



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

EXAMINATIONS MANUAL 2023-24

D Y Patil Deemed to be University, Navi Mumbai.

Draft Examination Manual

2023-24

Sl.No		Content	
1		Preamble	1
2		Definitions	1
3		Board of Examinations	2
4		Exam Calendar	2
5		Time line of the Examinations	3
6		Panel of Examiners	4
7		Appointment of Question paper Setter	6
8		Appointment Question paper Moderator	8
9		Appointment of Practical Examiners and Evaluators	9
10		Conduction of Theory Exam	10
	10.1	Presiding officer	10
	10.2	Observer	10
	10.3	Exam forms, Exam fees and Hall tickets	11
	10.4	Preparations for Theory Examinations	12
	10.5	Procedures on the day of Examinations	13
11		Conduction of Practical Exam	15
12		The process of Evaluation	15
13		Grace marks	17
14		Result Processing	17

15		Unfair Means	18
16		Exam Grievance Redressal	20
17		Revaluation, Retotaling and Answer book Viewing	20
	17.1	The application Process	20
	17.2	The Process of Reevaluation	21
	17.3	The Process of Retotaling	21
	17.4	Viewing of answer scripts	22
18		Grading	22
19		Declaration of Class	23
20		Certificates	23
	20.1	Mark Sheets	23
	20.2	Provisional Pass Certificate and Provisional Degree Certificate	23
	20.3	Degree Certificate	24
	20.4	Transcript	24
	20.5	CGPA to Percentage Conversion Certificate	24
	20.6	Duplicate Certificate	25
	20.7	Special Certificate	25
	20.8	Name Change in Certificate	25
21		Concessions to Physically disabled students	26
22		Thesis / Dissertations	27

	Annexures	Page No
I	Time line for Exam activities	28
II	Format for Exam Notification	31
III	Format for Exam application form UG	33
IV	Format for Exam application form PG	34
V	Format of Convocation form	35
VI	Format of Panel of Examiners	39
VII	Format for appointment of Question paper setter	40
VIII	Format for Acknowledgement form for Question paper setter	41
IX	Format of Question paper PG	42
X	Format of Question paper UG	43
XI	Format for Moderation of Question paper	44
XII	Format for appointment of Question paper moderator	46
XIII	Format for appointment of Theory Evaluator	47
XIV	Format for appointment of Practical Examiner and Theory Evaluator	48
XV	Format for appointment of Theory Moderator	49
XVI	Format for appointment of Presiding officer	50
XVII	Responsibilities of Presiding officer	51
XVIII	Format for appointment as Observer	52
XIX	Responsibilities of Observer	53
XX	Format for Report of Observer	54
XXI	Format for Hall ticket	55
XXII	Format for numbering answer sheet bundles	56
XXIII	Format for Report of 'Unfair Means'	57
XXIV	Format for application of Revaluation	59
XXV	Format for application of Retotaling	60
XXVI	Format for application of Viewing Answer sheet	61

1. Preamble

D.Y. Patil Deemed to be University, Navi Mumbai is declared as Deemed to be University as per the UGC Act 3, 1956 in the year 2002. The University admitted it's first batch of students in the year 2002.

From it's inception, the University serves the society by providing quality education in Health sciences, Science and Technology, Law, Management and Architecture. The University has been serving the country in the health sector for the last twenty years.

Examination plays the key role in maintaining the quality and integrity of the University. The University has produced thousands of graduates who have become successful Professionals and Entrepreneurs.

The University has employed several key examination reforms. To enhance the quality of examination process, an Examination manual is prepared which provides the rules and regulations for various exam processes to be carried out.

2. Definitions

- “University” means D.Y.Patil Deemed to be University, Navi Mumbai.
“BoM” means Board of Management of the University.
- “AC” means Academic Council of the University.
- “BoE” means Board of Examinations of the University.
- “HoI” indicates Head of the Institutions of the constituent colleges of the University.
- “BoS” indicates Board of Studies of respective constituent colleges of the University. “EC” means Exam Coordinators of the respective Schools.
- “VC” indicates Vice Chancellor of the University.

- “CoE” implies Controller of Examinations of the University.
- “PEO” indicates Programme Educational Objectives of the Programme.
“PO” implies Programme Outcomes.
- “CO” means Course Outcomes of a course in a programme.

3. Board of Examinations (BoE)

3.1 Board of Examinations (BoE) is the apex body for the examinations of the University.

3.2 The Vice Chancellor is the Chairperson of BoE. BoE consists of all Head of the Institutions (HoI), minimum of two Professors and two Associate Professors. A nominee of Vice Chancellor may also be appointed. An external expert in exam activities is also to be appointed. Registrar is the special invitee. Controller of Examinations (CoE) is the member secretary.

3.3 All exam related points which are passed in the Board of Studies (BoS) of the respective schools are to be presented at BoE for approval.

3.4 Apart from those points, various exam reforms which are proposed by the CoE are also to be approved by the BoE.

3.5 BoE is to be convened twice a year.

3.6 The points passed in the BoE are to be discussed and approved by the Academic Council.

4. Examination Calendar

4.1 The tentative dates of forthcoming University Examinations of various schools are finalized as per Academic Calendar and in consultation with the respective Head of the Institutions (HoI) and Exam Coordinators (EC) of respective schools.

4.2 This schedule is prepared for the entire duration of the academic year which is from July of the current year to June of the next year.

4.3 The Controller of Examinations (CoE) shall prepare the examination schedule and plan for the examination activities.

4.4 Examination calendar is published in the University website and also informed to the students through Head of Institutions well in time.

4.5 Examinations once scheduled shall not be changed, unless there is situation/reason which requires a rescheduling.

4.6 Examinations may be conducted on weekly holidays.

4.7 Examinations should not be scheduled on the days of national importance and religious holidays declared by state/central governments.

5. Time line of the Examinations

5.1 A time line for the entire exam activities is planned.

5.2 From the issuing of exam notification till the issuing of mark sheets, all activities of an examination are provided in time line.

5.3 CoE, HoI and Exam Coordinators (EC) are responsible for the various activities listed in the time line.

5.4 A senior faculty member who has experience in examinations is to be appointed as the exam coordinator of the school by CoE in consultation with the HoI of the school.

5.5 It is planned to issue the notification of examination minimum 60 days before the starting of examination and issue the mark sheets maximum 30 days after the completion of examination.

5.6 The Time line of the examination process is given in Annexure I.

5.7 The format of Exam notification is given in Annexure II. The format of Exam

application forms for UG and PG are given in Annexure III and IV. The format of Convocation application form is provided in Annexure V.

5.8 Convocation application form is to be submitted along with Final year / Final Semester exam application forms.

6. Panel of Examiners

6.1 Internal and External faculty members are appointed as ‘Examiners’ for the practical examinations, ‘Evaluators’ for the theory examinations and as ‘Question paper setters’.

6.2 The eligible examiners are recommended by the respective ‘Board of Studies’ (BoS) of the schools and approved by the Board of Examinations and Academic Council.

6.3 The examiners and question paper setters are appointed by Controller of Examinations for various courses from the list provided.

6.4 The examiners are appointed for the current semester / year exams only. They are appointed in rotation. The decision of the Controller of Examinations is final in this regard.

6.5 If a Programme is governed by the respective apex body, the eligibility conditions provided by the apex body are to be considered.

6.6 The eligibility of examiners for Health Science schools is given as below:

Type	UG/PG	Minimum Experience Required
Question paper setter	UG	5 Years after PG
	PG	7 Years after PG
Question paper moderator	UG	5 Years after PG
	PG	7 Years after PG
Answer sheet Evaluator and Moderator	UG	5 Years after PG
	PG	7 Years after PG
Practical Examiner	UG	5 Years after PG
	PG	7 Years after PG

6.7 The eligibility of examiners for Non-Health Science schools is given as below:

Type	UG/PG	Minimum Experience Required
Question paper setter	UG	5 Years after PG
	PG	7 Years after PG with PhD
Question paper moderator	UG	5 Years after PG
	PG	7 Years after PG with PhD
Answer sheet Evaluator and Moderator	UG	5 Years after PG
	PG	7 Years after PG with PhD
Practical Examiner	UG	5 Years after PG
	PG	7 Years after PG with PhD

6.8 The Panel of Examiners is to be revised once in three years with the approval of BoS of the respective School and Academic Council.

6.9 If situation demands, Controller of Examinations may add examiners in the panel of examiners and may appoint eligible examiners.

6.10 External examiners once appointed should not be reappointed for the next two years period. Internal examiners are to be appointed preferably in rotations.

