

SHIVAJI UNIVERSITY EXAM SECTION

The conduct of examinations and the declaration of results are crucial activities at the University level. The Examination Department serves as the backbone of the examination system, facilitating the smooth process of assessments and results. Shivaji University conducts nearly 500 exams annually, printing over 4500 question papers and assessing approximately 12,00,000 answer books for over 2,00,000 students across 34 post-graduate departments and 200 affiliated colleges in Kolhapur, Sangli, and Satara districts.

To ensure fairness, efficiency, reliability, and transparency, the department strives to achieve credibility through several key initiatives. The University has earned appreciation for its timely conduct of exams and declaration of results, typically within 30 to 45 days as stipulated by the Maharashtra Universities Act, 1994. In recent years, the University has implemented various reforms to enhance the quality, accuracy, and transparency in all examination-related processes. These initiatives aim to minimize errors and improve efficiency across steps such as paper setting, exam conduct, assessment, and issuance of certificates.

Some significant reforms include:

- **Computerization** of most examination procedures.
- **Updating college and teacher profiles** for better management.
- Introduction of **online registration** for external students and batch management.
- Availability of **results and information online**, with future plans to provide mark sheets through the internet.
- Online **application forms** for entrance exams and degree certificates.
- Issuance of **Hall Tickets** with photographs, PRN, seat numbers, and personalized exam schedules.
- **Barcoding** of answer books for tracking and transparency.
- **Model answers** and marking schemes for uniform assessment.
- **Revaluation** and **scrutiny** of answer books to ensure accuracy.
- The use of **scanning sheets** to reduce errors in mark entry.
- Availability of **degree certificates on demand** for urgent needs.

Furthermore, strict **vigilance** and **penal measures** are in place to curb malpractices and ensure integrity during exams. The implementation of **safety measures** like scanning of photographs on hall tickets and degree certificates ensures a secure system.

EXAM SECTION AT COLLEGE

As an institution affiliated with Shivaji University, we have also established an exam section at our college adhering guidelines laid by Shivaji University, Kolhapur. Mr. S.B. Gaikwad and Dr. Santosh Borate are the coordinators of the college's exam section, with Mr. V.S. Jondhalekar assisting them in the exam work. The cooperation of all students, faculty, and administrative staff is essential for the smooth conduct of examinations, adherence to schedules, and processing of results. The college conducts semester exams for both fresh and reappearing student in accordance with the guidelines set by Shivaji University, Kolhapur, following the stipulated time schedule. The university provides a time table for the exams, and students are required to fill out their exam forms online through the Unishivaji Online Portal at college level. Exam tickets for all applicants are issued at the college. Question papers are distributed to colleges through the SRPD online system, under the coordination of the SRPD Coordinator at the college level, to maintain confidentiality. The duties of Senior Supervisors and External Senior

Supervisors are assigned by the University Exam Centers to faculty members during each exam session. At the college level, faculty members perform the duties of Junior Supervisors, as allocated by the college's exam section. Additionally, a flying squad is established at the college level to supervise and monitor students during each exam paper. This is done in accordance with the guidelines laid down by Shivaji University, Kolhapur.

The University Flying Squad also visits colleges to supervise the proper conduct of exams and ensure adherence to the examination guidelines at the college level. For any misconduct by students during exams, the college exam section reports the incident to the University Exam Section for further necessary actions. All procedures are thoroughly documented. The overall procedure is correct, timely, secure, and transparent, ensuring a student-friendly experience throughout the examination process.

The assessment of papers for B.A. and B.Com. I & II year students is carried out by the college exam section, while the answer sheets for Third Year students are submitted to the CAP (Central Assessment Program) Center assigned by the university. After assessment, marks are entered online into the University Online portal within the stipulated time period, ensuring timely submission and accurate record-keeping.

The entire process is transparent, ensuring a student-friendly approach to the examination system.

EXAM OTHER SERVICES & PROCEDURES FOR STUDENTS AT AFFILIATED COLLEGES:

1. Change in Name

A student wishing to change their name in university records must apply to the Controller of Exams at Shivaji University, Kolhapur, using the prescribed form. The name change may be granted under the following circumstances:

- Marriage (for ladies),
- Adoption,
- Change of name as per orders from the Central or State Government.

Note: No change will be made in past records. Documents required for name change include:

- Original copy of the Maharashtra State Government Gazette,
- Affidavit (for ladies),
- Marriage certificate (for ladies),
- Photo copy of the Statement of Marks from the last examination,
- Application through the college principal.

The prescribed fee for a name change is Rs. 20/-. After processing the change, corrected documents, including mark sheets and certificates, will be issued for a fee.

