

1. Change in Name

A student who desires to have a change made in his name as recorded in the college record shall apply to the Controller of Examination, D.G.College of Commerce,Satara in prescribed form. The change of name in the records of the college may be sanctioned on any one of the following grounds, namely....

- a) Marriage (Ladies),
- b) Adoption,
- c) A person who has assumed a new name in such circumstance as may be specified by the order of the Central Govt. or a State Govt.

No change in his/her name will be made in the past records of the College. Documents required for change in name are as follows and must accompany the applicant for change in name.

- Maharashtra State Govt. Gazette (Original copy)
- Affidavit (Ladies) (Original copy)
- Marriage Certificate (Ladies) (Original copy)
- Photo copy of the Statement of Marks of last examination
- Any other as found necessary

College students should send application through the principal of the college. The prescribed fee for change in name is Rs.20/-.

- The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized.).
- After the necessary changes in permanent documents, corrected copy/ies of the statement/s of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

2.. Verification of Marks/Verification of answer book/s

Information as to whether a candidates answer in any particular head or heads of college examination have been examined and marked, will be supplied to the candidate on his forwarding an application accompanied by a fee for each head with in seven days of the declaration of the results of the said examination. The verification fee so charged will not be refunded to the candidate. Additional information regarding verification is as under:

- i. The result of the examination will be displayed on the college notice board/website on the date of declaration of the result.
- ii. The marks statement and ledgers will be prepared in the college and after approval of EC sent to the Shivaji University, Kolhapur.
- iii. The candidates shall apply in the prescribed form which can be obtained from the college office.

- iv. The application in the prescribed form along with prescribed fee must be submitted to the college within 7 days of the date of declaration of results. Late applications will not be entertained.
- v. Candidate shall mention clearly the subjects for which verification is to be done, in the application form along with other essential information.
- vi. The candidate is permitted to apply for verification for maximum of three subjects per examination.
- vii. The verification of marks facility includes checking of totalling of marks and whether all questions or sub questions are assessed and marked or not. It does not include reassessment / revaluation by other examiner.
- viii. Result of verification shall be communicated to the examinee within 15 days from the date of declaration of the result.
- ix. Fees paid for verification of marks shall not be refunded in any case.
- x. Verification facility is not available to the candidates for career oriented courses and examinations where grades are awarded.
- xi. The candidates can either apply for verification of marks or for photo copies of the answer books but not for both.

3. Photo copy of Answer Book

Issue of photo copy of the Assessed answer book/s

- 1)The candidate should directly apply to the Controller of Examination for the Photo copy/ies in the prescribed form duly filled in and signed by the examinee.
- 2)The photo copies (theory examinations only) will be supplied on the payment of non refundable fee per answer book which shall have to be paid by the examinee/s by cash at Cash Section of the college
- 3)The candidate shall apply for the photo copy/ies of **not more than two answer book/s** within a period of eight days from the date of declaration of the result.
- 4)The photo copies of the answer book/s will be provided to the students / examinees by the college within 7 daysby the registered post / speed post / courier / by hand.
- 5)The photo copies so obtained by the examinee/s are for his/her exclusive and relevant use. If the applicant desires he can use it only for the purpose of getting redressal of the grievances through the redressal mechanism provided by the college under these rules.

4. Revaluation of Answer book/s

The following procedure has been laid down for the redressal and revaluation purpose:

- 1) After getting the Photo copy of the answer book/s if the candidates find any error in the assessment like incorrect totalling or unassessed portion of the answer books he/she can apply for the re-

verification in prescribed form stating the errors during the assessment. Candidates applying for re-verification are not eligible to apply for the revaluation through redressal mechanism. However, if examinee finds the mistakes in totalling, un-assessed part and also if he / she is not satisfied with the marks awarded to him / her by the original examiner, he/she shall apply for redressal of grievances, for revaluation to the Controller of Examinations, D.G. College of Commerce, Satara in the prescribed form, challenging the valuation done by the original examiner. In such a case, any error / mistake in totalling, unassessed part of answers etc. should be pointed out by the student and will be rectified. Examinee shall apply either for re-verification or redressal of grievances, but not for both. The application for the re-verification of marks or for redressal of grievances (i.e. revaluation), must be done within seven days of the date of receipt of photo copy of the answer book.