6.11 The format of details of Panel of Examiners is provided in Annexure VI.

7. Appointment of Question paper Setter

7.1 Question papers of all Courses / Programmes of University Examinations are to be prepared by both External and Internal question paper setters.

7.2 External Question paper setters are eligible faculty members working in other Universities / Colleges either within the state or outside the state. Working professionals with sufficient experience may also be appointed as question paper setter.

7.3 Internal Question paper setters are faculty members working in University. Faculty members who are currently teaching the course are preferably not to be appointed as question paper setters. Exemptions may be availed for health science programmes depending on the availability of faculty members.

7.4 Internal and external question paper setters are communicated individually 40 days before the commencement of exams.

7.5 From the available panel of examiners, the question paper setter is selected by the CoE based on the designation, experience and expertise.

7.6 They are contacted over phone to find their willingness for acting as question paper setter for the course.

7.7 Once it is confirmed, they are communicated through the mail with the following documents: The appointment order, the acknowledgement form, Syllabus of the course with COs, format of question paper with instructions

and Remuneration form. The format of appointment of question paper setter is given in Annexure VII.

- 7.8 Internal Question paper setters have to accept the question paper setting compulsorily. If they are not in a position to do this work, they have to inform CoE through their HoI.
- 7.9 External question paper setters are asked to acknowledge within three days of receiving the mail. If the acknowledgement is not received within three days, he/she is to be contacted again through mail / phone to check his/her willingness. The format of acknowledgement form is given in Annexure VIII. The formats of question papers are given in Annexure IX.
- 7.10 If the Internal / external examiners are not accepting the offer or if they cannot be contacted, it is considered that he/she is not interested. Then the next person in the list is to be contacted over phone and the mail is to be sent to him to act as the question paper setter. Again, the same procedure is to be followed.
- 7.11 If situation demands, CoE may include additional faculty members in the panel of Question paper setter.
- 7.12 If the question papers are not received within the given deadline, CoE office will send reminder mails or make phone calls to make sure the question papers are received at the earliest.
- 7.13 Internal/External question paper setters are bound to the rules and guidelines of the university.

8. Appointment of Question paper Moderator

- 8.1 Question paper moderator is to be communicated 30 days before the exams.
- 8.2 From the available panel of examiners, the question paper moderator is selected by the CoE.
- 8.3 The highest experienced available internal faculty member will be assigned the role of the 'Moderator' of the question paper.
- 8.4 External faculty members may also be appointed as question paper moderators based on the availability. The format for the appointment of Question paper moderator is given in Annexure X.
- 8.5 Internal / external moderators are asked to acknowledge within three days of receiving the mail. If the acknowledgement is not received within three days, he/she is to be contacted again through mail / phone to check his/her willingness. The format for the acknowledgement of question paper moderator is given in annexure XI.
- 8.6 If the Internal / external moderators are not accepting the offer or if they cannot be contacted, it is considered that he/she is not interested. Then the next person in the list is to be contacted and the mail is to be sent to him to act as the question paper moderator. Again, the same procedure is to be followed.
- 8.7 If situation demands, CoE may include additional eligible faculty members in the panel of Question paper moderator.
- 8.8 In the moderation process, the question papers are checked for the following points:
 - a) Are all questions within the syllabus?
 - b) Are all COs assigned marks, based on the hours distribution in the syllabus?
 - c) Are higher blooms levels followed? (> 60% if basic level Courses, > 80% if

application level courses)

d) Are the language and format of the Question paper proper?

e) Are there any ambiguities in the question papers? – Missing data, word etc.,

The format for moderation of question paper is given in Annexure XII.

8.9 Internal/External question paper moderators are bound to the rules and guidelines of the university.

9. Appointment of Practical Examiners and Evaluators

9.1 Examiners for Practical Examinations and Evaluators for theory exams are appointed by the CoE. Both Internal / External Examiners are to be appointed as practical examiners and theory evaluators based on the requirements.

9.2 The norms prescribed by the Apex body are to be followed for the eligibility of the practical examiners and evaluators. If no apex body is available / apex body is not prescribing any norms, the eligibility prescribed for the panel of examiners will be followed.

9.3 The intended examiners / evaluators are first contacted over phone to find their availability and willingness. If they agree, appointment order is to be sent as mail.

9.4 If they are not sending the acknowledgement within three days, it is considered that they are not interested and alternate person is to be arranged. The same procedure is to be followed.

9.5 If situation demands, CoE may include additional eligible faculty members in the panel of Examiners.

9.6 Same examiner may be appointed as both Practical examiner and theory evaluator. The format for appointment order is given in Annexure XIII.

9.7 The format for appointment as Practical Examiners is given in Annexure XIV.

The format for appointment as theory evaluators is given in Annexure XV.

9.8 Practical Examiners and Evaluators are bound to the rules and guidelines of the university.

10. Conduction of Theory Examinations

10.1 Presiding Officer

10.1.1 CoE appoints a Presiding Officer for the smooth conduction of Exam from the panel of names suggested by the HoI. The format of appointment of the Presiding officer is given in Annexure XVI.

10.1.2 Presiding officer appoints invigilators, Supervisors and other officials for the smooth conduction of exams. The same is to be informed to the CoE office and the officials concerned.

10.1.3 Presiding officer prepares the seating plan for each day and the same is to be informed to the students well in time.

10.1.4 Presiding officer should book the students in 'Unfair means' who possess or use any materials/ mobile phones/ smart watches / Programmable Calculators. The same is to be reported to the CoE office immediately.

10.1.5 The responsibilities of the Presiding Officer are given in Annexure XVII.

10.2 Observers

10.2.1 CoE office appoints 'Observers' from other Schools who are senior faculty members having minimum five years of teaching experience and have experience in exam activities. The format for the appointment of observers is given in Annexure XVIII.

10.2.2 The Observers are available for the entire session of exam. They have to

supervise the entire exam process. The responsibilities of the Observers are given in Annexure XIX.

10.2.3 The Observers have to send a report in a prescribed format at the end of each session to CoE office. The format of report of observers is given in Annexure XX.

10.3 Exam forms, Exam fees and Hall tickets

10.3.1 Notification for the examinations is issued by the CoE office approximately sixty days before the commencement of exams. The last dates of fee payment with or without fine are intimated in the notification along with the schedule of examination.

10.3.2 Filled Exam forms with requisite fee are to be submitted to the CoE office by the dates specified in the notification. Exam forms can be submitted to CoE office thirty days before the commencement of examinations.

10.3.2 Based on the requirements of apex body and by the regulations of the University /school, the eligibility of students to appear for the University examinations is to be fixed. Based on these conditions, a list of eligible students to appear for University examinations are to be prepared by the school and is to be submitted to the CoE office.

10.3.3 The Internal assessment marks and the attendance of all students (irrespective of their eligibility) are to be submitted to the CoE office minimum seven days before the commencement of examinations.

10.3.4 Based on the eligibility specified and the timely submission of exam forms and exam fee, the hall tickets are generated and handed over to the school. The format of Hall ticket is given in Annexure XXI.

10.3.5 The hall tickets will be given to schools minimum five days before the

examinations. Schools are asked to check the Name, Photo, and other details. Schools may withhold hall tickets of the students under disciplinary grounds or any other issues. HoI can decide on issuing hall tickets to students under this category. The same is to be informed to the CoE. Schools distribute the hall tickets to the students minimum two days before the examinations.

10.4 Preparations for theory examinations

10.4.1 Seating plan of the each day of examination is to be prepared by the presiding officer minimum seven days before the commencement of examinations. The seating plan is to be communicated to the students well in advance.

10.4.2 The following points are to be considered while preparing seating plan:

- a) Students with more than one course are to be placed in a hall alternatively if exams are conducted for more than one course at the same time.
- b) Sufficient space is to be provided among students at all directions (Preferred to have a distance of minimum 1 meter).
- c) If exams are conducted for only one course at a time, more space is to be provided among students at all directions (Minimum of 1.5 meter)
- d) Students are to be seated in a hall preferably with same slope. Seating plan with downward slope is to be avoided. The chairs may be reversed to convert to upward slope.

10.4.3 Each block may have maximum of 25 students and one invigilator is to be appointed for each block. One supervisor is to be appointed for five such blocks. The invigilators and supervisors list are to be prepared by the presiding officer and to be informed to them well in advance.

10.4.3 Any other officials related with exam are also to be appointed and to be intimated in time.

10.4.4 Necessary materials for the smooth conduct of exams are to be procured / received from CoE office minimum two days before the examination.