2. Photo Copy of Answer Book

Candidates (except from the Engineering faculty) can directly apply for a photo copy of their assessed answer book/s from the Controller of Examination. The application must be submitted on the prescribed form, along with the required non-refundable fee for each answer book. Payment can be made by cash or Demand Draft in favor of The Finance and Accounts Officer, Shivaji University, Kolhapur.

The application must be made within fifteen days of the result declaration. The photo copy will be sent via registered post, speed post, or courier. If errors are found, such as incorrect totalling or unassessed portions, the candidate may request corrections within seven days from receiving the photo copy. If the candidate is dissatisfied with the marks, they can apply for redressal of grievances as per university rules. The photo copy facility is available as a special service and is not a right.

3. Verification of Marks

Verification is provided under Ordinance O.105 for candidates seeking confirmation that all parts of their answer sheets have been evaluated. The process involves submitting an application and the verification fee within fifteen days of result declaration. Candidates can verify a maximum of three subjects. Verification checks include confirming the totalling of marks and ensuring all questions have been assessed, but does not involve reassessment by another examiner.

Verification requests must be submitted through the concerned college for Engineering students, while other students can apply directly to the university. Results of verification are communicated within 45 days.

4. Revaluation of Answer Book/s

After obtaining a photo copy of the answer book, if a candidate identifies errors in totalling or finds unassessed portions, they can apply for revaluation within seven days. However, revaluation is available only for certain examination types and involves a special procedure, including submitting a detailed justification for the revaluation. If revaluation results in a discrepancy of 10% or more, the revised marks will be considered final. The university will conduct a re-revaluation if the difference in marks is more than 20%.

5. Cancellation of Benefit of Ordinance

As per Ordinance O.152, students who do not wish to avail themselves of grace marks or condonation benefits should inform the university within one month of result declaration. An application, along with the original statement of marks, must be submitted to cancel the benefit, and the candidate will receive a fresh mark sheet after paying the applicable fee.

6. Examination Lapses

The Examination Lapses Inquiry Committee, constituted under the Maharashtra Universities Act 1994, investigates cases of malpractices or lapses during examinations. These include actions by candidates, paper setters, examiners, or other related individuals. The committee's recommendations lead to disciplinary actions.

Additionally, the Flying Squad, appointed by the Vice-Chancellor, monitors exams to prevent unfair means. Any detected cases are investigated by the Lapses Committee. Students are given the opportunity to defend themselves before the committee, and the committee's decisions are final.

Punishments for malpractices, as outlined under Ordinance-9, are determined based on the severity of the offence. Recommendations are accepted by the Board of Examinations, and the student is informed of the punishment, with a copy sent to the concerned college principal for necessary action.

The procedures are in place to ensure transparency, fairness, and adherence to university regulations.

INSTRUCTIONS FOR STUDENTS

1. General Conduct:

- Students are expected to conduct themselves in a disciplined manner during exams.
- Disruptive behavior in or around the examination hall will not be tolerated.

2. Admittance to Examination:

- Students must arrive at the examination hall at least 30 minutes before the scheduled time.
- Latecomers will not be allowed to enter the examination hall once the exam has started.
- Students must bring their valid student ID card and admit card issued by the University.

3. Examination Materials:

- Students are allowed to bring only permitted materials into the examination hall, such as pens, pencils, erasers, and a calculator (if allowed).
- Mobile phones, smart-watches, and other electronic devices are strictly prohibited.

4. During the Examination:

- Students must remain seated in their designated seats during the entire examination.
- No student should communicate with others during the examination.
- If a student needs to leave the examination hall for any reason, they must inform the invigilator and obtain permission.

5. Use of Answer Sheets:

- All answers must be written in the designated answer sheets provided by the University.
- Students should not make any markings or stray notes on the answer sheet except for the answers.

6. Malpractices:

- Any form of cheating, plagiarism, or use of unfair means during the examination will result in disciplinary action.
- Students caught engaging in malpractices will be referred to the Examination Lapses Inquiry Committee for investigation.

7. Submission of Answer Sheets:

- Answer sheets should be submitted at the end of the examination. Ensure that your name, roll number, and subject code are clearly mentioned.
- Late submission or failure to submit the answer sheet will be considered as an incomplete examination.

8. Post-Examination:

- If a student wishes to apply for revaluation, photo copy of the answer book, or verification of marks, they must follow the prescribed procedures outlined by the university.

9. Other Instructions:

- Students should follow all instructions given by the examiners and invigilators.
- Failure to comply with these instructions may result in the cancellation of the examination or disqualification.

10. Special Circumstances:

- In the event of unforeseen circumstances such as illness or personal emergencies, students must inform the university administration as soon as possible and provide valid documentation for consideration.

These instructions are put in place to ensure a fair and smooth conduct of the examination. Your cooperation is essential in maintaining the integrity of the examination process.