- 2) The application form for the redressal of the grievances is available in the college office.
- 3) The application form for redressal of grievances duly filled in along with the photo copy of the answer book/s, marks sheet and detailed question wise justification in the format given in the application form shall be send to the Controller of Examination, D.G. College of Commerce, Satara within seven days from the date of receipt of photo copy. The applications not having any justification will not be entertained and will be rejected and in such cases fees paid will not be refunded. The justification or comments of any other expert will not be considered.
- 4) The prescribed application form shall be accompanied by necessary fee per paper in cash at college office
- 5) The photo copy and revaluation facility is to be regarded as a special facility and not a right in the strict sense of the term.
- 6) The applications incomplete in any respect and without justification will be rejected and the fees once paid shall not be refunded.
- 7) The applications complete in all respects, received by the college office in time will be arranged faculty, course and subject wise and shall be placed before the Redressal Committee for the consideration. If the committee does not accept the justification given by the student and original is held correct then, decision of committee shall be communicated to such student. In such cases no fees shall be refunded.
- 8) If the Redressal Committee finds substance in the examinee's justification and claim and recommends revaluation then those cases shall be reassessed. After reassessment, if the marks awarded in the answer book/s by the original examiner and the marks obtained after revaluation vary by + - 10% or more of the marks obtained by examinee to that paper, the marks after revaluation will be accepted for the revision of the result and the original marks obtained by the

candidate in the paper will be treated as null and void. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the university, if the candidate gets the benefit of passing the subject / examination with or without grace marks under the provision of relevant ordinances.

- 9) However, if difference in marks is more than 20% after revaluation, then re-revaluation shall be done and average of the two closest (marks reported to the student, marks of revaluation and marks of re-revaluation) shall be communicated to the students.
- 10) Supply of photo copy/ies of the assessed answer book/s and redressal of the grievances are additional facilities to the students and such matters will be regulated in accordance with the relevant ordinances, regulations and rules made by the college in that behalf.
- 11) Notwithstanding anything contained in these rules the students applying for revaluation shall not as of right be entitled for provisional admission to the following year or term nor they shall be eligible for such admission in the event of change in their result due to revaluation.

5.LAPSES: Examination Lapses Inquiry Committee

A)Lapses Committee: The Controller of Examinations constitute Lapses Inquiry Committee in order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations. The said committee submit its recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.

Examination Lapses Inquiry Committee

Sr.No.	Name	Post Held
1	Prin. Dr.K.G.Kanade	Chairman
2	Dr.H.P.Umap	Co-ordinator
	Dr.V.Y.Deshpande	Member
3	Dr.V.C.Karande	Member
4	Dr.R.S.Dubal	Member
5	Mr.Jalak S.S.	Member
6	Dr.D.R.Hasabe	Member
7	Dr.R.B.More	Member

B) Flying Squad: The College will constitute an internal squad for smooth functioning of all its examinations.

C) Defence: Such types of cases are placed before the Lapses Committee After serving a Show Cause Notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for meeting, the college gives one more opportunity to the concerned student to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/ her case in absentia on the basis of the available evidence/documents, which shall be binding on the students concerned. The unfair means Inquiry Committee submit its recommendations

D) Punishment: The recommendations of Examination Lapses Committee are accepted by the Board of Examinations. The letters of punishments are then sent to the candidates concerned with a copy endorsed to the Principal of college for necessary action. The provisions for various types of malpractices and quantum of punishment under areas under:

[**Note : 1)** The Term “ Annulment of the performance in full “ includes performance of the student at the theory as well as Annual Practical Examination conducted by the University, but does not include performance at term work, project work with its term work, oral or practical]

Sr.No.	Nature of punishment	Quantum of punishment
1	Paper-setter found responsible for leakage of the questions set in the College / Institution examination/s whether intentionally or due to the negligence before the time of examinations.	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification + Fine of Rs.1000/- + disciplinary action by concerned authorities as per the rules applicable.
2	Leakage of question/s/ question paper set in the College / Institution examination before the time of examination at the College / Institution, or examination.	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification depending upon the gravity of the case as applicable + Fine of Rs.2000/- + Disciplinary action against the guilty / responsible person/s as per the prevailing rules /Standard Code by the concerned authorities.