10.4.5 A control room is to be setup for storing the stationaries, distributing answer scripts and receiving answer scripts.

10.4.6 A stock register is to be maintained to enter availability of answer books after each day of the exam. The same is to be submitted to the CoE office after the completion of the examinations.

10.5 Procedures on the day of the examination

10.5.1 Presiding officer is to report duty minimum 30 minutes before the examination. He prepares the attendance for the invigilators and other officials who are involved in the exam work.

10.5.2 Other officials are to report duty minimum 30 minutes before the examination.

10.5.3 Question papers and attendance are to be given to the presiding officer 15 minutes before the commencement of exams by the CoE office staff.

10.5.4 Invigilators are asked to report minimum 20 minutes before the examination. After signing the attendance, they have to receive the answer scripts allotted for their block. They have to count at the room of presiding officer itself before moving out.

10.5.5 Invigilators should be available in the respective block allotted minimum 15 minutes before the examination.

10.5.6 Frisking of students should be done before allowing students into exam hall. Mobile Phones, Smart watches and any other electronic gadgets are not allowed (Except normal calculators as per the requirement of exams). Only transparent pouches and transparent writing pads (if necessary) are allowed. Security persons are to be employed for this purpose.

- 10.5.7 Invigilators should check the hall tickets, identity cards and issue the answer sheets to the students.
- 10.5.8 Invigilators should announce the students regarding the 'Unfair Means' practices. If any student is indulging any such unfair means, he/she should be reported to the presiding officer immediately.
- 10.5.9 Invigilators should check the correct entry of USN and other details on the first page of the answer script and sign on it.
- 10.5.10 Students are not to be allowed for examinations after 30 minutes from the commencement of exam. Students should not leave the exam hall minimum 45 minutes from the commencement of exam and during last 15 minutes.
- 10.5.11 Invigilators have to be on vigil during the entire duration of examination duration. Mobile phones are prohibited for invigilators inside exam halls.
- 10.5.12 Answer scripts are to be collected from students immediately after the exams are over. The invigilators have to arrange in the order of the USN and count it before leaving the exam hall. Those answer scripts are to be submitted to the presiding officer.
- 10.5.13 The answer scripts which are submitted by the invigilators are to be counted at the control room. Once the count is verified, they have to be packed and sealed. The number of bundles is to be counted, given bundle numbers as per the format given. The format of the answer script bundle is given in annexure XXII.
- 10.5.14 The answer script bundles are to be submitted back to the CoE office within one hour of completion of examination along with the report of details of answer sheet bundles.

11. Conduction of Practical Examinations

- 11.1 External examiners for practical exams are appointed by the CoE office as per the norms of the apex body or as per the regulations of the school.
- 11.2 If there are more than one internal examiner are available for a course, the senior most examiner is considered as Chairman for the exam. He/ she is responsible for the preparations and conduction of the exam.
- 11.3 The slots are to be prepared as per the requirements of apex body or as per the facility available.
- 11.4 The marks distribution is to be decided by the Chairman or internal examiner in consultation with the external examiner.
- 11.5 The practical exam marks are to be submitted to the CoE office immediately after the exams along with attendance and mark distribution.

12. The Process of Evaluation

- 12.1 The evaluation is to be carried out at Central Assessment Program (CAP) which is a centralized evaluation center at the CoE office. An Evaluation in charge, a staff of CoE office is the in charge of CAP.
- 12.2 The identity of the answer sheets are masked by applying a barcode. CoE office completes this work within two days after the examination.
- 12.3 The evaluators are communicated on the date of evaluation through exam coordinators well in time.
- 12.4 The Evaluators are assigned with their allotted answer script bundles, Question papers and answer key once they report to the CAP room.
- 12.5 Evaluators are asked to provide marks as per the answer key. The marks are to be provided only at the appropriate place given at the first page of the

answer script. The total marks are to be written at appropriate place.

12.6 Evaluators are asked to enter the marks in the given format and asked to verify and sign.

12.7 Evaluation in charge checks the entry of marks and totaling of marks.

12.8 UG Courses

12.8.1 After the first evaluation, moderation is to be carried out by one senior examiner. The MCQ section of health science courses are also to be evaluated by the moderators. The answer sheets which are awarded failure marks at the first evaluation and which have more than 70% of marks are to be moderated.

12.8.2 After the moderation, the higher of the two marks is considered as the final mark. If those two marks differ by more than 15%, those answer scripts are subjected to third evaluation. Another senior evaluator other than First evaluator and moderator is to be utilized for third evaluation.

12.8.3 After the third evaluation, the closer of the two marks out of three available marks are to be considered. The average of those two marks is the final mark of the course.

12.8.4 Preferably, if the first evaluation is done by the internal examiner, the moderation is to be done by the external examiner or vice versa.

12.9 PG courses

12.9.1 Double evaluation process is followed for PG courses. Preferably one internal and one external examiner are asked to evaluate separately. The average of the two marks is the final mark of the course. If the difference of more than 15%, third evaluation is carried out. The average of the closer of

the two marks is the final mark.

12.9.2 Four examiners, two internal and two external examiners do the evaluation separately for few schools of health sciences as per the requirement of the apex body/ regulation of programme. The average of the four marks is to be considered as the final mark.

12.10 Revaluation is not applicable for PG Courses. Only Retotaling is possible.

13. Grace Marks

13.1 Grace marks are applicable to the students as per the regulations by the apex body or programme.

13.2 A maximum of five marks is given to the students to pass an examination and not a course alone.

13.3 The five marks may be distributed to one or more courses if the student can pass the examination.

13.4 The grace marks are not provided for PG courses.

13.5 Grace mark rules are applicable after revaluation.

14. Result Processing

14.1 Result processing is carried out as per the rules of apex body /regulation of the programme. The prepared results are applied with the grace mark rule. The final result and result gazette are prepared and then checked by the CoE office.

14.2 The result is declared by the CoE with the approval of Vice Chancellor.

14.3 If typo error or any technical error, the University is authorized to amend the results suitably.

14.4 After the declaration of the result, If any student is found involved in

malpractice / fraud, the University is authorized to withhold the result of the student.

15. Unfair means

15.1 The following are considered as 'Unfair Means' during University Theory /Practical Examinations

- a. Copying on seeing the answer sheets of other student
- b. Possession and copying from the answer sheet of other student
- c. Possession of any relevant or/and irrelevant materials
- d. Writing any programme related information at any exam related materials
- e. Writing any programme related information at any body parts of the student.
- f. Possession of Mobile Phones/ Smart watches/ Programmable calculators or any other electronic gadgets
- g. Availability of relevant or / and irrelevant materials in Mobile Phones / Smart Watches/ Programmable Calculators or in any other electronic gadgets
- h. Using Mobile Phones/ Smart watches/ Programmable calculators or any other electronic gadgets.
- i. Speaking / discussing with other student inside examination hall.
- j. Revealing identity in the answer script
- k. Any indiscipline behavior inside the examination hall
- l. Arguing with the Invigilators or any other exam officials
- m. Writing appeals or any other such matter on the answer sheets

15.2 Students who involve in any one of the above or related activities which cause indiscipline to the exam process are booked under 'Unfair means'. The student should be immediately asked to leave the exam hall and should not be

permitted to continue to write that exam. Details of “Unfair means” are to be entered in a specified form with the signature of the student, invigilator and presiding officer. The format is given in Annexure XXIII.

15.3 The answer script is to be placed within a separate cover along with the form and the proof. This cover is to be submitted to CoE office on the same day of the examination.

15.4 A meeting of ‘Unfair means committee’ is to be conducted after the end of examinations. A senior Professor is the chairperson of the committee. The registrar, the dean/principal of the respective school, and the exam coordinator of the school are part of the committee. CoE is the member secretary of the committee.

15.5 The committee enquires the incident. The student is asked to appear before the committee with the parent.

15.6 If a student is booked under ‘unfair means’, that particular answer script is not to be evaluated and ‘Zero’ marks are to be given in the result gazette and mark sheet. If the same student repeats this, he/she is to be punished by annulment of all courses in that examination. A suitable fine may also be imposed on the student.

15.7 The particular course is considered as ‘fail’ and subjected to the ‘Allowed to keep term’ rule which is specified in the regulations of the programme or apex body or of the school.

15.8 If such student remains absent or appears without the parent for the meeting of ‘Unfair means’ committee, the decision taken by the committee is applicable to those students.

