



**MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE**

Rajbaug, Loni Kalbhor, Pune – 412201, India

Under the Act of  
MIT Art, Design and Technology University Act, 2015  
(Maharashtra Act No. XXXIX of 2015)

**Examination Ordinances, 2016**

**(August 2016)**

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## **Examination Ordinances, 2016**

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the MIT Art, Design and Technology Act, 2015, Statutes and Ordinances, made thereunder, the Academic Council hereby makes the following Ordinances, namely;

### **PRELIMINARY**

#### **Short Title and Commencement**

- (a) These Ordinances shall be called the **Examination Ordinances, 2016**.
- (b) They shall come into force from the Academic Session 2016-17.

#### **Definitions**

*In these Ordinances, unless the context otherwise requires:*

- a) *“Academic Calendar” means the schedule of academic and other related activities as approved by the Academic Council;*
- b) *“Academic Council” means the Academic Council of the University;*
- c) *“Academic Office” means the Academic Office of the University;*
- d) *“BOE” means the Board of Examinations of the University;*
- e) *“BOS” means the Board of Studies of a particular Department/Program of the University;*
- f) *“COE” means the Controller of Examinations of the University;*
- g) *“Clause” means duly numbered Clauses of these Ordinances;*
- h) *“Centre In-charge” means a person appointed by the University to conduct the examinations at the examination center;*
- i) *“Course” means, a specific subject usually identified by its course-number and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic-session/semester;*
- j) *“Course Instructor” means, the teacher/faculty member or the course instructor of a course;*
- k) *“DUGC” means, the Departmental Under Graduate Committee;*
- l) *“DPGC” means, the Departmental Post Graduate Committee;*
- m) *“Degree Program” includes all Degree and Diploma Programs;*
- n) *“Department” means the Department / School / Institute offering the concerned Degree / Diploma programs;*
- o) *“Examination Department” means a department constituted by the University to deal with all issues related to University examinations;*
- p) *“Examination Centre” means a college or a department where the University examinations are conducted;*
- q) *“Expulsion” means permanent removal of the student from the University rolls with prohibition on future enrolment;*
- r) *“HOD” means the Head of the Concerned Department/School;*
- s) *“Institute” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;*

- t) *“Program Curriculum” includes the set of Program Structure and Program-Specific Ordinances, if any, Course-Structure, Course-Contents/Syllabi;*
- u) *“Rustication” from the University means the withdrawal of right of the student of access to entire premises and facilities of the University for a specified period and/ or till the fulfillment of specified conditions;*
- v) *“School” means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;*
- w) *“Vice Chancellor” means the Vice Chancellor of the University; and*
- x) *“University” means MIT Art, Design and Technology University, Pune*

## **1.0 INTRODUCTION**

- 1.1 The Examination Ordinances, 2016 are applicable to the Under-Graduate and Post-Graduate Degree, and, Diploma Programs of the University.

## **2.0 EXAMINATIONS**

- 2.1 End Term Examination is the final examination conducted by the University at the end of each Semester and Summer Term, as applicable, during the dates specified in the Academic Calendar.
- 2.2 The detailed schedule of the End Term Examinations conducted by the University shall be published / announced by the Controller of Examinations at least 01 (one) month before the scheduled date of examinations.
- 2.3 The End Term (Final) Examination shall be held at the designated examination centers of the University.
- 2.4 The Mid Term Examinations of the University shall be conducted by the HODs of the concerned Departments/Schools/Institutes on the dates specified in the Academic Calendar.
- 2.5 The detailed schedule of the Mid Term Examinations will be published / announced by the HODs concerned, at least 01 (one) week before the scheduled date of Mid Term Examinations.
- 2.6 The Final Examinations of the Summer Term, where applicable, shall be conducted by the Controller of Examinations on the dates specified in the Academic Calendar. The Summer Term Final Examination shall be held at the designated examination centers of the University.
- 2.7 The detailed schedule of the Final Examinations of the Summer Term shall be published / announced by the Controller of Examinations at least 01 (one) week before the scheduled date of the Final Examinations of the Summer Term.
- 2.8 The Mid Term Examination of the Summer Term, where applicable, shall be conducted by the HODs concerned in their respective Schools/Institutes.
- 2.9 Make-Up Examinations, if any, is the supplementary/special examination, conducted after End Term Examinations (as per the provisions of the Academic Ordinances), i.e. a second chance available to students to appear at the End Term (Final) Examination, shall be conducted by the University at designated centers of the University.
- 2.10 The schedule of the Make-Up Examinations shall be published/announced by the Controller of Examinations in consultation with HODs concerned.
- 2.11 The Final Examinations for Practical, Jury, Viva Voce, Project Evaluation, etc., as applicable shall be conducted by the HODs concerned in their respective Schools/Institutes.