3	Favouring a student (examinee) by examiner, moderator, referee in assessment of Answer Books/ Dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the College / Institution examination.	Disqualification from all examination work for a period of minimum three years + Fine of Rs.500/-to Rs.2000/- + disciplinary action by concerned authorities as per the rules applicable.
4	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the College / Institution examinations.	Disqualification from all examination work for a period of one to two years + Fine of Rs. 500/- to 2500/- + disciplinary action by the concerned authorities as per the rules applicable..
5	Paper-setter omitting question/s at the time of finalization of question paper set at examination or repeating Sr. No. of questions while writing or wrong insertion of question paper in the envelope.	1) Fine of Rs. 500/- for first mistake 2) Repeating of the same disqualification from all examination work.
6	Paper-setter repeating questions in same / different section/s.	Fine of Rs. 500/- per error.
7	Paper-setter setting questions outside the scope of the syllabus	Fine of Rs.100/- per mark of the questions out of the scope of the syllabus.
8	While assessing answer book examiner showing negligence in detecting malpractice used by the student/s.	Fine of Rs.500/-to Rs.5000/-
9	A Research Guide showing negligence in supervision of Thesis/ dissertation / project work (e.g. use of manipulated data by a student)	Disqualification as a Research Guide and disqualification from any examination work as decided by the competent authorities of the College
10	Sr. Supervisor / Chief Conductor showing apathy in carrying out duties mentioned in the examination instruction manual	Fine of Rs.1000/--minimum.
11	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answer by students when on supervision duty	Disqualification from all examination work up to a period of minimum three years + Fine of Rs. 1000/- minimum + disciplinary action by the concerned authorities as per the rule
12	Jr. Supervisor helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + Fine of Rs. 5000/- minimum + disciplinary action by the concerned authorities as per the rule

13	A) While assessing Answer Book Examiner / Moderator not assessing answer/s B) While assessing Answer Book making mistakes in totalling the marks, and such other lapses.	A) Fine of Rs.200/- minimum B) Fine of Rs. 10/- per mistake
14	Refusal of examination work without any genuine reason to do so, as a) Flying Squad member b) Jr./Sr.Supervisor/ Paper Setter/ Examiner / Moderator / Director CAP C) Any other work concerning any examination.	Fine of Rs. 1000/- minimum Fine of Rs. 1000/-minimum Fine of Rs. 1000/-minimum
15	Principal / Director/HOD refusing to provide services of teaching and non-teaching staff and other facilities at any examination work.	Fine of Rs. 1000/- in each case + disciplinary action by the concerned authorities as per the rule.
16	Wrong distribution of Question Paper by the Senior / Junior Supervisor/s.	All expenditure of re-printing, distribution etc. be recovered from the concerned Senior / Junior Supervisor/s + disciplinary action by the concerned authorities as per the rule.
18	Violation of any of the instruction to the Paper-setter and Examiner/Moderators	Minimum Rs. 100/-
19	Not submitting the manuscripts in properly sealed covers	Rs. 100/- per unsealed cover.
20	Giving insufficient instructions.	Rs. 100/- per question paper.
21	Mistakes in transferring marks from Answer-books to Mark list or Marks from inner side of Answer-books to cover page of Answer-book	Minimum Rs. 10/- per mistake.
22	Setting an unsolvable problem	Entire amount for setting the particular question papers.
23	Late submission of mark-lists	Rs. 10/- per day
24	For entering the marks against wrong number.	Minimum Rs. 100/- per mistake and not more than Rs. 2000/- .
25	Non-Assessment of the answer/s or a part of answer	Minimum of Rs. 200/- for per question or part of answer
26	Mistake in totalling	Minimum of Rs. 10/- per mistake.
27	Other irregularities	Minimum Rs. 100/-

In addition to above provisions following provisions are also applicable.

1) Controller of Examinations will be the competent authority to decide the quantum of punishment and to take disciplinary action, in consultation with the Principal

2)Disciplinary action such as show cause notice, strong warning, noting of the offence in the service book of the concerned person, fine, withholding or extending the promotion, withholding the increment/s, withdrawing the recognition, suspension and termination shall be implemented by the Management concerned.

3)All types of monitory fines should be credited in the Principal's Fund. This fund should be used for Examination work only with the prior approval of Controller of Examinations.

4)All serious malpractices relating the examination work should be reported to the concerned Competent Authority to bring it to the notice of concerned L.I.C.

5) In addition to the above mentioned punishment, the competent authority may impose a fine and or punishment on the concerned person if declared guilty.

6)The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

7)All other malpractice not covered in the aforesaid categories - Punishment + Fine + Disciplinary action as decided by the Competent Authority.

6. Back-Paper appearance: There shall be no back-paper appearance in CCE. However special provision can be made only in the following circumstances. Students representing College in NCC / NSS/Games and Sports with prior permission from the Principal.