15.9 The committee is authorized to take appropriate decisions for any other offenses related to ‘Unfair means’.

15.10 The decisions of the committee are final. Any further requests will not be entertained.

16. Exam Grievance Redressal

16.1 The following are considered as the grievances which are raised by the students:

- a. Applying for revaluation
- b. Applying for retotaling
- c. Applying for answer book viewing
- d. Applying for name correction
- e. Applying for duplicate certificates

16.2 Revaluation, Retotaling and viewing of answer sheets are applicable only to theory examinations.

16.3 Students have to apply to CoE office with a prescribed application form and fee if they have any one of the above mentioned issues.

17. Revaluation, Retotaling and Viewing of Answer Scripts

17.1 The application process

17.1.1 Within Seven working days of declaration of results, the students may apply for revaluation, retotaling and viewing of answer sheet separately with a prescribed application form and fee.

17.1.2 The format for Revaluation is given in Annexure XXIV, retotaling is given in Annexure XXV and the format for viewing answer script is given in Annexure XXVI.

17.2 Process of Revaluation

17.2.1 Revaluation can be applied for UG courses only. As PG courses are having double evaluation, Revaluation is not applicable. Revaluation is applicable for the head of “theory” only.

17.2.2 CoE office appoints another senior faculty member for doing revaluation who was not part of either evaluation or moderation.

17.2.3 The final marks awarded to the students after the revaluation will be the better of the two marks. (Earlier and revaluated). Grace marks rules are applicable after revaluation.

17.2.4 In case a failed student applies for revaluation and if the revaluation results in fail mark again, the student will be intimated as ‘No Change’.

17.2.5 If the revaluation marks differ by more than 15% with respect to the marks declared in result, one more revaluation is to be carried out by any other senior faculty member who did not do any of the previous evaluations. The average of the two closer marks is the final mark awarded to the student.

17.3. Process of Retotaling

17.3.1 Student from PG Programmes may apply only for retotaling. They are not eligible for revaluation as double evaluation is already done. Students from UG courses may also apply for retotaling.

17.3.2 The CoE appoints any one of the senior CoE office staff for checking the total. The outcome of this process is to be informed to CoE. If any change in marks, it will be informed to the school.

17.4 Process of Viewing of Answer Scripts

17.4.1 Both UG and PG students may apply for the viewing of answer script.

Within a week of last date of application, student is called to CoE office to view the answer script.

17.4.2 Student can view the answer script only at CoE office. Student is not allowed to carry the answer script outside of CoE office. The answer sheet is to be shown to the student only once.

17.4.3 Answer sheets are shredded between three to six months from the date of examination if no grievances are raised (or) all grievances are addressed.

18. Grading

18.1 The results are declared either in marks or in Grade depending on the requirement of the apex body / regulations of the respective Programme.

18.2 For the programmes with marks, the marks sheet has Internal assessment marks, University exam marks, and Practical marks. The total marks and marks secured are also provided.

18.3 For the programmes with grades, the minimum credits required by a student to pass are provided in the regulations of the programme. The students who secure those minimum credits are declared to have passed the programme.

18.4 The grades are to be given in a 10 point scale and are specified in the regulation of the programme.

18.5 In the marks sheet, the credits of a course, Grade obtained by the student in the course and the credit points are to be mentioned. SGPA and CGPA are also to be mentioned in the mark sheet.

18.6 As per the requirement of the apex body / regulation of a respective Programme, the format of the mark sheets may be modified.

19. Declaration of Class

19.1 The class of a student is declared based on the regulation of the programme.

19.2 First class with distinction, First class and second class are the types of classes declared based on the regulations of the programme.

19.3 The class obtained is to be displayed at the semester / year mark sheet, Provisional Degree certificate and Degree certificate.

20 Certificates

20.1 Mark sheets

20.1.1 Mark sheets are provided to the students within two weeks after the declaration of results. Depending on the regulations semester mark sheets and yearly mark sheets are provided.

20.1.2 Mark sheets are provided in percentage or in SGPA and CGPA based on the regulation of the Programme.

20.1.3 Mark sheets are to be handed over to the school within two weeks of declaration of results.

20.2 Provisional Pass Certificate and Provisional Degree Certificate

20.2.1 For health science programmes which are having internship, a provisional pass certificate is issued to the student once he/she completes all academic requirements and eligible for the Internship.

20.2.2 For health science programmes with Internship, a provisional degree certificate is to be issued to the students after the successful completion of Internship.

20.2.3 For programmes, where Internship is not prescribed in the curriculum, provisional degree certificate is given to the students once he/she successfully completes all academic requirements.

20.2.4 Provisional degree certificate is considered as a temporary degree certificate and it is valid till the next convocation.

20.3 Degree Certificate

20.3.1 At the convocation, a degree certificate is issued to the student who is eligible by possessing the provisional degree certificate which is issued after the previous convocation.

20.3.2 The name of the programme with specialization and the class secured by the student is to be provided in the Degree certificate.

20.4 Transcript

20.4.1 A transcript is issued to the student based on request and payment of prescribed fee.

20.4.2 Transcripts are issued generally to the students who already received their provisional degree certificate or degree certificate.

20.4.3 In certain situations, on demand the transcript may also be given to the students who are still undergoing the course. In this case, the transcript should be ended with the term “Incomplete” in bold.

20.4.4 Transcripts consists of the marks / grade details of each course in the curriculum, final percentage, class or SGPA, CGPA, the contact hours, the title of the project / thesis, details of Internship (if any)

20.5 CGPA to Percentage Conversion certificate

20.5.1 A CGPA to percentage conversion certificate is issued to the student based on the request.

20.5.2 As Grades are given with 10-point scale, CGPA to percentage conversion is using the following formula: $\text{Percentage} = \text{CGPA} \times 10$.

20.6 Duplicate Certificate

20.6.1 A student can apply for duplicate certificate when he/she has lost the original certificates issued to him by the University.

20.6.2 The student should file an FIR with the police and he/she has to submit the original 'Non-Traceable Certificate' provided by the police department. The student has to apply with an application form with the payment of prescribed fee.

20.6.3 The 'duplicate' certificate is the copy of the original certificate which was earlier issued. The duplicate certificate is to be given with the current date of issuance and must be labeled as 'Duplicate' at the top of the certificate.

20.6.4 The duplicate certificate is to be issued to the applicant within two weeks of the receipt of duly filled application and fee.

20.6.5 Duplicate "Provisional Degree certificate" should not be issued if the degree certificate is provided to the student.

20.7 Special Certificate

20.7.1 If any student is in need of a certificate which is not provided by the University as usual practice, special certificates may be issued.

20.7.2 Special certificates are issued to the students only based on their request.

20.7.3 This certificate is issued within two weeks of the receipt of the duly filled application with prescribed fee.

20.8 Name change in certificate

20.8.1 All certificates of the University should have the name of father and mother as per the norms of UGC.

20.8.2 The student's name which is used in all University records is the exact name which is available at Tenth mark sheet.

When a student applies for name change in certificates with prescribed fee, the following process is to be carried out:

- i) If the name requested is different from the name given in the Tenth certificate, the student has to apply with proper proof. Then the enrolment documents are to be updated at Registrar office and all certificates are updated with the new name.
- ii) If the name requested is the same as that of tenth certificate but it is different in enrolment document, this document is to be changed and subsequently name in all certificates are to be changed.
- iii) If the name requested is the same as that of tenth certificate and in enrolment document, the name in the mark sheets can be modified.

21 Provisions for Physically challenged students

21.1 University follows the 'Guidelines for conducting written examinations for persons with benchmark disabilities 2018', issued by Ministry of Social Justice and Empowerment, Government of India with F.No 34-02/ 2015-DD-III dated 29th August 2019. This guidelines are forwarded to all Universities by the UGC with the letter Number F.No 6-2/ 2013 (SCT) dated 14.01.2019.

21.2 The student with a disability of minimum 40% as certified by the specialized Medical officer (Format is attached) may opt for a Scribe/Reader/Lab Assistant in the examinations. The qualification for the scribe/reader/lab assistant is one step lower than the examination at which the student appears but should be metric qualified. The student should also submit a declaration on the qualification of the scribe/ Reader / Lab Assistant as per the format specified by UGC.

21.3 Examining body can also arrange the scribe. In this case, the qualification of

the scribe should be not more than the minimum qualifying criteria of the examination.

- 21.4 An additional time of 20 minutes per an Hour may be provided to the students who are writing the exam with the help of Scribe / Reader / Lab Assistant. The exam may be carried out in a separate room.

