

## **1. SHORT TITLES AND DEFINITION**

- 1.1)** These regulations are called “Regulations of Examinations of Yashvantrao Chavan Institute of Science, Satara.
- 1.2)** These regulations shall supersede all regulations in operation hitherto for the purpose of Examination of Yashvantrao Chavan Institute of Science, Satara.
- 1.3)** These regulations shall be subject to amendments from time to time as per rules prescribed in the body of this regulation
- 1.4)** In these regulations, unless the context otherwise requires:
- (a)** ‘College’ means Yashvantrao Chavan Institute of Science, Satara.
- (b)** Principal means the Principal of Yashvantrao Chavan Institute of Science, Satara. **(c)** Academic Council (AC) means the Academic Council of Yashvantrao Chavan Institute of Science, Satara.
- (d)** Academic year means the year commencing from the 1<sup>st</sup> day of June of a calendar year and ending on 31<sup>st</sup> May of the succeeding calendar year.
- (e)** ‘Board of Studies’ means the Board of Studies of all subjects of the College.
- (f)** Controller means the Controller of Examinations of Yashvantrao Chavan Institute of Science, Satara.
- (g)** Examination Committee (EC) means the Examination Committee of Yashvantrao Chavan Institute of Science, Satara.
- (h)** University means the Shivaji University, Kolhapur.
- (i)** ‘Year’ means the Academic year (1<sup>st</sup> June to 31<sup>st</sup> May).
- (j)** Finance Committee (FC) means the Finance Committee of Yashvantrao Chavan Institute of Science, Satara.
- (l)** Continuous Comprehensive Evaluation (CCE) means the continuous evaluation held in between the commencement of the course and End Semester Examination (ESE). End Semester Examination (ESE) means the Examination held at the end of the Semester.

## 2.: Examination Committee (EC):

### Composition:

As Per Shivaji university statute for Autonomous Statute no.S.628

The Autonomous College/ Recognized Institution shall constitute Examination Committee, which shall consist of :

Sr.No.	Name	Post Held
1	<b>Prin. Dr.K.G.Kanade</b>	<b>Chief Controller</b>
2	<b>Dr.H.P.Umap</b>	<b>Controller</b>
3	<b>Shri. M.A.Kakade</b> Director, Board of Examinations and Evaluation, Shivaji University, Kolhapur.	<b>Member</b>
4	<b>Mr.S.S.Jalak</b>	<b>Evaluation expert</b>
5	<b>Dr.V.C.Karande</b>	<b>Member</b>
6	<b>Dr.D.R.Hasabe</b>	<b>Member</b>
7	<b>Dr.R.B.More</b>	<b>Member</b>

**Term** – The term for the members of the EC shall be three years.

### Power and Functions –

- 1) To recommend to the Principal / EC with or without modification, the name of suitable persons for appointment of Examiners / Question Paper Setters prepared by the BoS s and Vetted by the Controller of Examinations. However to save delay the Controller of Examinations can get the list of Examiners, Question setters, Moderators approved by the Principal and place before the EC for consideration.
- 2) To consider all cases of unfair practices in examination and make suitable recommendation to EC.
- 3) To examine and recommend the Examination fee structure to the EC after getting the concurrence of FC.
- 4) To consider the proposal(s) of the Controller of Examinations for purchase of any equipment necessary for day to day functioning of examination section or infrastructural development of the Autonomous Examination Section. However such proposal must be approved by the Purchase Committee and the equipment are purchased as per government rules.
- 5) To examine and recommend the new and modified rate of remuneration for examination related work to the FC for consideration and post facto approval by the EC.
- 6) To prepare the modalities for entrance tests for admission and to conduct such tests and prepare the merit list for admission.

### 2.6) Power of EC:

- 1) The list of examiners / question setters vetted by the BS shall be placed before the EC for ratification and approval. Pending approval of the EC the Director shall be competent to authorize the Controller of Examinations to appoint question paper setters, moderators and examiners act of the approved list.

Provided that in urgent cases the Principal shall be competent to authorize the Controller of Examinations to appoint the question setters, examiners, moderators outside the panel suggested by the BS or approved by the EC.

2) The EC shall be competent to approve the result of all examinations before publication ;

(c) In cases of emergency, the Principal Director, on the recommendation of EC may approve the result of an examination on behalf of the EC provided that such approval must be ratified in the next meeting of the EC.

**Meeting –**

- 1) Ordinarily the EC shall meet at least twice a year.
- 2) Any four of the seven members shall form the quorum for the meeting of the EC.
- 3) In case of emergency an extraordinary meeting of the EC can be convened by the secretary in consultation with the chairman as and when necessary.

**2.7) Controller of Examinations:**

**Appointment-**The Controller of Examinations shall be appointed from among the teaching staff by the Principal and shall act as such during his/her pleasure. Once appointed the Controller of Examinations shall be allowed to work independently in confidential matters such as choosing question setters from among the names approved / or otherwise in the manner mentioned in clause, choosing firms for printing questions, certificates, mark sheets and preparation of code lists etc. However the expenditure for confidential works by the Controller must have the approval of the Principal.

**2.8) Officer in Charge of CCE Examinations:**

There shall be one Officer-in-Charge of continuous comprehensive evaluation who is the Officer in charge of college examinations. He/She shall be appointed by the Principal and shall act in collaboration with Controller of Examinations.

**2.9) Power and functions of the Controller of Examinations:**

The Controller of Examinations shall supervise and look after the day-to-day activities of the Autonomous Examination Section. He shall

- 1) Supervise the enrolment of the students of Y.C.Institute of Science, Satara.
- 2) On the approval of the Principal convene the meetings of the Board of Studies and EC.
- 3) Take necessary steps to prepare question manuscripts, to print the questions and make the question available at the time of examination both CCE and ESE.
- 4) Supervise the conduct of examination, coding, valuation, tabulation and publication of result. For the purpose the Controller of Examination shall engage confidential firm with the knowledge of the Principal.
- 5) Issue mark sheets and provisional certificate to the students. The Controller of Examinations shall maintain utmost secrecy about the firm preparing confidential materials like Admit Cards, Code Sheets, Mark-Sheets and Provisional Certificates.
- 6) Prepare budget of the Examination Section and put it before the FC for approval
- 7) Keep the Accounts and record of the stock of the Examination Section.

- 8) The Controller of Examinations shall be the ex-officio :
- a) Member – Secretary of Examination Committee
  - b) Member of Planning and Evaluation Committee
  - c) Member of Self-financing Courses Monitoring Committee
  - d) Member of UGC Cell.
  - e) Member of Autonomy Extension Committee
  - f) Member of Quality Assurance Cell and of any other Committee on the wish of the Principal.
- 9) Maintain confidentiality of the bills relating to :
- a) Question Setting
  - b) Moderation
  - c) Question Printing
  - d) Preparation of Code Sheets.
  - e) Admit Cards
  - f) Mark-Sheets
  - g) Certificates
- 10) All the bills and related certificates relating to confidential shall be kept in sealed envelope after being passed by the Principal. However on the cover the total amount of the bills inside the cover must be mentioned and duly certified both by the Controller and the Principal.

### **3 DEGREES AND DURATION**

- 1) Yashvantrao Chavan Institute of Science, Satara. prepares students for the following categories of examinations of different duration. New programme of studies can be added to the list as per rule of Yashvantrao Chavan Institute of Science, Satara.