

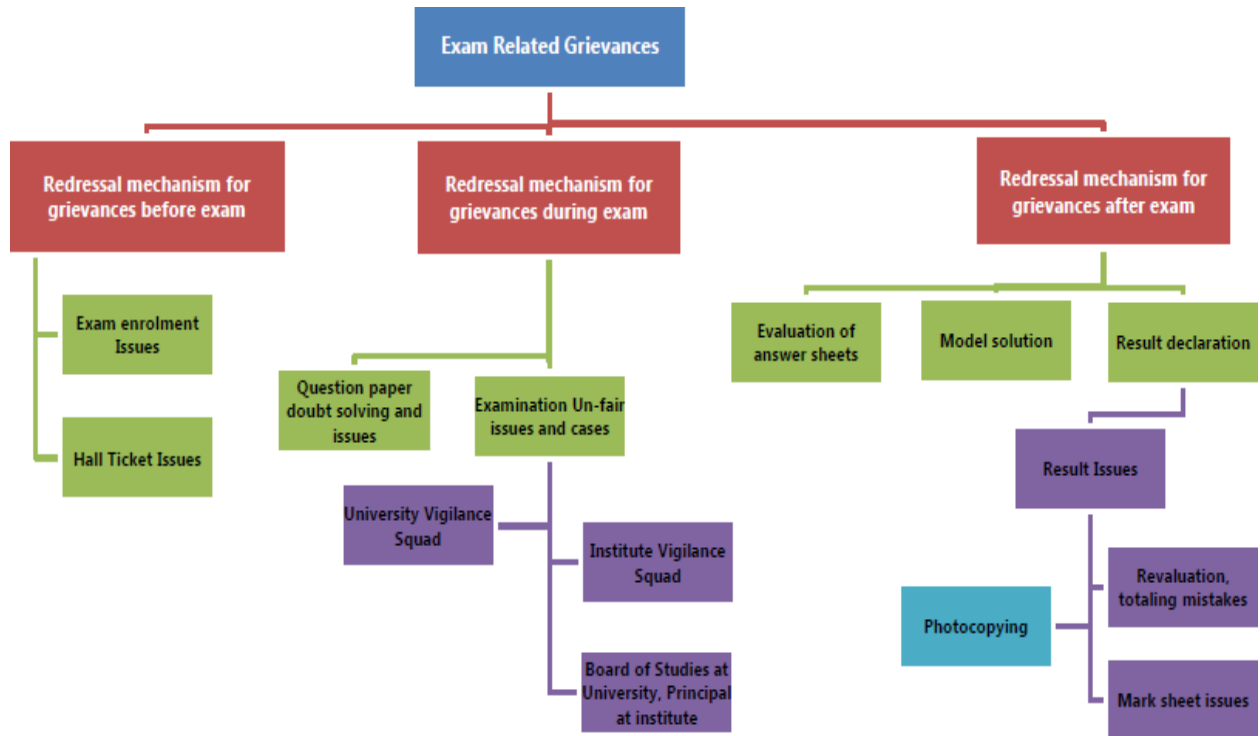
Additional Information for the QLM:

2.5.2 QLM Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

This .pdf file comprise the following:

1. Charts illustrates the mechanism at Institute to deal with examination related grievances
2. Ordinances of University of Mumbai and the Institute's SOPs are available to enable dealing with examination related grievances transparently in a bound time and efficient manner.
3. SOP of Examination
4. Sample form for grievances like non-issuance of hall ticket, correction in name.
5. Sample Unfair Means Committee Report:

1. Charts illustrates the mechanism at Institute to deal with examination related grievances



2. Ordinances of University of Mumbai and the Institute's SOPs are available to enable dealing with examination related grievances transparently in a bound time and efficient manner.

Ordinance of University of Mumbai(only first two pages are shown here) and revaluation guidelines

CROU/J.No.706-1000-3-94.

16

१९८२

२२-१०-१९८२

महाराष्ट्र शासन राजपत्र

असाधारण
प्राधिकृत प्रकाशन

गुरुवार ऑक्टोबर १४, १९८२/आश्विन २२, संके १९०४

स्वतंत्र संकलन म्हणून खर्च करणाऱ्यांनी वा प्रकाशक वेळी पृष्ठ क्रमांक विवे असेल

भाग चार

महाराष्ट्र विधानसभेचे अधिनियम व राज्यपालांची प्रस्तावित केलेले अधिनियम व केलेले विनियम
अनुक्रमिका

PAGES

MAHARASHTRA ACT No. XXXI OF 1982.—An Act to provide for preventing malpractices at University, Board and other specified examinations 221-223

The following Act of the Maharashtra Legislature, having been assented to by the President on the 11th October, 1982, is hereby published for general information.