7. Pass mark for a Semester: Each Semester shall be treated as a separate unit and the candidate shall have to pass in individual subjects/papers as the case may be. The marks secured in CCE and SEE shall be taken together to consider the pass/fail result of the candidate. To clear a Semester a student shall have to secure minimum 28 marks in SEE and minimum 12 marks in CCE and 40% marks in aggregate (all papers in the Semester combined together).

8.ATKT (ALLOWED TO KEEP TERM)

A.T.K.T.: A Candidate passing in all heads or a Candidate passing in all heads of passing except four heads of (theory/continuous internal evaluation) examination at part-I (Sem.I& II taken together) or II (Sem .III& IV taken together) examination will be allowed to proceed to the next class. However for admission to B.Com.Part-III examination or for keeping term for B.Com. Part-III examination, a candidate has to pass in all heads of passing of B.Com. Part-I (Sem.I& II) examination. Internal Examination will be compulsory for all students. If the student fails/absent in internal examination than he /she will have to clear the 6 internal examination in subsequent attempt in following semester. There will be a separate head of passing in internal, theory and practical head of passing. However, ATKT rules shall be made applicable in respect of theory and practical head of passing only.

9. SUPPLEMENTARY EXAMINATIONS:

Practical and Theory Assessment:

A learner who is absent, special cases like sports, NSS, NCC etc, with prior permission of the Principal/fail for the CCE etc. will be declared fail in the Practical and Theory Assessment and for such students special examination will be conducted after one month of declaration of result. But the special examination will be of same marks.

10. CONDUCT OF EXAMINATIONS

10.1) Examinations shall be held under Semester pattern both in theory and practical papers. The following officials shall be engaged in the conduct of various Semester Examinations.

(a) Senior Supervisor - Director Ex-Officio

(b) Deputy Senior Supervisor - From among the teaching staff. If the number of candidates is below than 400 there shall be one Dy. Supervisor. If the number of candidates exceeds 400 but less than 1000 there shall be two Deputy Supervisors.

(c) Invigilators - One invigilator for every 50 candidates

(d) Reliever - One reliever for every 400 candidates

(e) Squad - One squad member for 200 candidates

(f) Office Assistant - One for every 300 students

(g) Water Boy, Bell Boy, Writer, Watchman - Shall be appointed by the Supervisor on his own discretion

10.2) Before the commencement of Semester End Examinations the Controller of Examination shall hand over the question papers in sealed packet, answer books and other formats to the Supervisor or to the Deputy Supervisor duly authorised by the Supervisor to receive the aforesaid materials on his/her behalf.

10.3) The Squad members shall submit a report about the conduct of examinations in prescribed form at the end of the examination sitting assigned to them. They should jointly submit the report to the Controller of Examinations through the Deputy Superintendent in charge of the said examinations.

10.4) Candidates shall have to enter examination Hall in dress code of college only with his/her own valid Identity Card, own Admit Card, Writing materials, (eraser, pen, pencil). They are not allowed to carry with them Cell Phone, Pager or any other electrical gadget. Candidates are

allowed to carry with them simple calculator. Scientific and highly sophisticated Calculators are ordinarily not allowed in the Examination Hall.

- 10.5)** Indiscipline in any form in the Examination Hall by the candidates will not be allowed and shall be viewed seriously. Talking, consulting with each other, copying from incriminating materials are strictly prohibited. Such cases of violation of examination rule shall be reported by the Invigilators, Squad members to the Controller of Examinations in a prescribed proforma. The Supervisor shall have the authority to expel any candidate for one sitting or for all the sittings of examination, if he/she feels that his/her presence in the examination hall shall spoil the normal atmosphere of the examination hall and shall be a threat to the smooth conduct of examination.
- 10.6)** The results of the candidates booked under infringement of Examination rules shall be referred to a Malpractice Committee constituted by the Controller with consultation of the Principal. The Malpractice Committee shall consider the case as per rule, interview the candidate in person resorted to malpractice and submit its report to the Controller of Examinations. The report (s) shall be placed before the Examination Committee by the Controller for consideration and award of punishment.

11. QUALIFICATION AND ELIGIBILITY CRITERIA FOR APPEARANCE IN EXAMINATION

- 11.1)** All bonafide students admitted as per the Admission rule of the College are eligible to appear the Semester Examination fulfilling the following criteria:
- a)** Must have attended at least 75% of the classes held in theory and practical/academic activity in each subject in each semester. Provided that in exceptional cases the Principal may condone the shortage of attendance to the extent of 15%. Provided further that the Principal may condone the shortage of attendance to the extent of 5% more in respect of the students who have represented the College or State or deputation in a National/International competition and function to be recorded in writing during the Semester period under reference.
 - b)** In case student admitted on payment of late fee on account of increase of seats or opening of new subject after the prescribed dates of admission, the attendance shall be counted from the date of his/her admission.
 - (c)** A student may be allowed to combine attendance in previous College/ Colleges, if admitted on transfer.

