+ (Good)	7
5.50 - < 6.00	55.0 - < 60.0	B (Above Average)	6
5.00 - < 5.50	50.0 - < 55.0	C (Average)	5
Below 5.00	Below 50	F (Fail)	0

SGPA- Semester Grade Point Average =  $\sum (\text{Credit Earned} \times \text{Grade Points}) / \sum (\text{Credit Earned})$





SGPC's

Guru Nanak Institute of Management Studies

(Affiliated to University of Mumbai and Approved by AICTE New Delhi and DTE Govt of Maharashtra)

www.gnims.com

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**Letter of Undertaking for Using Own Scribe**

I, \_\_\_\_\_, a candidate with \_\_\_\_\_  
(name of the disability) appearing for the \_\_\_\_\_ (name of the  
examination), Semester \_\_\_\_\_ bearing Roll No. \_\_\_\_\_ at  
\_\_\_\_\_ (name of the centre) . My qualification is  
\_\_\_\_\_.

I do hereby state that \_\_\_\_\_ (name of the scribe) will provide  
the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid  
examination.

I do hereby undertake that his / her qualification is \_\_\_\_\_. In case,  
subsequently it is found that his / her qualification is not as declared by the undersigned  
and is beyond my qualification, I shall forfeit my right to the post and claims relating  
thereto.

(Signature of the candidate with Disability)

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

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



**Note: Please attach Photo ID proof, attested copy of highest Qualification proof of writer also.**

Verified by : -----



**Approval granted :-** \_\_\_\_\_

### **Role of Senior Supervisor**

A Senior Supervisor at the GNIMS is responsible for the overall management of the End semester examination, ensuring that exams run smoothly and according to university rules. Their duties include supervising Junior supervisors and other staff, ensuring adequate materials like answer books are available, handling the distribution of papers, and reporting any issues like unfair means to the appropriate authorities.

**Reporting to :** Chief conductor / Controller of examination

**Nominated by :** Chief Conductor

**Role :** On rotational basis

### **Core responsibilities**

- **The Senior Supervisor** oversees and assigns duties to junior supervisors, peons, and other support staff to ensure proper functioning of the examination hall.
  - **Manage materials:** They are responsible for arranging and distributing all necessary materials, such as answer booklets, question papers, and attendance sheets.
  - **Ensure adherence to rules:** They must ensure that all examination rules are followed by both students and staff, including regulations about cheating and late arrivals.
  - **Handle unfair means:** The Senior Supervisor reports all cases of unfair means to the Controller of Examinations, including a detailed report and the student's statement.
  - **Oversee distribution and packaging:** They are responsible for the correct distribution of question papers and the careful packaging of answer books for dispatch after the exam.
  - **Act as a point of contact:** They act as a liaison between the examination center and the university, and are the primary contact for any issues or incidents that occur.



### **Key duties before, during, and after the exam**

- **Before the exam:**
  - Confirm that question papers are received on time. Verifying the question paper for the day.
  - Arrange the necessary number of answer booklets, threads, and other materials.
  - Ensure that all staff are present and appropriately informed for the day.
- **During the exam:**
  - Supervise the conduct of the exam and ensure students follow instructions.
  - Adjustment of the supervisor within blocks with discussion of the Controller of Examination
  - Do not leave the examination center during the examination period.
  - Ensure that no student leaves the examination hall without permission within the first 30 minutes, and no student is allowed to leave alone and return.
- **After the exam:**
  - Ensure answer books are dispatched to the CAP (Centralized Assessment Program) center or examiner as per university instructions.
  - Signing the Junior Supervisor report after proper signature as checked by, by the allotted member of the exam team.
  - Ensure all reports and statements regarding any unfair means are accurately and diligently prepared and submitted.
  - Providing any exceptional reporting during the examination days to the Chief conductor / Controller of examination by email to exam@gnims.com.



**Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examinations.**

	<b>(I) Competent Authority:</b>
	a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other person connected with the conduct of the examination. Committee lapses / using, to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
	b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations. Committing lapses or using, attempting to use, aiding, abetting, instigating, or allowing to use malpractice/s at the examination conducted by the constituent affiliated/conducted colleges or Recognized Institution on behalf of the University.
	<b>II) Definition-Unless the Context Otherwise Requires:</b>
	a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term any other person connected with the conduct of examination" means and includes persons appointed on examination duty by the competent authority.
	b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :-
	i) Leakage of question/s or question paper set at the university/ College / Institution examination before the time of examination.
	ii) Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
	iii) Paper-setter omitting question, sr.no. Of question repeating question or setting question outside the scope of syllabus.
	iv) Examiner/ Referee showing negligence in detecting malpractice used by student/s
	v) Jr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing / instigating students to use malpractice/s.
	vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
	c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influences with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/ she is bound to do as duties.
	d) "College" means conducted constituent or affiliated college of recognized institution of a



	university.
	<b>III) Investigating Committee</b>
	i) The Committee appointed by the Board of Examinations under the provisions of Section 52(6)(i), 42 and 43 of the Maharashtra Universities Act 1994 to investigate unfair means resorted to by student/s at the Institution examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the institution examinations.
	ii) Similarly, a Committee appointed by the College or institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated/ conducted college or institution on behalf of the university.
	<b>IV) Procedure for Investigation</b>
	i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the Guru Nanak Institute of Management Studies, Matunga (E), Mumbai . reported to the University/ college/ institution shall be scrutinized by the concerned Officer/ In-charge of the Sub-Section/ Unit to which the case is primarily pertained at the Examination Section of the University/ college/ Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a chargesheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Inquiry Committee for further investigation. The concerned Officer of the sub-Section/ Unit through which, the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
	ii) The Competent Authority of the Officer authorized by it in this behalf, shall inform the implicated person (paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause notice be imposed.
	iii) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/ her and charge levelled against him/her therein. The concerned person himself/herself only shall present case before the committee.
	iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in presence of the delinquent.
	v) Reasonable opportunity, including oral hearing, shall be given to the concerned person



	in his/ her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
	vi) The Committee should follow the above procedure in the spirit of principle of natural justice.
	vii) If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defense. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.
	viii) The committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.
	<b>V) Punishment</b>
	i) The competent authority, after taking into consideration the report of the committee; shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-
	ii) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
	iii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit
	iv) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
	v) The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
	vi) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
	vii) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
	viii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
	viii) As far as possible the quantum of punishment should be prescribed category-wise as here under :-



Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examination/s

Sr. No.	Nature of Malpractice /Lapses	Punishment
	Paper-setter found responsible for leakage of the question set in the University / College / Institution examinations whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
	Leakage of the question/question paper set in the University / College / Institution examinations before the time of examination at the University / College / Institution examinations by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
	Examiner/ moderator/ referee intentionally/ negligently not assigning the students in assessment of his/her answer books/ dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned competent authorities
	Paper-setter omitting question at the time of finalization of question paper set at examination of repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
	Paper-setter setting question in same/different section/s	Disqualification from any examination work for a period of three years.
	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years
	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute.
	Guiding Teacher showing negligence in	As decided by the concerned competent



	supervision of dissertation/ project work (e.g. use of manipulating date by a student)	authorities of the institute.
	Sr. Supervisor/ Chief Conductor showing apathy in carrying out duties related to examinations.	As decided by the concerned competent authorities of the institute.
	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision day.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University / college / Institution employee
	Jr. Supervisor helping student (examinees) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University / college / Institution employee.
	The competent authority, in addition to the above mentioned punishment may impose fine on the concerned person if declared quilt.	
	The competent authority may report the case of the concerned implicated person to the appropriate police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.	

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