D. N. CHAUDHARI,

Joint Secretary to the Government of Maharashtra,
Law and Judiciary Department.

MAHARASHTRA ACT NO. XXXI OF 1982

(First published, after having received the assent of the President in the "Maharashtra Government Gazette" on the 14th October, 1982)

An Act to provide for preventing malpractices at University, Board and other specified examinations.

WHEREAS, both House of the State Legislature were not in session ;

AND WHEREAS the Governor of Maharashtra was satisfied that circumstance existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakages of question papers or copying at such examinations, and for matters connected therewith, and, therefore, promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982, on the 25th May 1982 ;

२२२ महाराष्ट्र शासन एकसूत्र, अक्षा, जॉक्टोबर १४, १९८२/आश्विन २२, शके १९०४ [भाग चार

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State Legislature : It is hereby enacted in the Thirty-third Year of the Republic of India as follows :—

Short title and commencement

1. (1) This Act may be called the Maharashtra Prevention, of Malpractices at University, and other specified Examinations Act, 1982.

(2) It shall be deemed to have come into force on the 25th May, 1982.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or any of its Divisional Boards.

Mah. XLI of 1965.

(b) "Examination" means any examination held or proposed to be held by any University or the Board and includes such other examination held or proposed to be held by such other authority as may be specified in this behalf, from time to time, by the State Government by notification in the Official Gazette ;

(c) "University" means any University established by law in the State of Maharashtra.

Duties of paper-setters and punishment for contravention

3. (1) Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with printing etc. of question papers and punishment for contravention

4. (1) Any person who is entrusted with the work of printing, cyclostyling typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

3. SOP of Examination

(Only front page and table of content is shown here)



Vidyankar Institute of Technology

Standard Operating Procedure Development

Module: Examination

Version 1 : May 2012

Version 2: May 2017(Current Version)


Version 3: To be updated in May2019

VIT SOP DEVELOPMENT—EXAMINATION

TABLE OF CONTENTS

5. PROC ESS: TE RM TEST/ INTERNAL ASSESSMENT	4
5.1: 5U6 PROCESS — CONDUCTING INTERNAL ASSESSMENT EXAM	4
5 A. PROCESS: THEORY PAPER SETTING	4
5.2: SUB PROCESS — PANEL SELECTION (ASSESSMENT & MODERATION)	5
SB. PROC ESS: PRACTICAL EXAMINATION	6
5.3: Sue lmoass —PwctiwL EwMINATION ARRANGEMEMs AND CoNDUCTION	6
5.4: Sue eeocEss —PnoJEct VIVA ECMNATION CoNDUCTION	10
5.5: SUB PROCESS — PRACTICAL R KAM1NATIOM EVALUATION	11
5C. PROCESS: THEORY EXAMINATION CONDUCTION	12
5-6: 5U6 PROCESS — APPOINTMENT OF EXAMINATION CELL	13
5.7: SUB PODCESS — EXAMINATION CENRE AR9ANGEMENTS	t3
5.8: °sUB PROCESS — HALL TICKET ISSUANCE	16
5.9: SUB PROCESS — EXAMINATION CONDUCTION	17
5D. PROC ESS: THEORY PAPER EVALUATION	19
5.10: Sue PROCESS — PANEL SEcEcTION (EVALUATION & MODERAWoN)	19
5.11: Sue eeocEss — EvaLuazioAi PREPARATfOu	20
5.IN: GLIB PROCESS — PVALUATIDN WORK	22
5.13: Sua eRocEss — MODERATION WORK	23
5.14: Sue exocEss — Manks Em/	24
5E. PROC ESS: RESULT PREPARATION	25
PRE-REQUISITES	25
5.15: SUB PROCESS — RESULT PREPARATION	25
5F. PROCESS: RE-EVALUATION AhID BACKLOG CLEARANCE	26
PRE-REQUISITES	26
5.16: SUB PROCESS — REVaLu/t7ION & CLEAMNCE	26
STRICTLY CON FIDEN TIAL	2

4. Sample form for grievances like non-issuance of hall ticket, correction in name.

 VIT Vidyalankar Institute of Technology	Non possession of hall ticket/identity Card form
Name: _____	Seat no.: _____ Branch: _____ Sem: _____ Date: _____
Paper: _____	Exam appearing for: _____
Reason for non possession of hall ticket/ Identity card: _____	
I apologize for not getting the hall ticket to the examination hall and it will not happen again. Kindly allow me to appear for the exam.	
_____ Candidate's Signature	
To be filled by the Senior Supervisor: Candidate's Identity Card/ Proof of Identity checked and verified: YES/NO	
_____ Senior Supervisor's	_____ Principal Signature