22 Thesis / Dissertations

- 22.1 Thesis / Dissertations of the PG students are to be submitted to the CoE office through respective Dean / Principal minimum six months before the scheduled final examination. One soft copy (in pen drive) is to be submitted in the prescribed time.
- 22.2 CoE sends the thesis to examiners duly selected from the panel of examiners as per the requirement of the apex body / regulations of the programme.
- 22.3 The examiner for thesis should have minimum 7 years of teaching experience after his/her PG for health science programmes and should have minimum 7 years of teaching experience with PhD for other programmes.
- 22.4 Students will be allowed to appear for the University exams once evaluators accept the thesis.



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>
Annexure I

Time Line for Examination Process

Sl.No	Time Period	Work to be done	Responsibility
1	60 days before exam	Exam notification with last date of fee payment (20 days to pay fee and another six days with fine)	Dean and Exam coordinator
2	45 days before exam	Panel of Examiners	Dean and Exam coordinator
3	45 days before exam	Syllabus with CO	Dean and Exam coordinator
4	40 days before exam	Sending request for Question papers preparation to both Internal and External examiners	CoE Office
5	30 days before exam	Submission of Exam forms and Fee details to CoE office	Dean, Exam Coordinator
6	30 days before exam	Mail to Question paper moderator	CoE office
7	20 days before exam	Receiving Question papers along with Remuneration forms	CoE office
8	15 days before exam	Remuneration forms of Question paper setters are to be processed for money transfer through Bank	CoE office
9	15 days before exam	Moderation of Question papers	Moderator, CoE office
10	15 days before exam	Receiving panel for Presiding officer	Dean, CoE office
11	12 days before exam	Order to presiding officer through dean and to get names of other officers for conducting exams	CoE office, Dean, Presiding officer
12	12 days before exam	Finalizing question paper	CoE
13	10 days before exam	Preparing sufficient copies of question papers and keep in strong room	CoE



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

14	10 days before exam	Order for Practical Examiners, Theory Examiners (if different from question paper setters) and Moderators	CoE office
15	7 days before exam	Sending orders to Flying Squad	CoE office
16	7 days before exam	Receiving Internal marks, Attendance and eligible list of students	Dean, Exam Coordinator
17	5 Days before exam	Sending hall tickets with Instructions	CoE office
18	On the day of exam (20 minutes before)	Answer sheets are to be given to exam coordinator	CoE office, Exam Coordinator
19	On the day of exam (05 minutes before)	Question papers are to be given to presiding officer at the school by CoEoffice people	Presiding officer, CoEoffice
20	On the day of exam (45 minutes of commencement of Exam)	Receiving the signed attendance sheet by CoE office people	CoE office, Presidingofficer
21	On the day of exam (15 minutes after the conclusion of Exam)	Papers are to be checked and sealed by the Presiding officer and to be submitted to CoE office in the presence of CoE office people	Presiding officer, CoEoffice
22	On the day of Exam	Practical exam marks are to be entered in the system and Receiving of Remuneration form with proof from examiners	CoE office, PracticalExaminers
23	On the day of Exam	Report from Flying Squad	CoE office
24	On the day of Exam	Report for 'Unfair Means'	Presiding officer, CoEoffice
25	Within 1 day after exam	Masking of answer sheets	CoE office
26	Within 5 days of exam	Submission of Remuneration forms by the presiding officer for Invigilator and other officials involved in both Theory and Practical Exams	Presiding officer, CoEoffice



27	Within 5 days of exam	Evaluation of Answer sheets is to be completed and Receiving remuneration forms with proof	CoE office, Examiners
28	Within 7 days of exam	Meeting of 'Unfair Means Committee' (If Required)	CoE
29	Within 7 days of exam	Moderation of answer sheets is to be completed and Receiving remuneration forms with proof	CoE office, Moderators
30	Within 9 days of exam	Third evaluation is to be completed and Receiving remuneration forms with proof (If required)	CoE office, Evaluators
31	Within 10 days of exam	Remuneration for Examiners, presiding officer, Invigilators and other officials for Theory and Practical Exams is to be processed	CoE office, Presiding officer
32	Within 12 days of exam	Results are to be published	CoE
33	Within 22 days of exam (10 days from result)	Receiving applications for Revaluation of theory answer sheets (If any)	Dean, Exam Coordinator
34	Within 23 days of Exam	Order to be sent to Examiner for Revaluation	CoE Office
35	Within 25 days of exam	Revaluation of answer sheets (If any)	CoE office
36	Within 30 days of exam	Releasing of Revaluation results	CoE office
37	Within 30 days of exam	Processing of remuneration for examiners for Revaluation	CoE office
38	Within 30 days of exam	Releasing of Mark sheets	CoE office
39	Within 30 days of exam	Releasing Provisional Pass certificate (If final semester/year exam)	CoE office



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure II

DYPU/Exam/Time-Table/ (YEAR)/

Date: / /

**To,
The Director,
Department
of School of ,
D Y Patil Deemed to be
University, Navi Mumbai.**

Sub: Notification of University Examinations (Exam Name) regarding.

1. The University Examinations of **(Exam Name)** are scheduled to be held from **(Date)** onwards.
2. You are requested to let this office know the panel of faculty members who will be functioning as Presiding Officer for these examinations, by **(Date)**.
3. The Examination application forms of the eligible candidates are to be collected and submitted as per the dates mentioned below

	Particular	At College	At University
Last Date for submission of exam form (without late fee)	Exam Name	Date	Date
Last Date for submission of exam form (with late fee)	Rs. 2000/- per Student	Date	Date
Last Date for submission of exam form (with additional late fee)	Rs. 5000/- per Student	Date	Date

4. Please make sure that the name of the students in the given list as per the qualifying certificates.
5. The internal assessment marklists are to be sent to this office latest by **(Date)**.
6. The required officials are to be appointed as per university pattern and on completion of the examination work remuneration bills are to be sent to the University for the release of payments.
7. The practical examination stationery shall be issued two days prior to the start of examinations.

Controller of Examinations

Encl: Time Table



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

DYPU/Exam/Time-Table/(YEAR) /

Date: / /

(Exam Name)

Examination – (Month and Year)

THEORY

Date	Day	Time	Subject

PRACTICAL

Date	Day	Time	Subject

Controller of Examinations

To,
The Director,
Department
of School of ,
D Y Patil Deemed to be
University, Navi Mumbai.



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>
Annexure III

APPLICATION FOR ADMISSION TO UG EXAMINATIONS

Programme :-.....

Specialization :-.....

Examination Month & Year : -

1. Full Name of the Candidate:

(IN CAPITAL LETTERS)

Father's / Husband's Name : -.....

Mother's Name : -.....

Date of Birth : -

2. Unique ID / USN : -.....

3. Mobile..... 4. Email:

Paste your recent
Photo here. Also
Submit one
Additional photo

Sr.No.	Course Code	Course Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

To:

Controller of Examinations, Sir/Madam,

I request permission to present myself for the ensuing.....examination. I have paid the requisite examination fees. The information given above is correct to the best of my knowledge and belief.

Place :

Date :

Signature of Candidate

Certificate from the Principal/Director

Certified that the candidate has kept attendance and has satisfactorily completed the requisite term work as per rules of the University and he/she is eligible to appear for the examination.

Place: Navi Mumbai

Date:

Seal of the School Signature of the **Principal/Director**

For office use :

Examination fee Rs :

Receipt No :

Date:.....



D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>
Annexure IV

APPLICATION FOR ADMISSION TO PG / FELLOWSHIP EXAMINATIONS

Programme :-.....

Specialization :-.....

Examination Month & Year : -

1. Full Name of the Candidate:

(IN CAPITAL LETTERS)

Father's / Husband's Name : -.....

Mother's Name : -.....

Date of Birth : -

2. Unique ID / USN : -.....

3. Mobile:..... 4. Email:

Paste your recent
Photo here. Also
Submit one
Additional photo

Sr.No.	Course Code	Course Name
1		
2		
3		
4		

To: Controller of Examinations, Sir/Madam, I request permission to present myself for the ensuing..... examination. I have paid the requisite examination fees. The information given above is correct to the best of my knowledge and belief. Place : Date : Signature of Candidate		Certificate from the Dean / Director Certified that the candidate has kept attendance and has satisfactorily completed the requisite term work as per rules of the University and he/she is eligible to appear for the examination. Place: Navi Mumbai Date: Signature of the Dean/Director Seal of the School	
Signature of P.G. Teacher / Guide (For Thesis only)		Signature of Head of the Department	
For office use : Examination fee Rs :..... Receipt No : Date:.....		Controller of Examinations	

Note : Admission to final MD / MS / PG DIPLOMA / MDS / DM MPT / MD-MS AYURVEDA Examination is subject to acceptance of Dissertation.



