

**Maharshi Karve Stree Shikshan Samstha's
Cummins College of Engineering for Women,
Nagpur**

Policy For Examination Conducted In College

1.0 The purpose of this exams policy is:

1.1 To ensure the planning, management and conduct of exams efficiently and infare manner in accordance with vision and mission of institute and in the best interests of students.

1.2 To ensure the transparent operation of an efficient exam system, with clear guidelines for all relevant staff.It is the responsibility of everyone involved in the exam process to read, understand and implement this policy.

2.0 Responsibilities of associated personals are as below:

2.1 The Head of Center

2.1.1 Has overall responsibility for transparent and efficient conduct of college exams.

2.1.2 Is responsible for deciding all cases of unfair means and grievances.

2.1.3 Has to manage the administration of internal exams.

2.1.4 Advise the Exam Committee, subject and class tutors, and other supporting staff regarding exam timetables and procedures as set by the relevant bodies.

2.1.5 Monitors with teaching staff that the necessary coursework and/or assessments are completed in time and in accordance with guidelines of board of studies.

2.1.6 Receives finances from authorities and manage expenses.

2.1.7 Securely maintains all exam documents and completed scripts.

2.2 Invigilators

2.2.1 Assist the Exams Officer in the efficient conduct of exams.

2.2.2 Collects all exam papers and other relevant material from the Exams office before the start of the exam, and conducts the exam in accordance with standard exam regulations.

2.2.3 Collects of all exam papers in the correct order at the end of the exam, and together with all other exam related material, ensuring deposit back to the Exams Office.

2.3 Candidates

2.3.1 Occupy her seats well before the schedule time and sign the attendance sheets

2.3.2 Does not leave the exam hall without permission of invigilator.

2.3.3 Does not use any unfair means.

2.3.4 Ensure that her conduct and behavior during exams is according to exam board regulations.

2.3 Exam Timetables: Once confirmed, the Exams Officer will circulate the exam timetable for all internal and external exams well in advance.

3.0 Internal Assessments: It is the duty of the Heads of Department and other relevant authorities to ensure that all internal assessments and grades are ready within stipulated time, for dispatch to University authorities. The Exam Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time of dispatch. The Exams Officer will inform staff regarding date, till which appeals against internal assessments must be made.

4.0 Unfair Means: The Head of Centre in consultation with the Head Academic is responsible for investigating suspected unfair means and initiate necessary action.

4.1 Acts of Malpractices/ Unfair Means:

Every student appearing for the Mid Term & End Semester Examination is liable to be charged with, for committing malpractices /following unfair means, under following circumstances.

4.1.1 Misbehavior with officials / using unfair means / creating nuisance / using abusing language / act of violence / threat to the person involved in conduct of examination etc. or any other kind of rude behavior in or near the Examination Hall.

4.1.2 Writing on the Question Paper or passing on any type of written paper to the other student(s) in the examination Hall.

4.1.3 Disclosing her identity by writing any words or by making any peculiar marks on the answer book, other than authentic information on front page.

4.1.4 Possession of electronic gadgets like mobile phones, programmable calculator, pen drive or such other storage devices in the Examination Hall.

4.1.5 Communicating with any other student(s) or person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.

4.1.6 Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.

4.1.7 Making any request of representation or offer of any threat for inducement or bribery to Room Invigilator and / or any other official for favors in the Examination Hall or in the answer script.

4.1.8 Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favor in the examination.

4.1.9 Any other activity which in the opinion of the authorities of CCOEW constitutes malpractice/ use of unfair means will be construed as malpractice/ use of unfair means.

5.0 Procedure for reporting Malpractices/ Use of Unfair Means: For internal Examinations

5.1 The Principal shall constitute a exam cell to ensure proper conduct of examination and for prevention of unfair means for each academic year to deal with the cases of alleged misconduct and use of unfair means in all the examinations conducted by the college. This cell shall submit its report and recommendations to the Principal for appropriate actions.

5.2 If the malpractice case is detected, the room invigilator will seize the incriminating materials and the answer script(s), and report the same to officer in-charge immediately

5.3 When malpractice / use of unfair means is brought to the notice of the officer In charge by the room invigilators, he/she shall hold a preliminary inquiry and take on record the report of the room invigilator, the statement of the student concerned. Only then he will forward unfair means report along with answer script(s) and other incriminating material and other enclosures in a

sealed cover to the controller of Examinations. However, answer scripts of subsequent papers of such student shall be sent directly to the valuer along with other answer script and shall not be marked as unfair means case anywhere.

5.4 The student, the room invigilator, shall be required to give their statement in the prescribed form supplied by the controller of examinations.

Principal

Statement of Candidate Who is alleged to Have Used Unfair Means in Examination.

Full Name of Candidate: -

Address of Candidate:

For correspondence:

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Examination:

Name of the Subject:..... Subject Code:-
..... Date of Exam:-

Room No:-..... Seat No:- Semester:-
..... Section:-.....

To, The Controller of Examination CCOEW, Nagpur Sir, I appeared at the above examination held on/...../20..... at the CCOEW centre in the Morning / Evening session.

I give below my statement:
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Signature of Candidate: Candidate Mobile No.:-

Parent Mobile No: - (F) (M)

Signature of Invigilator

Office –In-Charge

Name of Invigilator: