



RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

*Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)

DIRECTION NO. 3... OF 2022

**CONDUCT OF END SEMESTER EXAMINATIONS BY THE
CONDUCTED/AFFILIATED COLLEGES/INSTITUTIONS OF THE UNIVERSITY,
DIRECTION 2022.**

Whereas, Maharashtra Public Universities Act, 2016 (VI of 2017) (hereinafter the Act) has come into force from 1st March 2017 and the same applies to the Rashtrasant Tukadoji Maharaj University (the University);

AND

Whereas, the University has been conducting various undergraduate programs in all the four faculties of the University through its conducted and affiliated colleges/institutions;

AND

Whereas, the academic programs offered/approved by the University are regulated by framing Ordinances/Directions in respect of the eligibility for admission to the programme, the structure and duration of the programme, the chargeable fees from the learners, conduct of end semester/annual examinations leading to the award of respective degrees to be conferred by the University through the convocations to be organised by the University;

AND

Whereas, Ordinance no. 19/2008 of the University makes provision for appointment of paper setters/examiners/moderators/Chief Supervisor/Internal Supervisor and other persons by the University and their duties and responsibilities in respect of conduct of University Examinations and other matters which are ancillary and incidental to the conduct of University examination;

AND

Whereas, the issue of assigning the responsibility of conducting some of the end semester/annual examinations in respect of the various programmes offered/approved by the University to the conducted/affiliated college/institutions was under the active consideration of the University for some time;

AND

Whereas, the Board of Deans in its meeting held on 19th July 2021, vide item no. 40 approved the scheme of examinations in respect of the odd semesters of all the non-professional under graduate programmes offered by the University to be conducted at the college level, prepared by a Committee under the chairmanship of Hon'ble Vice Chancellor;

AND

Whereas, the Academic Council vide its decision on item no. 1(C) in its meeting held on 9th August 2021 approved the scheme of the conduct of end semester examinations for the odd semesters of non professional under graduate programmes by the affiliated/conducted colleges of the University and further decided to refer the matter to the Management Council of the University for taking appropriate policy decision as well as other decisions regarding financial matters in entrusting the responsibility of conduct of examinations for the Odd semesters by the colleges of the University;

AND



Whereas, the Management Council of the University in its meeting dated 13th August 2021 vide item no. 94 (C)(2) resolved to constitute a committee under the Chairmanship of Dr. Sanjay Kavishwar for determining the modalities and parameters to assign the responsibility of conducting end semester examinations of odd semesters, i.e. 1st, 3rd, 5th and so on, by the colleges of the University and the said Committee after considering all the issues pertaining to conduct of University examination at college level for odd semesters of Under graduate programmes had submitted its detailed report, which was placed before the Management Council in its meeting held on 22nd September 2021 vide item no. 143 and the Management Council considered and approved the recommendations of the said committee;

AND

Whereas, the existing ordinances/Directions governing various under graduate programmes offered/approved by the University in its Four faculties provide for conduct of end semester examinations for the Odd semesters by the University, it has become necessary to issue a separate Ordinance overriding the provision of respective ordinances/Directions providing for conduct of end semester examinations for Odd semesters of the concerned programmes exclusively by the University but since Ordinance making is a time consuming process and as per the above said decision of the Management Council the end semester examinations for the 1st Semesters of all the Under graduate programmes except the professional programmes for which the students have been admitted in the Academic year 2021-22 is to be conducted by the colleges at the end of the 1st semester which is approaching in immediate near future, there is an exigency to issue a suitable Direction as contemplated by the provisions of section 12(8) of the Act for implementing the above said decision of the Management Council of the University;

AND

Whereas, Direction No. 1 of 2022 entitled "Conduct of End Semester Examinations by the Conducted/Affiliated Colleges/Institutions of the University,



2022” has been issued by the University on 11/01/2022 but the said Direction does not incorporate the revised decision of the Management Council of the University on the point of sharing of the examination Fee, charged from the students, between concerned college/institution and the University, vide Item No. 4 in its meeting dated 3rd December 2021, necessitating modification in the relevant provisions of Direction no. 1 of 2022 which requires repeal of the said Direction and issuance of a replacement Direction;

Now, therefore, I ,Dr. Subhash R. Chaudhari, Vice-Chancellor, in exercise of my powers under section 12(8) of the Act do hereby repeal Direction No. 1 of 2022 and issue the following new Direction;

1. This Direction may be called **“CONDUCT OF END SEMESTER EXAMINATIONS BY THE CONDUCTED/AFFILIATED COLLEGES/INSTITUTIONS OF THE UNIVERSITY, DIRECTION 2022..”**
2. This Direction shall come into force from the date of its issuance and the end semester examinations for odd semester of the non-professional undergraduate programmes shall be conducted by the colleges/institutions as per the provisions of this Direction. However, in the academic year 2021-22 end semester examinations for the Ist semester only, in the academic year 2022-23 examinations for the Ist and IIIrd semesters only and in the academic year 2023-24 and onward the examinations for the 1st, 3rd and 5th semesters shall be conducted by the colleges/Institutions.
3. In this Direction unless the context requires otherwise the words and phrases shall have the meaning assigned herein:-
 - i. **“Cluster of Institutions”** means a group of colleges which have come together for the purpose of conducting the end semester examinations, in terms of the provisions of this Direction.
 - ii. **“College”** means any conducted/affiliated college/institution of the University offering any undergraduate programme for the odd



semesters of which the end semester examinations is to be conducted by the said college/institution.

- iii. **"Course"** means theory or practical subject the contents of which, process of evaluation and its parameter are specified in the syllabus of the program.
 - iv. **"Examination Committee"** means a committee constituted as per the provisions of this Direction for the purpose of conduct of end semester examinations including the supplementary examinations and revaluation and other incidental matters in respect of Odd semesters of the under graduate programmes.
 - v. **'Programme'** includes B.A., B.A. (R.S.), B.Sc., B.Sc. (Home Science), B.Sc. (I.T.), B.Sc. (Forensic Science), B.Sc.(Finance), B.Com., B.B.A., B.C.C.A., B.C.A., B.C.T., B.F.D., B.I.D., B.T.S., B.J.D., B.A.E.S.T., B.S.W., B.Lib., B. Voc., but excludes all the under graduate programmes in all the four faculties of the University for which admissions to the 1st semester (and lateral entry) are done through the centralized admission process (CAP) conducted by the State Government of Maharashtra.
 - vi. **'Subject Expert'** means a teacher including, a teacher appointed on contractual basis or Clock Hour Basis, having sufficient professional or teaching experience in the relevant subject.
4. Notwithstanding anything to the contrary contained in any Ordinance/Statute/Direction the end semester examinations of the odd semesters of all the under graduate programmes in which admissions to the 1st semester or any other entry level semester is not done through the centralized admission process conducted by any agency of the state government shall be conducted by the colleges offering such a undergraduate programmes. The modalities for conduct of end semester examinations by the respective colleges shall be as per the provisions of this Direction herein below.

However, the provisions of Ordinance No. 19/2008, providing for appointment of paper setters/examiners/moderators/Chief Supervisor/Internal Supervisor and other persons by the University and their duties and responsibilities in respect of conduct of University Examinations and other matters which are ancillary and incidental to the conduct of University examination, to the extent they are not inconsistent with the provisions of this Direction shall also be applicable in respect of end semester examinations conducted by the affiliated/ conducted colleges/institutions under this Direction.

5. **Coverage and Scope**

- a) The colleges/institutions offering non professional undergraduate programmes for which admissions in the first semester (and lateral entry) are not done through the centralized admission process conducted by the State Government of Maharashtra shall be responsible for the conduct of the end semester examinations including supplementary examinations for the odd semesters of the concerned programme these programmes specially include B.A., B.A. (R.S.), B.Sc., B.Sc. (Home Science), B.Sc. (I.T.), B.Sc. (Forensic Science), B.Sc.(Finance), B.Com., B.B.A., B.C.C.A., B.C.A., B.C.T., B.F.D., B.I.D., B.T.S., B.J.D., B.A.E.S.T., B.S.W., B.Lib., B. Voc.programmes. The responsibility to conduct examinations includes both theory as well as practical examinations.
- b) In conducting the end semester examinations by the colleges/institutions it shall be mandatory, notwithstanding anything contrary herein, to comply scrupulously with the provisions of the Maharashtra Public Universities Act, 2016 and the Ordinances and Directions issued by the University, from time to time, in respect of conduct of the end semester examinations by the colleges/institutions.

- c) It shall be mandatory for the teachers working in the colleges conducting the end semester examinations to perform all the duties in respect of conduct of the examinations as if the examinations are conducted by the University.
6. The colleges/Institutions which have to conduct the end semester examinations including the supplementary examinations for the Odd semesters of the non professional undergraduate programmes shall follow the procedure and take the necessary steps as mentioned herein below;

A.Examination Forms, Fees and Hall Tickets

- a) The procedure for filling up the examination forms by students shall continue as it is in practice. It shall be the responsibility of the colleges/institutions to receive forms from the students and submit the same to the university within the prescribed time
- b) The last date for submission of examination form and fine in case of late submission of form will be as per the circulars notified by the University from time to time.
- c) The examination fees to be paid by the student and fine in case of late submission of form shall be prescribed by the University from time to time.
- d) On receipt of examination forms, the college shall submit the forms to the University within prescribed date along with 25% of total examination fees, Remaining 75% of total examination fees to be retained by the college for operating expenses to conduct examinations.
- e) The University shall process the examination forms in due course of time and provide hall tickets to the college at least 1 week before commencement of examination.
- f) The colleges/Institutes shall distribute the hall tickets to the students who have filled the examination forms

- g) If there are any grievances related to discrepancies in hall tickets, the Examination Section of the University shall address the same on priority basis and resolve them before actual commencement of examination.

B. Examination Committee

- a) Each college /Institution conducting examination on behalf of the University shall have a duly constituted 'Examination Committee' which shall consist of following members:-
- i. Principal of the College as a Chairperson of the Committee
 - ii. Minimum Two - Three teachers nominated by the Principal
 - iii. Minimum One Non-Teaching staff member nominated by the Principal
 - iv. Examination In-charge nominated by the Principal who will act as a Member-Secretary
- b) The teachers nominated in Examination Committee are eligible to be appointed as paper setters, moderators and evaluators.
- c) The 'Examination Committee' shall carry out all the functions related to examination such as appointing the question paper setters, moderators, evaluators, preparation of time-table, conduct of examination, maintaining record of attendance of examinees, ensuring timely evaluation of answer books, preparing results and submitting the marks to the University, and preserving all records of examination for minimum 3 years after completion of examination.

C. Time-Table

- a) The University shall provide a time window of 10-15 days for conduct of winter examinations. This will be published in the academic calendar of the University before commencement of the academic session.
- b) The college is required to conduct the actual examination (Theory and Practical) during this time window.
- c) The Examination Committee shall prepare a Time-Table to this effect and communicate the same to students at least 15 days before actual commencement of examination.

- d) The Time-Table can be communicated to students with the help of different media such as placing it on Notice Board, putting it on the Website, dissemination through student groups, etc.
- e) The Examination Committee shall also send a copy of Time-Table to the University.

D. Question Paper Setting and Moderation

- a) Setting of question papers and their moderation shall be the sole responsibility of the 'Examination Committee' of the college conducting an examination.
- b) In order to maintain the sanctity of examination process and high academic standards, the college shall appoint paper setters/examiners
- c) The 'Examination Committee' needs to ensure that approved teachers/subject experts (provided approved teachers are not available) are appointed as paper setters, moderators and evaluators.
- d) In case, a particular college does not have adequate number of teachers, the paper setters/moderators can be appointed from other colleges.
- e) The question papers for all subjects are required to be prepared according to the pattern prescribed by the 'Scheme of Examination' for a particular course/program.
- f) The Examination Committee need to ensure that 3 sets of question papers are prepared and moderated for each subject at least before 10 days of commencement of examination.
- g) Such question papers, in duly sealed envelopes, be in the custody of the Principal of the college. He shall hand over a random envelop to the 'Examination In-charge' a day before actual examination of that subject to get the same printed and photocopied in adequate number of copies.
- h) The printed copies of question papers shall remain in the custody of 'Examination In-charge' until the actual commencement of examination.
- i) Maintaining confidentiality of the entire process is a collective responsibility of 'Examination Committee' and reported fallacies shall be investigated by the 'Disciplinary Action Committee' of the University in

accordance with the provisions of The MPU Act, 2016 and relevant ordinances.

E. Answer Books

- a) The colleges/Institutions shall print the requisite number of answer-books of 16 pages each on A-4 size paper. The cover page of answer-book shall contain –
 - a. Name and Logo of the College
 - b. Space for Name of Examination, Name of Subject, date of examination, Roll No., Enrolment No., Center No., signature of invigilator, etc.
 - c. Separate table for marking

F. Evaluation of Answer Books

- a) The Examination Committee shall prepare a comprehensive list of examiners for theory papers and practicals.
- b) In case, a particular college does not have adequate number of teachers, the examiners/moderators can be appointed from other colleges.
- c) In case of practical, the Examination Committee shall appoint external examiners from other colleges. Remuneration/Coneyance Allowance to such examiners shall be paid according to the University norms and shall form a part of the operating expenses of conducting an examination by the college.
- d) The answer-books will be evaluated by designated examiners in the college premises only and they will not be allowed to take answer-books out of the college premises.
- e) There should be a designated evaluation center within the college premises and entry in such a center should be restricted only for the persons authorized by the Examination Committee.
- f) The evaluation work needs to be completed within 10 days from the date of examination for each subject.

g) The Examination Committee shall ensure that the marks obtained by students appearing in examination are submitted to the University within 15 days from the last date of examination.

G.Revaluation of answer books

- a) A student, not satisfied with the marks, can apply for revaluation of answer-book/s for maximum of two papers within 7 days of declaration of result in a form prescribed by the college.
- b) A student shall obtain the prescribed form of application for revaluation from college and submit the same to the college along with a fee of Rs. 150 per paper. The revaluation fee shall be retained by the college.
- c) The college shall send the information about application for revaluation to the University in a format provided by the University.
- d) The University shall then provide a separate link for resubmission of marks by college for students who have applied for revaluation.
- e) The Examination Committee shall appoint two examiners other than original examiner for revaluation. In case of non-availability of adequate number of teachers, the examiners can be appointed from other colleges. The task of revaluation of answer-book/s needs to be completed within 10 days of the last date for receipt of application for revaluation.
- f) The college, shall then resubmit the average marks awarded by two evaluators. This shall be done within 10 days of the last date for receipt of application for revaluation.
- g) The University, after processing these marks shall declare the result and provide the revised mark list to college within 10 days of submission of revised marks by the college.

H. Supplementary Examination for Odd Semester Examination

- a) The application form for supplementary examination will be provided by the college.
- b) A failure student will be required to fill up the form for supplementary examination to the college within 10 days of declaration of result along with the examination fee as per University norms.

- c) The college shall submit the examination forms to the University within prescribed date.
- d) The college shall prepare and communicate the time-table for supplementary examination.
- e) The schedule for supplementary examination shall commence within 20 days of the last date of receipt of applications for supplementary examination.
- f) The Examination Committee shall conduct the supplementary examination of applicants as per declared Time-Table and submit the marks to the University within 10 days of the last date of re-examination.
- g) The University shall then process the submission and declare results of supplementary examination within 15 days of receipt of marks from college.
- h) All such mark lists will be issued with a mention of 'Supplementary Examination'.
- i) The procedure for revaluation during supplementary examination shall be the same as mentioned above.