- 2.12 The detailed schedule of the final examinations referred to in the above clause 2.1, shall be published by the Controller of Examinations in consultation with HODs concerned at least a week before the commencement of the Practical/Jury/Viva Voce, etc., Examinations.
- 2.13 All other continuous assessment examinations/tests/assessments shall be conducted by the respective faculty member's / course instructors as per the schedule announced in the respective Course Plan or by the respective DUGC / DPGC. The HODs concerned shall be responsible for the smooth and timely conduct of such continuous assessments and the declarations/publication of the results/marks obtained in these continuous assessments/tests.

### **3.0 CONTROLLER OF EXAMINATIONS**

- 3.1 The Controller of Examinations (COE) shall be the Principal Officer for conducting the Examinations of the University.
- 3.2 The COE will be responsible for conducting the evaluation of the Answer Books of the End Term Examinations and declaring the results of the End Term Examinations of the University.
- 3.3 The Controller of Examinations, in consultation with the Dean Academics and the approval of the Vice Chancellor, shall prepare and publish a schedule of examinations for each program conducted by the University at least 01 (one) month before the scheduled date of examinations.
- 3.4 The Controller of Examinations of the University shall maintain the list of examining bodies, examiners and moderators (where applicable), proposed by the Chairman, Board of Studies, duly scrutinized and approved by the Board of Examinations.
- 3.5 The Controller of Examinations of the University shall maintain a panel of Paper Setters, Moderators, Internal and External Examiners for each course from the list given by the Chairman, Board of studies or concerned HOD.
- 3.6 The Paper Setter, Moderator, Internal and External Examiners shall be appointed from the approved a panel of examiners. In case of unavailability of Paper Setter and Examiner so appointed, another Paper Setter and Examiner shall be appointed from the approved panel.
- 3.7 The Controller of Examinations shall send intimation to the Paper Setter, Examiner and Moderator (as applicable) regarding their appointment with appropriate instructions, guidelines relating to the paper setting / assessment, as the case may be.

### **4.0 CENTRE IN-CHARGE FOR CONDUCTING UNIVERSITY EXAMINATIONS**

- 4.1 The Controller of Examinations on recommendation of concerned Department/School/Institute shall appoint a Centre In-Charge for a constituent Department / School / Institute for the smooth conduct of University examination with prior approval of the Vice Chancellor.
- 4.2 In exceptional circumstances, Controller of Examinations on the direction of the Vice Chancellor may appoint a person as the Centre In-Charge for conduct of University examinations at a center even though he/she may not be a staff member of the constituent Department/School/Institute of the University.
- 4.3 The Centre In-Charge shall be responsible for the smooth conduct of the University examinations at the designated center.
- 4.4 The Centre In-Charge shall ensure that no person other than the examinees, invigilators, and such persons, as may be authorized by him or by the University, shall be allowed to enter the Examination Hall.

- 4.5 The Examination Department shall supply adequate number of copies of question papers (in sealed packets) and answer booklets required at each center to the Centre In-Charge in reasonable time.
- 4.6 The Centre In-Charge shall return the unused question paper and answer booklets to the Examination Department within the time as prescribed by the Examination Department.
- 4.7 The Centre In-Charge shall dispatch the used answer booklets to the Examination Department of the University, immediately on conclusion of examinations, each day.