5. Sample Unfair Means Committee Report:

VIT Vidyalankar Institute of Technology Accredited A+ by NAAC										NOV-DEC-2019 : UNFAIR MEANS COMMITTEE	
Roll. no.	Seat no.	Name	Branch	Sem	Subject	Action	Contact no.	Parents Meeting Date	Time		
✓ 17101B0067	156140	SHINDE SARVESH	INFT	3 rd CBCGS	MCEP	Null & void in the said Subject.	9594028582	24 th Dec 2019	10.40 am		
✓ 17105A2027	536071	CHOUGALE BHAVESH	BM	III	AM-III	Null & void in the said Subject.	9892046343	24 th Dec 2019	10.00 am		
✓ 18103B2020	336205	YADHAV SUNNY	ETRX	III	EDC-I	Null & void in the said Subject.	7977737001/ 9004412796	24 th Dec 2019	10.20 am		
✓ 17102B0010	256050	SHAIKH QAISER	CMPN	V	CN	Null & void in the said Subject.	8999709205/ 8356069719	24 th Dec 2019	Not Reported		
✓ 17103C2007	356173	HIWALE NEHA	ETRX	V	EE	Null & void in the said Subject.	9867911780/ 8828477206	24 th Dec 2019	Not Reported		
✓ 17103C2007	346027	HIWALE NEHA	ETRX	IV	LCS	Null & void in the said Subject.	9867911780/ 8828477206	24 th Dec 2019	Not Reported		
✓ 17101B0048	156044	GUJAR PRACHI	INFT	V	CNS	Null & void in the said Subject.	8104911167/ 7738992515/ 8169807146	24 th Dec 2019	Not Reported		

If any of student from this list if caught for unfair-means in even-sem then his sub. result should be null & void.



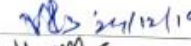



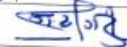
Signature of Convenor & Members:-
 1) Prof. Annadate
 2) Prof. Pankaj V.
 3) Prof. Renu Maan
 4) Prof. Sachin Deepdante
 5) Prof. Dr. Gajanan Nagare.

VIT Vidyalankar Institute of Technology Accredited A+ by NAAC										NOV-DEC-2019 : UNFAIR MEANS COMMITTEE	
✓ 18103B2077	346043	LAD RISHIKESH	ETRX	IV	LCS	Null & void in the said Subject.	9004931729/ 9819678073	24 th Dec 2019	Not Reported		
✓ 18103B2019	346013	CHAURASIA SEJAL	ETRX	IV	LCS	Null & void in the said Subject.	8097492984/ 7021900147	24 th Dec 2019	Not Reported		
18103A2012	346020	DHANMEHAR YASHAS	ETRX	IV	LCS	Null & void in the said Subject.	9405759426/ 7507300203	24 th Dec 2019	Not Reported		


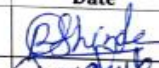

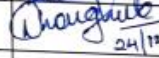
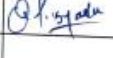

Signature of Convenor & Members:-
 1) Prof. P. Annadate
 2) Prof. Pankaj V.
 3) Prof. Renu Maan
 4) Prof. Sachin Deepdante
 5) Prof. Dr. Gajanan Nagare.

24th Dec 2019

Committee Members Attendance

Pannel Members		Signature
Prof. Varsha Bhosale	(Vice Principal)	 24 Dec 19
Prof. Pravin Annadate	(Associate Professor)	 24/12/19
Prof. Pankaj Vanwari	(Assistant Professor)	 24/12/19
Prof. Renu Mann	(Assistant Professor)	 24/12/19
Prof. Dilip Motwani	(In-Charge Examinations - VIT)	 24/12/19
Prof. Sachin Deshpande	(CC & Associate Professor)	 24/12/19
Prof. Dr Gajanan Nagare	(CC & Professor)	 24/12/19

Candidates Attendance

Student Names	Student's Signature with Date	Parent/ Guardian's Name	Relation with Student	Signature of Parent / Guardian with Date
SHINDE SARVESH		Rajashri. c. Shinde	Mother	 24/12/19
CHOUGALE BHAVESH		Lalita. Choughule	elder sis	 24/12/19
YADHAV SUNNY		Shyam bahadur	father	 24/12/19
SHAIKH QAISER				
HIWALE NEHA				
GUJAR PRACHI				
LAD RISHIKESH				
CHAURASIA SEJAL				
DHANMEHAR YASHAS				