- (d) A student admitted to the first year class of this College may be admitted to the First Semester Examination if he/she has completed a regular course of study during the duration of the Semester in the subjects he/she has offered.
- (e) Only such students who appear at/ enrol for the First Semester Examination shall be eligible to appear in the next semester examination by paying the normal dues.
- (f) Students shall be allowed to appear in the next Semester Examinations on the condition that they fulfil the criteria laid down in **Para 9.1**
- (e) And otherwise qualified to appear in the examinations. However before filling of forms of a particular semester he/she must have filled up the forms / appeared in all the previous semesters.

12. MODE OF QUESTION PAPERS AND LANGUAGE FOR QUESTION SETTING

12.1) All theory examinations shall be conducted by means of written papers (printed, written or typed) to be set in English and Marathi. Provided further that candidates may be permitted to answer all papers other than English, Business Mathematics and Accountancy in Marathi language.

12.2) In preparation of Questions the Controller of Examinations shall maintain absolute confidentiality, the names of the question setters shall not be disclosed at any cost.

12.3) The paper setter has to set three question paper sets for each subject. Questions thus prepared shall be moderated at least by one moderators of the subject concerned.

12.4) An exhaustive list of Question Setters and Moderators in prescribed proforma shall be provided to the Controller by the subject Board of Studies.

12.5) After moderation the question manuscripts shall be finalised and shall be sent for printing, packing to a confidential printing firm. For security and confidential reasons the Controller shall in no condition shall disclose the name of the firm and the bills for payment to the confidential firm shall be passed by the Principal only after the examination for the question sets are over and kept in a sealed packet with the certificate of the Controller and Principal on the cover.

12.6) Distribution of marks to the questions shall be as per the provision made in the syllabus.

13. VALUATION PROCEDURES

13.1) After the end of the examination the answer scripts shall be coded. For the purpose a coding zone shall be organized in the examination section for each Semester Coding will be done confidentially under guidance Controller of Examination.

- 13.2)** Code shall be given to individual seat numbers and code list shall be prepared by the confidential firm, providing soft ware assistance to other examination related confidential work.
- 13.3)** Valuation shall be done by the examiners appointed by the Controller of Examinations on the basis of the names of examiners suggested by the Board of Studies. The Controller can for valid reasons choose substitute examiners from outside the list of the names for such suggested by the Board of Studies.
- 13.4)** Normally the Valuation of the answer scripts shall be done by External and Internal Examiners.
- 13.5)** Valuation shall be done centrally in a valuation zone erected in the college premises.
- 13.6)** In valuation zone the examiners shall be entitled to draw LCA/DA and TA as per Govt. Rule, and decision of Finance Committee of Y.C. Institute of Science, Satara.
- 13.7)** In the valuation zone the following officials shall work:
Controller of Examination
CAP Director.
- 13.8)** After the Collection of the evaluated answer Scripts, there shall be scrutiny of all answer scripts by a Group official of the College. After scrutinization only the mark-sheets shall be handed over to the Tabulators for tabulation. Scrutinizers shall be appointed by the Controller on the approval of the Principal. Mark sheets can be corrected only by the Controller on the basis of fault detected by the Scrutinizer.
- 13.9)** The tabulators shall be appointed by the Principal. There shall be both manual and computer Tabulation and results shall be finalized only after the cross checking of both the tabulation sheets.
- 13.10)** The Internal examination shall be evaluated by the internal examiner.

PERFORMANCE GRADING

The Performance Grading of a learner shall be on the SEVEN point ranking system as

Letter Grade	Marks	Grade Point
O	80 and above	10
A	75 to 79.99	9
B	70 to 74.99	8
C	60 to 69.99	7
D	50 to 59.99	6
E	45 to 49.99	5
P	40 to 44.99	4
F (Fail)	39.99 and below	0

*Subject to modifications from time to time if necessary

An Aggregate of 4.0 credit points are required to pass the program

Semester Performance Index(SPI)

$$SPI = \frac{\sum C_i G_i}{\sum C_i}$$

C_i -Credit Points for i th paper

G_i –Grade Points for i th paper

Cumulative Performance Index(CPI)

$$CPI = \frac{\sum C_i G_i}{\sum C_i}$$

CPI:- Calculated on the basis of performance in all the apers covered up to current semester