## **5.0 EVALUATION, TABULATION AND DECLARATION OF RESULTS**

- 5.1 There shall be centralized evaluation of answer books for which schedules shall be notified in each Semester. The COE shall arrange for the Evaluation Centre(s) and a Centre In-Charge for the same.
- 5.2 The Answer Books of the University Examinations will be kept in safe custody at the Evaluation Centre(s) and the Centre In-Charge will issue the answer books to the examiners on the dates and timings specified by the COE in consultation with the HODs concerned.
- 5.3 The Evaluation work has to be completed by all assigned examiners within the specified dates.
- 5.4 The Examiners shall submit the duly completed Tabulation Sheet and Grade Sheet for the particular Course(s) to the Centre In-Charge.
- 5.5 The Tabulators, assigned by the COE in consultation with the HODs concerned, shall check and compile the Tabulation Sheet of all Courses for the particular semester examination pertaining to a specific Program. The compiled Tabulation Sheet will be submitted to the Centre In-Charge.
- 5.6 The COE shall arrange to compile and maintain all the Tabulation Sheets and an aggregated Tabulation Records with the SGPA and CGPA awarded to each student for each semester examination for a specific Program.
- 5.7 The results of the examinations will be declared and published by the COE after due approval of the Vice Chancellor. The results so declared shall be placed before the Board of Examinations for information in ensuing meeting.
- 5.8 The Grade Sheets shall be issued by the Examination Department on the dates announced by the COE.

## **6.0 APPOINTMENT OF PAPER SETTERS AND EXAMINERS, AND GUIDELINES TO PAPER SETTERS / EXAMINERS**

- 6.1 Paper Setters/ Examiners shall be appointed by the Chairman, Board of Examinations upon the recommendations of Chairman BOS or HOD of Department/School/Institute concerned.
- 6.2 Some of the papers of the semester may be set by External Paper Setters, if so decided by the Chairman, Board of Examinations.
- 6.3 The Paper Setter shall be guided by the scope of the Course as per the syllabus prescribed and the Course/Teaching Plan. The paper set should be such that a student, fairly well prepared on the subject can reasonably be expected to answer it within the time allotted. The questions in each Course shall be uniformly distributed over the syllabus and as specified in the Course/Teaching Plan.
- 6.4 Each Paper Setter shall set and submit to the COE within the prescribed period, the question paper(s) that he/she sets and the specified number of copies/sets, in a sealed cover. He / She shall also furnish a certificate to the effect that he/she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set.
- 6.5 Paper Setters, who do not set and submit the question paper to the Examination Department within the prescribed time limit, shall, ipso facto, cease to be Paper Setter.
- 6.6 Copyright of any question paper set by an examiner shall vest with the University only.

- 6.7 The paper setters/ examiners shall be required to maintain confidentiality regarding their appointment as paper setter/examiner and shall also maintain confidentiality regarding marks awarded by them and any other work related to conduct of University examination.
- 6.8 Answer books shall normally be evaluated by Internal Faculty/Teachers appointed by the Chairman, Board of Examinations on the recommendation of HOD of Department/School/Institute concerned unless decided otherwise, by the Chairman, Board of Examinations.
- 6.9 Where applicable, specific conditions/requirements regarding paper setters and/or evaluators prescribed by Regulatory Bodies shall be complied with.
- 6.10 No person should accept the appointment as Paper Setter/Examiner, if his/her near relations are pursuing study in the University in the concerned semester of the Program. Each paper setter / examiner will have to sign a declaration to this effect, in a prescribed format.

## **7.0 PRACTICAL/ PROJECT WORK/ JURY/ VIVA VOCE EXAMINATIONS**

- 7.1 Practical / Project Work / Jury/ Viva Voce Examination shall be conducted by a committee/ faculty member (s) nominated by the HOD of the Department/School/Institute concerned.
- 7.2 The compilation and tabulation of marks and grades awarded for all the students for each Practical Examination for the specific Program shall be done by the HOD of the Department/School/Institute concerned and forwarded to the COE.
- 7.3 The Practical Examination Records, Models, and such other materials pertaining to Practical Examinations shall be preserved in the Departments concerned, till the completion of the review process of the Academic Appeals Board.