I. Preservation of Examination Records

- a) The college shall submit the copies of question papers for all subjects along with the marks to the University. The University shall provide an 'Upload' facility for the same on its portal.
- b) The college shall preserve all examination records such as copies of question papers, all attendance lists, list of evaluators and moderators, copies of marks submitted to University, records related to revaluation and supplementary examination, etc. at least for a period of three years from the date of examination.
- c) The college shall preserve all answer-books for a period of minimum TWO years from the date of examination.

J. Provision for 'Cluster of Institutions'

- a) In order to maintain high academic standards and to achieve scale of economy, two or more institutions may come together and form a cluster for conducting University Examinations.
- b) The participating institutions are required to mutually sign a document of forming a cluster mentioning the composition of 'Examination Committee' and functioning of cluster. A duly signed copy of this document is required to be submitted to the University.
- c) In case a cluster is formed, the 'Examination Committee' will have to be formed for the cluster. In such a committee, there shall be equal representation of teachers from all the participating institutions and the Chairman will be the Principal of any of the participating institutions to be decided on mutual agreement of these institutions.
- d) The representative of each participating institution will act as 'Examination In-charge' for his/her college.
- e) The answer-books will be required to be printed individually by the participating institutions.
- f) In case of a cluster, following tasks related to examination can be done centrally for all participating institutions:
 - a. Appointment of Question Paper Setters and Moderators
 - b. Question Paper setting, moderation and printing
 - c. Evaluation of Answer-Books
- g) A common time table for all participating institutions will be required to be prepared and followed.
- h) However, marks are required to be submitted to the University individually by participating institutions.
- i) The financial matters related to question paper setting, moderating, printing, evaluation of answer-books, etc. need to be agreed upon mutually by participating institutions.

K. Role of University

- a) Processing of Examination forms and generating Roll Nos.
- b) Providing Hall tickets to college

- c) Providing user friendly interface on the portal for submission of marks
- d) Providing prescribed formats, wherever necessary
- e) Timely processing and declaration of results
- f) Providing Mark lists to colleges in timely manner
- g) Monitoring the examination at college in order to maintain quality, transparency and fairness

L. Monitoring of Examinations and Declaration of Results by the University

- a) The University shall establish a robust mechanism to ensure that the colleges are conducting examination in fair and transparent manner and are maintaining high standards of quality.
- b) Declaration of result and issuance of mark list shall be the sole responsibility of University.
- c) After declaration of result, the University shall provide mark lists of students to the college within maximum 15 days.
- d) A random check would be more effective for this purpose.
 - i. After declaration of results, the University shall call for specific answer-books on a day's notice; OR
 - ii. After declaration of results, the University shall send a Supervisor with specific queries to the college to check some specific answer-books.

M. Grievance Redressal

- a) A student or teacher having any grievance with respect to conduct of examination at college/institution shall be addressed to 'The Director, Board of Examinations and Evaluation'(BOEE).
- b) The Director, BOEE shall address the grievance in accordance with the provisions of The MPU Act, 2016 and other ordinances.

N. Malpractices

- a) Any malpractices or fraudulent activities observed or reported shall be forwarded to the University's Disciplinary Action Committee along with available evidences for further investigation and necessary action.

O. Declaration of result of the final semester of the programme.

Notwithstanding anything to the contrary herein and also the provisions of other Directions/Ordinances, governing the academic programmes, the norms regarding declaration of result of final semester of each programme shall be published by the University separately, in the due course of time.

7. Direction no. 1/2022 is hereby repealed. Notwithstanding the said repeal all actions/measures taken by the University in pursuance of and in furtherance of the objective of the said Direction shall be valid and binding on all the concerned stake holders.

Date:

Place: 18-01-22
Nagpur



(Dr. Subhash R. Chaudhari)
Vice Chancellor