Final Result

CPI	FINAL GRADE	CLASSIFICATION OF RESULT
9.0 – 10.0	S	Extraordinary
8.0 – 8.9	E	Excellent
7.0 – 7.9	O	Outstanding
6.0 – 6.9	A	Very Good
5.5 – 5.9	B+	Good
4.0 – 5.4	B	Average
0.0 – 3.9	F	Fail

14 DECLARATIONS OF RESULTS

- 14.1)** The result of the three year B. Com, B. Com(IT), B. Com(BM) and BCA, examination and the credits to be awarded shall be determined on the basis of results of Six Semesters combined together and of M.Com examination, the credits shall be determined on the basis of four semesters combined together.
- 14.2)** The result shall be published within 30 days of the completion of the Semester Examination (theory or practical, whichever is later) and the Controller of Examinations shall declare list of successful candidates after the permission of Principal.
- 14.3)** The list of the successful candidates shall be prepared in accordance with the following principles.
- (a) The merit list of successful candidates of each subject shall be prepared separately on the basis of the marks secured by the candidates in order of merit. Class shall be mentioned on the right side of the name in the merit list.
- 14.4)** Before finalization of the results draft result shall be processed through the following stages.
- (a) Draft results prepared by the Tabulators shall be placed before all the Heads of Department of the concerned subjects for passing. Examiners report, other result related statistics shall be provided to the board of Conducting Examiners for consideration.
- (b) After passing of results by the Board of Conducting Examiners of different subjects, the results shall be placed before the Examination Committee for approval.
- (c) After the approval of the EC in which the Director is the Chairman, the results duly signed by the Controller of Examination page wise shall be recommended by the Principal to the Vice-Chancellor, Shivaji University for approval.
- (d) After the approval of the Vice-Chancellor, Shivaji University, the result shall be published on the Notice Boards as well as on the College web-site for information of the students.
- (e) The Principal shall put the results before the GB- for approval.

After the passing of Semester result by CE the approval of the Principal for publication of semester result shall be obtained. In extraordinary cases if necessary the Controller may refer the result to the

Examination Committee. But such a meeting of the EC is not mandatory.

14.5 Issue of Mark-Sheets

(a) Every student who has appeared in the Semester Examination after paying the requisite examination dues shall be issued a mark sheet by the Controller of Examinations. In the mark sheet the marks secured by CCE and SEE shall be mentioned and shall be signed in ink by the Controller of Examination.

(b) Consolidated mark-sheet shall be issued to the students only after the 6th Semester Examinations in case of 3 year Degree courses, 4th Semester in case of P.G courses. In the consolidated mark sheet the result and grade of the students shall be mentioned. Such consolidated mark sheet shall be signed in ink by the Controller of Examination.

15. PROVISION OF READDITION OF MARKS

If a candidate for any reasons has any doubt or complain on the marks awarded to him/her he or she can apply in prescribed form available in the Examination Section for re-addition of marks. In such case he/she shall have to pay a fee of Rs.50/- per paper and attach a copy of the money receipt to the application form and submit it to the Controller of Examination within 20 days of the publication of result. If on re-addition by a subject teacher duly appointed by the Controller of Examination on the approval of the Principal, any change of mark is found, the fresh mark after change shall be re-added in the and fresh revised mark sheet shall be issued to the student. The grade/results shall also be rectified accordingly.

16.REMUNERATION

Remuneration for different Examination assignments shall be decided by the EC and subsequently to be ratified by the Finance and GB. Pending ratification by the aforesaid Committees the Principal can implement the decision of the Examination Committee as regards to the revised remunerations in examination related works. The Remuneration structure can be amended from time to time by appropriate process prescribed in this clause.

17 FEES

Examination Fee structure shall be regulated as per the decision of the Examination Committee.

18 INTERPRETATIONSAND AMENDMENT

18.1)Any amendment of this Regulation can be made under a due process by the Academic Council and approved by the GB.

18.2)The decision of the Principal is final in interpretation of this regulation. The Principal, Y.C.Institute of Science, Satara shall have the power to add new provision to this regulation if necessary. But such provisions shall have to be placed before the AC and GB for final approval and

inclusion in the Examination Regulation.

19 References

- 1) Shivaji University, Kolhapur.
- 2) D.G.College of Commerce, Satara.(Autonomous)
- 3) St. Xavier's College , Mumbai
- 4) University of Mumbai.