## **8.0 REMUNERATION/HONORARIUM FOR EXAMINATIONS**

- 8.1 The Vice Chancellor, with the consent of Board of Management, may from time to time decide the remuneration for the external paper setters, moderators, examiners, evaluators, invigilators, tabulators and other staff members engaged in examination work.
- 8.2 The duties shall, however, be mandatory for the University faculty and staff members and the remuneration for the examination related work assigned to University faculty and staff members, shall be decided by the Vice Chancellor with the consent of the Board of Management. However, the faculty / staff members of the Examination Department of the University are not eligible for the remuneration mentioned above.

## **9.0 MODERATION BOARD AND MODERATION GUIDELINES**

- 9.1 The Chairman, Board of Examinations shall appoint “Moderation Board” for the purpose of moderation of question papers of the End Term (final) Examinations and results of all concerned Programs.
- 9.2 In case, the moderation is done in a question paper is more than 30% (not merely edited), the case shall be reported with full justification to the Chairman, Board of Examinations, who shall have the power to change the paper, if necessary.
- 9.3 The grades obtained will be tabulated by the tabulators and moderated by Moderation Board as below:
  - (a) A student, who fails in End Term (final) Examination/ Make-Up Examination, if any, (Theory component only) in a Course in any Semester, by not more than 3 (three) marks in

Theory (End Term (final) Examination), will be awarded the requisite marks to enable him/her to pass that Course. Such moderation, if applicable, will be provided for a maximum of TWO (02) Courses only.

- (b) A student, who passes in all Courses independently but fails to secure the required CGPA of 4.50 by virtue of having obtained one grade lower in any one subject by not more than 3 (three) marks of the full marks of the Course concerned, will be awarded higher grade in that subject by adding requisite marks in the total. In case of possibility of moderation in more than one Course, the Course having least credit will be considered for moderation.
  - (c) While calculating CGPA, a student who misses a higher class in his/her degree program by virtue of having obtained one grade lower in any one course of the last semester examination of the program (i.e. in VI Semester of 3-Year program), by not more than 3 (three) marks in that course, will be awarded the next higher grade. In case of possibility of moderation in more than one course, the course having least credit will be considered for moderation.
- 9.4 Normally, only one of the clauses, either 9.3(a) or 9.3(b), shall be applicable to a student in a particular Semester. However, as a special case, the Board of Examinations may allow the application of both the clauses of moderation simultaneously for a student, once and only once during his study period at the University on specific recommendations of the Moderation Board under the following circumstances:
- (a) if the student of final year is in a position to complete the degree by application of both clauses, or
  - (b) if the student can be saved from deletion of his/her name from the University rolls (under the circumstances described in the Academic Ordinances), by application of both clauses.
- 9.5 In case the Moderation Board detects some obvious errors in the tabulation sheet, it may not be necessary to call the tabulator for rectification of the mistakes. The Chairman of the Moderation Board can rectify the mistake. The Chairman, Moderation Board shall affix his/her signature on the tabulation sheet for each such modification.
- 9.6 The results tabulated and moderated as above, shall be put up to the Chairman, Board of Examinations for approval before declaration of results.

## **10.0 USE OF UNFAIR MEANS**

- 10.1 Use of unfair means in relation to various components of Continuous Assessments, such as Assignments, Term Projects/Papers, Practical, Reports, and such assessments, and the Mid-Term and End-Term Final Examinations shall be as specified below:
- 10.2 In relation to components of Continuous Assessment (other than the Mid Term Examinations):
- (a) Plagiarism, collusion and cheatings of all forms shall be treated as the Use of Unfair Means.
  - (b) The Use of unfair means, in relation to continuous assessment, shall be of following categories:
    - i. Minor category: All the unfair means not covered under major category shall be regarded as minor category of the use of unfair means.
    - ii. Major category: Any act of plagiarism, collusion or cheating in a Thesis, Dissertation or Major Project shall fall under major category of the use of unfair means.
  - (c) In case of a minor category, the Faculty-in-charge / examiner shall communicate the infringement to the student and report the same to the Director/Principal of the School/Institute through the Head of Department. The Director/Principal shall enquire into the incident take any of the following actions:
    - i. Award zero marks in the concerned component of assessment and/ or;
    - ii. Impose a condition that the student using unfair means shall not be awarded a grade better than 'C' in the concerned subject.