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure V

Seat No.:

Receipt No.:

Amount: Date:

D Y PATIL DEEMED TO BE UNIVERSITY, Navi Mumbai

(Established under section 3 of the UGC Act, 1956 vide notification no. F.9.21/2000-U.3, Dated 20.06.2002 of the Govt. of India)

RE-ACCREDITED by the NAAC with 'A' Grade

Sector 7, Nerul, Navi- Mumbai – 400 706

TEL 91-8097050551 / 52 Web: www.dypatil.edu

Application for Degree / Diploma Certificate

(Please read important instructions given at the end before filling this form)(Please fill the form in capital letters)

To,
The Registrar,
D Y Patil Deemed to be University,
Sector 7, Nerul,
Navi Mumbai.

Affix recent
Passport size
Photograph

Documents Required

- (i) *Attested photocopy of statement of marks.
(if semester pattern all semester Mark Sheets are required)*
- (ii) *Provisional Passing Certificate*
- (iii) *University Internship Completion Certificate (for Medical, Dental,
Ayurveda, Physiotherapy and Occupational Therapy Students)*
- (iv) *Attested photocopy of Aadhar Card.*

Sir,

I hereby apply for Degree/Diploma certificate of the University at the ensuing convocation (Hybridmode) to be held on 9th March 2022.

In Person

☐

In Absentia

☐

PERSONAL DETAILS

1. Applicant's full name in English (as per original record in capital letters)

Surname:

First Name:

Name of Father / Spouse:

Mother's Name:

Aadhar Card No.

2. Sex ☐ M – Male ☐ F – Female

3. Address for Correspondence

PIN Code:-

--	--	--	--	--	--

4. Phone No. _____ Mobile _____
Email Address _____



D Y PATIL
DEEMED TO BE
UNIVERSITY
NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)
(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

ACADEMIC AND OTHER DETAILS

1. Name of School _____
2. Examination Passed _____ Month & Year _____ Seat No. _____
3. Specialization _____
4. Class of Grade Obtained _____
5. Convocation Attendance Status ☐ P – In Person
A – In Absentia

FEE DETAILS

Amount of fees Rs. 3500/- (see instruction No. 1 & 2 below) remitted by Online Payment / Demand Draft No. _____
Dated _____ drawn on _____
Bank, Payable at Navi Mumbai.

DECLARATION BY THE CANDIDATE

I have carefully read and noted the instructions to the candidate before filling in this form. I declare that the information given above is true and correct to the best of my knowledge and belief. I undertake that I shall be responsible for any omission / commission / errors / incomplete entries made by me in this form.

Place _____ Date _____ Signature of the Candidate _____

INSTRUCTIONS TO THE CANDIDATES

1. Convocation fee for Degree/Diploma Certificate Rs. 3500/-.
2. The prescribed convocation fee should be paid by Online Payment or Demand Draft in favor of **"D Y Patil University Navi Mumbai"** drawn on any nationalized bank, payable at Navi Mumbai. Cheques / Money orders and Cash will not be accepted. Please write your name, degree and seat no. at the back of the demand draft.
3. Forms with incomplete entries and without required documents / fees will not be accepted.
4. The acknowledgement of this form should be preserved carefully and produced at the time of collection of the degree / diploma certificate on the day of the convocation, or as and when the same is collected.
5. Any complaint regarding non-receipt of degree / diploma, issue or receipt of wrong degree / diploma (viz. name, college, class, subject, year of passing, etc.) will be entertained within a period of three months from the date of the concerned convocation. No complaints will be entertained after the specified period.
6. A passport size photograph, should be pasted on the form at the space provided.
7. Please check the details of convocation programme on web site www.dypatil.edu which will be notified two weeks in advance from the date of convocation programme.
8. Degrees of the candidate applied in-absentia will be sent after one month and within three months of the Convocation Day.



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

For Office Use Only

The applicant's name, academic and other details of the applicant as stated in this application have been checked with the office record and have been found correct/incorrect. Acknowledgement/observation letter issued vide letter No. _____ dt. _____.

*Name & Signature
Officer-in Incharge*

ACKNOWLEDGEMENT SLIP

Original Degree Convocation Application in respect of (Name) _____

_____ Course _____ has been duly received and

found correct in all respects. (Degree will be issued in person / absentia on production of fees receipt only.)

*Name & Signature
Officer-Incharge*



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)
(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Seat No.:
Receipt No.:
Amount: Date:

DYPUNM ALUMNI ASSOCIATION

MEMBERSHIP FORM

Affix recent
Passport size
Photograph

Name: _____

Degree obtained from DYPUNM:

UG	<input type="text"/>	Branch	<input type="text"/>	Year	<input type="text"/>	School / Dept	<input type="text"/>
PG	<input type="text"/>	Branch	<input type="text"/>	Year	<input type="text"/>	School / Dept	<input type="text"/>
PhD	<input type="text"/>	Branch	<input type="text"/>	Year	<input type="text"/>	School / Dept	<input type="text"/>

Any other Degree (of this University) : _____

Awards / Distinctions : _____

Present Organization / serving / studying: _____

(*Kindly attach the relevant document of your recruitment.)Address: _____

Office: _____ Residence: _____

Contact No. : _____

Fax: _____

E-mail: _____

(Applicant's Signature)



(ACCREDITED BY NAAC WITH 'A++' GRADE)

[illegible]



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure VII

CONFIDENTIAL

Ref.:

Date:

To
Internal/External Question Paper Setter

Sub: Appointment as Question Paper Setter for the University Examination

Respected Sir/Madam,

I am pleased to inform you that this university has appointed you as Question Paper Setter in the above mentioned university examination.

You are requested to mail _ sets of Question Papers to specific mail id on or before specific date

The Payment will be made as soon as the examinations are completed. Kindly submit ECS details.

Kindly sign and send the enclosed acceptance form (E-1) duly filled within three days of the receipt of this communications.

Thanking You,

Sd/-

Controller of Examinations

Encl : 1. Acceptance form E -1
2. ECS form
3. Syllabus with CO
4. Question Paper pattern
5. Instructions



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

Annexure VIII

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

FORM OF ACKNOWLEDGEMENT

Name: _____

Address (for communication): _____

Mobile: _____ Email: _____

To:

The Controller of Examinations,

D Y Patil Deemed to be University, Navi Mumbai.

Sub: Paper-Moderator/Examiner in the Course of _____ at the _____ examination, _____ 2022.

Ref.: Your letter No. Exam/ _____ of 2022, Dated _____

Sir/Madam,

1. I have the honor to intimate to you to accept the above mentioned Appointment / I regret that I am unable to accept the appointment for reasons given separately.
2. I have no relative* appearing at the Examination.
3. I have not privately coached any student or students for the examination at which I have been invited to examine.
4. I have not written any books as guides for students, annotations, digest or catechisms with reference to the examination at which I have been invited to examine.
5. I hereby accept the payment procedure of the university.
6. I am at present, a member of the teaching staff of _____
_____co
_____llage/University.
6. I do hereby assign the copyright of the questions to the University. (For Question paper moderators only).
7. I promise to return the thesis on completion of assessment. (For Thesis Evaluators only)

Yours
Sincerely,

Date: _____

Signature _____

*The term relative includes the following:-

‘Wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, Uncle, aunt, first-cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law.’

\$ Strike whichever is not applicable.



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure IX

Semester and Programme: School of Management (PG)

Course Name:

Course Code:

Date:

Duration: 2 Hrs

Total Marks: 50

Instructions:

1. All questions are compulsory.
2. Draw neat and well labelled diagrams wherever necessary.
3. Answer to each section to be written on separate answer books.

			Marks	CO	BT

Section A					
1	Compulsory Question		10		
2	Compulsory Question		10		
Section B					
Answer any 3 Groups			30		
3	Answer Any Two		10		
3a	Question		5		
3b	Question		5		
3c	Question		5		
4	Answer Any Two		10		
4a	Question		5		
4b	Question		5		
4c	Question		5		
5	Answer Any Two		10		
5a	Question		5		
5b	Question		5		
5c	Question		5		
6	Answer Any Two		10		
6a	Question		5		
6b	Question		5		
6c	Question		5		



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure X

Semester and Programme: School of Management (UG)

Course Name:

Course Code:

Date:

Duration: 2 Hrs

Total Marks: 50

Instructions:

1. All questions are compulsory.
2. Draw neat and well labelled diagrams wherever necessary.
3. Answer to each section to be written on separate answer books.

		Marks	CO	BT
	Section A			
	Answer Any One			
1	Question	20		
	OR			
2	Question	20		
	Section B			
	Answer any 3 Groups	30		
3	Answer Any Two	10		
3a	Question	5		
3b	Question	5		
3c	Question	5		
4	Answer Any Two	10		
4a	Question	5		
4b	Question	5		
4c	Question	5		
5	Answer Any Two	10		
5a	Question	5		
5b	Question	5		
5c	Question	5		
6	Answer Any Two	10		
6a	Question	5		
6b	Question	5		
6c	Question	5		



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>
Annexure XI

Instruction to Moderators:

Moderators of University Question Papers are instructed to check the following components:

1. Questions should be available throughout the Syllabus.
2. Marks should be evenly spread across all Units.
3. Check the standard of Question paper.
4. Check the difficulty level of the Question paper.
5. Standard, Language and Clarity of the Questions to be checked.

Programme: _____

Course Code: _____

Course Name: _____

SET No.: _____

Moderation Form

Sr.No	Category	Question Paper	
		Yes	No
A	Details of Question Paper (provided?)		
1.	Name of the Institution		
2.	Date of the Exam		
3.	Course Name		
4.	Course Code		
5.	Duration of the Exam		
B	Standard of the Paper		
6.	Do Marks directly proportionate with the hours allotted for each unit of Syllabus?		
7.	Are 60% of marks at levels 3 and 4 of Blooms Taxonomy (Cognitive Domain)?		
8.	Are 60% marks aimed at average level of Students?		
9.	Whether all COs are allotted marks uniformly?		
10.	Are Marks appropriately awarded for all questions?		



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

10.	Are Marks appropriately awarded for all questions?		
C	Language and Format		
11.	Are the Instructions clearly given?		
12.	Is the Language of the Questions appropriate?		
13.	Is any Grammatical and Spelling Error?		
14.	Are Marks allotted at proper place?		
15.	Are any Permitted tables/ Charts to be used with any of the Question(s)?		

D. Any questions are to be modified? Indicate the question number and provide the modified question. [If required, Separate Sheet may be provided].

E. Any questions are to be Completely changed? Indicate the question number and provide the changed question. [If required, Separate Sheet may be provided].

F. Are all COs evenly distributed in the question paper? Are any changes required? [If required, Separate Sheet may be provided].

G. Give the split up of Difficulty level of Questions in Percentage?

Easy -

Average -

Difficult -

H. Any other Comments on Question Paper and Suggestions for Improvement.

Signature of CoE

Signature of Moderator with Designation



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XII

Ref.:

Date:

To

Sub: Appointment as Question Paper Moderator for the details of University Examination

Respected Sir/Madam,

I am pleased to inform you that this university has appointed you as Question Paper Moderator for the **details of University Examination**.

Your subjects are as follows:

Course code	Course Name
-------------	-------------

The Payment will be processed as per the University norms.

Kindly sign and send the duly filled acceptance form (E-1) which is enclosed herewith within three days of receipt of this communications.

Thanking You,

Sd/-

Controller of Examinations

Encl: Acceptance form E -1



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XIII

CONFIDENTIAL

Ref.:

Date:

To

Internal/External Examiner/Evaluator

Sub: Appointment as Examiner/Evaluator for the University Examination

Respected Sir/Madam,

I am pleased to inform you that this university has appointed you as Examiner/Evaluator for the course specified below:

Date	Course Code	Course Name	No. of Students	Exam Head
				Theory and Practical [Type the appropriate]

You are requested to complete the evaluation by the specified date.

The Payment will be processed as per the University norms.

Kindly sign and send the duly filled acceptance form (E-1) which is enclosed herewith within three days of receipt of this communications.

Thanking You,

Sd/-

Controller of Examinations

Encl : Acceptance form E -1



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XIV

CONFIDENTIAL

Ref.:

Date:

To

Internal/External Examiner/Evaluator

Sub: Appointment as Examiner for the University Examination

Respected Sir/Madam,

I am pleased to inform you that this university has appointed you as Examiner for the course specified below:

Date	Course Code	Course Name	No. of Students	Exam Head
				Practical

You are requested to complete the evaluation by the specified date.

The Payment will be processed as per the University norms.

Kindly sign and send the duly filled acceptance form (E-1) which is enclosed herewith within three days of receipt of this communications.

Thanking You,

Sd/-

Controller of Examinations

Encl : Acceptance form E -1



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XV

CONFIDENTIAL

Ref.:

Date:

To

Internal/External Examiner/Evaluator

Sub: Appointment as Evaluator for the University Examination

Respected Sir/Madam,

I am pleased to inform you that this university has appointed you as Evaluator for the course specified below:

Date	Course Code	Course Name	No. of Students	Exam Head
				Theory

You are requested to complete the evaluation by the specified date.

The Payment will be processed as per the University norms.

Kindly sign and send the duly filled acceptance form (E-1) which is enclosed herewith within three days of receipt of this communications.

Thanking You,

Sd/-

Controller of Examinations

Encl : Acceptance form E -1



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XVI

Ref:

Date:

To,

Name & Address of officer

Sub: Appointment as Presiding Officer for University Examinations (School Name-Year/Semester-Month-Year)

Respected Sir/Madam,

You are appointed as the Presiding Officer for the (Examination Details) university examination.

Theory Examination Details

You are asked to appoint required officers to conduct the examination smoothly and mail us the same within three days receipt of this communication.

Please do the needful.

Thanking You,

Controller of Examinations

Encl : Responsibilities of Presiding Officer.

CC: HOI, the School,



Annexure XVII

Responsibilities of the Presiding Officer

1. The Presiding officer is appointed for University Theory exams by the CoE with the consultation of Dean/Principal of the School. Generally, he/she is in the rank of Professor and should have sound knowledge of examination process.
2. The Presiding officer will do necessary steps for the planning and execution of the examination activities.
3. The Presiding officer appoints the Supervisors, Hall superintends and other officials for the smooth conduction of examinations. These officials are to be informed of their exam duties well in time by the Presiding officer and he should maintain the record of those officials.
4. For every five halls (or a maximum of 150 students), one supervisor is to be appointed. For a maximum of 30 students, one Hall superintend is appointed. Supervisors and Hall superintend are allotted exam halls randomly.
5. The seating arrangement is to be planned in such a way that student writing the same course should not be seated nearby. The seating arrangement is to be informed to the students well in advance.
6. Presiding officer should check the preparations of the exam the previous day to the exam. The relevant materials for the exams are to be received from CoE office well in time. The presiding officer or his/her authorized representative has to take necessary steps for the same. A record of those materials is to be maintained by the Presiding officer. The remaining exam materials are to be handed over to the CoE office after the exams with proper records.
7. The Presiding officer shall briefly address all the supervisory staff prior to the commencement of examination and remind them of their duties and responsibilities.
8. The presiding officer should report duty 45 minutes before the examination. He should make sure all the other officials are reporting duty in the prescribed time.
9. Presiding officer should make sure that all Hall superintendents report duty 20 minutes before the exams and to be in their exam halls 15 minutes before the exam. He should instruct the Hall superintendents to allow the students into the exam hall only with valid hall ticket and Identity cards. Students should not be allowed to enter the exam hall after 30 minutes of commencement of exams and should not leave the exam halls within 45 minutes of the commencement of Exams.



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>
Annexure XVIII

Ref:

Date:

To,

Name & Address of Committee Member

Sub: Appointment as observer for (School Name-Year/Semester Month-Year) University Examination

Respected Sir/Madam,

You are appointed as the observer for (Examination Details) University Examination.

Theory Examination Details

At the end of each session, you are asked to provide the Report to CoE in the prescribed format.

Thanking You,

Controller of Examinations

Encl: 1.Format of the Report
2. Instructions

CC :- HOI, School

Annexure



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XIX

Responsibility of Observers

1. Observers are representing the office of CoE for the smooth conduct of examinations.
2. Professors or any other experienced faculty members with minimum 10 years of experience from other schools are appointed as Observers.
3. Observers are asked to present at the examination venue during the entire duration of the examination.
4. Observers are asked to oversee the conduction of examination – Seating arrangement, Reporting of Invigilators, Malpractice and any other related activities.
5. Observers are asked to provide a report to CoE at the end of each session of examination.