- (d) In case of major category,
    - i. The Faculty-in-charge/ examiner may communicate the infringement to the student and report the matter to the Principal / Director of the School through the Head of Department together with the material evidence.
    - ii. The Principal / Directors may make preliminary investigations and forward the case to the Controller of Examinations together with the evidence, documents and the findings of his investigation.
    - iii. The Controller of Examinations will put up the case to the Committee for Deciding Unfair Means (CDUM), which will deal with it appropriately.
  - (e) The Committee for Deciding Unfair Means (CDUM) shall be chaired by the Dean of Faculty concerned. The Principal / Director of the School/Institute, Head of Department and COE shall constitute the Committee for Deciding Unfair Means (CDUM). The COE will be the Convener-Secretary.
  - (f) The COE shall call upon the accused student to submit his written defense and appear before the committee to represent his case personally.
  - (g) If the student fails to appear before CDUM; the case will be dealt with *ex -parte*.
  - (h) The CDUM may impose one or more of the following penalties against the guilty student:
    - i. Impose the “F” Grade in the concerned Course;
    - ii. Rustication for one or more semesters/academic terms;
  - (i) The decision of the CDUM shall be final and binding.
  - (j) The period of rustication shall be counted in maximum duration allowed to complete the program.
- 10.3 Unfair Means in relation to Examinations – both Mid-Term and End-Term Final Examination:
- (a) Possession of papers, books and notes of any kind while writing the examination or writing of any kind on his clothes or any part of his body or table or desk or chair or on any instruments, or any other material with notes or hints written thereon, or any such material accessible to the student which may be or intended to be of possible help to the student in the examination;
  - (b) Using mobile phone for any purpose;
  - (c) Assisting or getting assistance from another student;
  - (d) Passing or attempting to pass on to any one, a copy of the question paper or a part thereof, or a solution to a question from the question paper;
  - (e) Destroying/defacing or attempting to destroy/deface the Examination Answer Book;
  - (f) Misbehaving or threatening the Invigilator or any other member of the supervisory staff or any member of the inspection team or the flying squad, or another candidate inside or outside the examination hall, before, during or after the examination;
  - (g) Creating disturbance in the examination hall or in its vicinity or disrupting the examination in any manner; and/or
  - (h) Any other case of unfair means as may be decided by the CDUM.
- 10.4 The Invigilator or any other member of the Examination Supervisory Staff shall report a case of Unfair Means in the Examinations to the Centre In-Charge, if any, or to the COE.
- 10.5 The Invigilator shall confiscate the Answer Book of the student and all the materials, notes, etc., used by the student.
- 10.6 The Invigilator may issue a new Answer Book to the student and allow the student to continue writing the Examination.
- 10.7 The Invigilator will record the Unfair Means case in the Invigilator Records and report the same to the Centre In-Charge, if any, or the COE for further action.
- 10.8 The COE shall examine the report and evidence and make his/her report on the matter to be placed before the CDUM, which will be convened by the COE.

- 10.9 The COE shall call upon the accused student to submit his written defense and appear before the committee to represent his case personally.
- 10.10 If the student fails to appear before CDUM; the case will be dealt with ex -parte.
- 10.11 The CDUM may impose one or more of the following penalties against the guilty student:
- (a) Impose the “F” Grade in the concerned Course;
  - (b) Rustication for one or more semesters/academic terms;
  - (c) Expulsion from the University.
  - (d) Handing over the case to the Police if it is found that the commission of a criminal offence is involved.
  - (e) Any other action as deemed fit by the University.
- 10.12 The decision of the CDUM shall be final and binding.
- 10.13 The period of rustication shall be counted in maximum duration allowed to complete the program.
- 11.0** If the result of the examination has been ascertained and/or declared and it is found that such result has been affected by any error, malpractice, improper conduct or other sufficient cause, the Board of Examinations shall have the power to amend the result and declare the modified/rectified result.
- 12.0** The Board of Examinations shall have the power to quash or rectify the result of a student (even after it has been declared) if:
- (a) it is found that he/she was not eligible to appear at the examination,
  - (b) he/she used unfair means in the examination,
  - (c) a mistake is found in his/her result.

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