Controller of Examinations



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XX

Report of Observer

Name of the Observer : _____

Designation : _____

Date of Exam : _____

Session : FN/AN

Details of Exam : _____

Any specific Observation (s) : _____

Date : / /

Signature of Observer



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XXI

D Y PATIL DEEMED TO BE UNIVERSITY

Nerul, Navi Mumbai, Maharashtra - 400 706

HALL TICKET

UNIVERSITY EXAMINATION JANUARY / FEBRUARY 2023

Programme :

School :

Student's Name :

USN																			
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student photo
will be
displayed

Exam Center :

COURSES APPEARING

Sl. No.	Sem / Year	Course Code	Course Name	Th. / Pr.	QP Code	Date and Time	Answer Book No.	Invigilator Signature

Note :

01. Student must report at examination Venue (Theory/practical) 15 minutes prior to the examination time.
02. Student is responsible to carry the stationary required for the examination. No exchange of stationary will be allowed in the Exam Hall.
03. Student must not carry any study material / smart device / any electronic gadget inside the exam hall. If any student is found with prohibited material during examination strict action will be taken against the student as per the policy.
04. Only transparent writing board and transparent stationary pouch will be allowed.
05. Student is not allowed to leave the exam hall during exam time.
06. It is compulsory to carry the hall ticket and student ID card for exam (Theory / Practical).
07. The student who has not fulfilled the attendance criterion of minimum 75% attendance will not be allowed to appear for semester end examination.
08. Student must carry attested journal / manual/ logbook / file for all practical final examination.
09. Student must wear appropriate attire for respective Theory or Practical Examination.
10. Student is advised to check the qp code before answering.
11. Invigilator should verify the qp code / course code, USN / seat number written on the answer booklet and also the qp code / course code printed on the hall ticket before signing on the hall ticket and answer booklet.
12. Student is advised to read the instructions given on the the answer booklet before answering.

Student Signature

Controller of Examinations

Date:



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XXII

Format for Numbering Answer Sheet Bundles

After the University theory exams, answer papers are sealed as Answer paper bundles.

These bundles are to be given numbering based on the format given below.

AAA/ BBB / CCC DD / no. of the bundle / Total Number of Bundles for the course code.

Here - "AAA" is the three letter code given as Branch / Speciality codes as per the format of USN.

"BBB" is the course code - if course code is not given, first three letters of course name can be used.

"CCC" is the First three letters of the month of exam.

"DDD" is the last two digits of the year of exam.

Example:

1. MBS/ BIO/Dec 22/01/05

This is for the MBBS programme, Biochemistry course, December 2022 exam, first bundle out of total 5 bundles for that course.

2. CEN/ FYP01/Jan 22/07/12

This is for BTech computer Engineering with the course code FYP01, January 2022 exam, 07th bundle out of total 12 bundles.



Unfair Means Form

Case ID

Note :-

1. One form should be used for one case only. If printed forms are not sufficient, photocopy of this form may be used.
2. Please send one question paper along with the case(s)

For the use of Center of Examination

(A) To be filled in by the Presiding Officer:

1	Name of Examination		
2	Name of Candidate		
3	Name of Candidate's Father		
4	Candidate's Seat No.		
5	Full postal address of the candidate (In Capital Letter)		
6	Institute of Study		
7	Name of Examination Center		
8	Subject / paper in which the candidate is suspect or reported to have used or attempted to use unfair means or shown disorderly conduct.	Subject / Paper	Subject / Paper Code
9	Day & Date of Examination		
10	Time of Incident		
11	Name of Examination and Enrollment No. If simultaneously appeared / appearing / due to appear at a lower or a higher examination.		

(B) Supervisory Staff Report (Invigilator / Vigilance Flying Squad / Superintendent) : (Strike off which is not applicable)

<p>(a) The material was recovered from the candidate</p> <p>(i) While copying</p> <p>(ii) From pocket / purse / box</p> <p>(iii) From around the table</p> <p>(iv) From the answer book</p> <p>(v) While transmitting to other candidate</p> <p>(vi)</p> <p>(b) Unfair Means cases related to recovery of calculators / mobile communication devices.</p> <p>(i) Whether use of calculator is not permitted and the candidate has used the calculator.</p> <p>(ii) The candidate has brought a programmable calculator there was material stored / no material was stored in the calculator.</p> <p>(iii) The candidate was in possession of a mobile communication device / storage device.</p> <p>(iv) Any other</p> <p>.....</p> <p>....</p> <p>(c) Conduct of student after being caught cooperative / aggressive / indiscipline / abusing highly disciplined.</p> <p>▪ Miss conduct</p> <p>▪ Chatting with other students</p> <p>▪ Misbehaving with officials</p> <p>▪</p>

Date Signature and full name with address of the supervisory staff (in block letters)

.....

.....



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

(C) Candidate's Statement :

I have read the report of the Center Superintendent / Vigilance Squad / Invigilator / Supervisory staff made against me as given in column No. B and submit the following Statement.

	Do you agree with the report of the Invigilator / Supervisor Staff made against you.	No
	If you agree with the report, then :	
	(a) Why did you bring the material referred to in the above report?	
	(b) Did you make any use of it?	
	(c) What explanations have you to offer for your misconduct / disorderly conduct as mentioned in the report?	
	If you do not agree with the report then give your explanation, if any report of the Room Superintendent / Supervisory Staff.	

I undertake that this Statement has been given by me under no pressure or fear.

Signature of Candidate

Name :

Seat No. :

N.B. :-

1. The candidate shall be given extra time, if he so chooses before leaving the Examination in order compensate him for the loss of time spent during enquiry and filling this form.
2. The University will consider no other representation made later on in this regard.
3. If a Candidate refuses to give his / her statement on the basis of the report of the Invigilator / Center Superintendent, than no representation or protest from him / her will be entertained afterwards.

(A) Statement of Witness if any :

<p style="text-align: right;">Signature of Witness</p> <p>Date : Time : Name :</p>		
--	--	--

Signature with Seal of Presiding Officer

Name of Presiding Officer



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XXIV

APPLICATION FOR RETOTALING OF MARKS

1. Name of the Examination :
2. Name of the Candidate :
3. Hall Ticket No. :
4. Contact No. :
5. Subject/s in which verification of marks is requested for

Sr. No.	Subject	Marks Obtained in Theory Paper
1.		
2.		
3.		
4.		
5.		

I am aware of the rules governing verification of marks as notified by the University and understand that my application for verification of marks will be subject to these rules.

Verification is not available for practical examination.

Place:.....

Date :.....

Signature of the Candidate

FOR OFFICE USE

Received fees for Verification of marks Rs.....Receipt No.....

Date:.....

The application is forwarded to the Controller of Examinations.

Seal of the College

Signature of the Dean/HOD



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)

(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>

Annexure XXV

APPLICATION FOR REVALUATION OF MARKS

1. Name of the Examination:
2. Name of the Candidate :
3. Hall Ticket No. :
4. Contact No. :
5. Subject/s in which Revaluation of marks is requested for

Sr. No.	Subject	Marks Obtained in Theory Paper
1.		
2.		
3.		
4.		
5.		

I am aware of the rules governing Revaluation of marks as notified by the University and understand that my application for Revaluation of marks will be subject to these rules.

Revaluation of marks is not available for practical examination.

Place:.....

Date :.....

Signature of the Candidate

FOR OFFICE USE

Received fees for Revaluation of marks Rs.....Receipt No.....

Date:.....

The application is forwarded to the Controller of Examinations.

Seal of the College

Signature of the Dean



D Y PATIL
DEEMED TO BE
UNIVERSITY

NAVI MUMBAI

(Established under section 3 of the UGC act, 1956 Vide notification no. F.9.21/2000-U.3 dated 20.06.2002 of the Govt. of India)
(ACCREDITED BY NAAC WITH 'A++' GRADE)

D. Y. PATIL VIDYANAGAR, SECTOR 7, NERUL, NAVI MUMBAI 400706. Tel.: 91-022-30965930/1/2. <http://www.dypatil.edu>
Annexure XXVI

APPLICATION FOR VIEWING OF ANSWER BOOK

Name of the Examination:

Name of the Candidate :

Hall Ticket No. :

Contact No. :

Subject/s in which viewing of answer book is requested for

Sr. No.	Subject	Marks Obtained in Theory Paper
1.		
2.		
3.		
4.		

I am aware of the rules governing viewing of answer book as notified by the University and understand that my application for viewing of answer book will be subject to these rules.

Viewing of answer book are not available for practical examination.

Place:.....

Date :.....

Signature of the Candidate

FOR OFFICE USE

Received fees for viewing of answer books. Rs.....Receipt No.....

Date:.....

The application is forwarded to the Controller of Examinations.

Seal of the College

Signature of the Dean/HOD