

INSTITUTE OF SCIENCE, NAGPUR.

(An Autonomous Institute of Government of Maharashtra)



BOARD OF EXAMINATION AND EVALUATION,

(TO BE IMPLEMENTED FROM 1 JULY 2021)

1.0 BOARD OF EXAMINATIONS AND EVALUATION

The Board of Examinations and Evaluation shall be the authority to deal with all matters relating to examinations and evaluation. The Board of Examinations and Evaluation shall also oversee the conduct of examinations. The Board of Examinations and Evaluation shall meet at least twice in an academic year.

1.1 The Board of Examinations and Evaluation shall consist of the following members, namely:-

1	Dr. Anjali Rahatgaonkar, Director, Institute of Science, Nagpur	Chairperson
2	Dr. Abhay Khamborkar - Coordinator, Academic	Member
3	Dr. Sunil Patil - Expert in the field of evaluation in computerized environment, nominated by the Director	Member
4	a) Dr. F. Inam, Head, Department of Chemistry b) Dr.C.M. Dudhe, Head, Department of Physics c) Dr. A. A. Nerkar, Head, Department of Zoology d) Dr. S.A. Kalakar, Head, Department of Botany e) Dr. S.D. Dhabe, Head, Department of Statistics f) Dr. G.L. Waghmare, Head, Department of Mathematics g) Dr. M. Idrees, Head, Department of Environmental Science h) Dr. A.K. Khamborkar, Head, Department of Computer Science i) Dr. K.M. Alti. Head, Department of Electronics j) Dr. S.M. Deo, Head, Department of Language k) Dr. M.A. Mardikar, Head, Department of Physical Education	Member
5	Shri A.S. Randive, Registrar Institute of Science, Nagpur	Member
6	Dr. Rajendra Tayade, Controller of Examinations and Evaluation (COEE)	Member Secretary

Apart from the Board of Examinations and Evaluation, every department has a departmental examination committee consisting of HOD, Department Examination Coordinator (DEC) and one or two faculty members to be nominated by the Director, Institute of Science, Nagpur.

1.2 The Duties of Board of Examinations and Evaluation:

1. The Board of Examinations and Evaluation shall have the following powers and duties, namely:-
 - a. To devise policy, mechanism, and operational strategies to do the tasks relating to the assessment of the performance of students efficiently and in a time-bound manner.
 - b. To ensure proper organization of examinations and tests, including moderation, tabulation, evaluation, and timely declaration of results as per norms.
 - c. To prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) and shall submit the same to the Finance and Accounts Committee.
 - d. To arrange for strict vigilance during the conduct of examinations to avoid the use of unfair means by the students, teachers, invigilators, supervisors, etc.
 - e. To establish procedures and devise an operative mechanism for credit assessment in the modular structure by the teachers and use of computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks.
 - f. To ensure that the assessment of answer books for an award of degrees, diplomas, or certificates shall be done centrally through the central assessment system. Also, implement the system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy.
 - g. To undertake examination and evaluation reforms to make the examination and evaluation system more efficient.
 - h. To appoint paper-setters, examiners, and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee, remove them or debar them.
 - i. To approve the detailed programme of examinations and evaluation as prepared by the *Controller of Examinations and Evaluation (COEE)*.
 - j. To consider the reports of review of results forwarded by the *Controller of Examinations and Evaluation (COEE)*.
 - k. To hear and decide the complaints relating to the conduct of examinations and evaluation.
 - l. To exercise such other powers about examinations and evaluation as may be assigned to it.
2. In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations and Evaluation or any other officer or person authorized by him on that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board.

3.(a) To appoint paper-setters, examiners, and moderators, the Board of Examinations and Evaluation shall constitute committees for every subject consisting of, -

- *Controller of Examinations and Evaluation (COEE)*, *The Chairperson of the Board of Studies concerned and Members Secretaries of the Board of Studies*

(b) The committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Director, Institute of Science, Nagpur, who shall submit the same with his recommendations, if any, to the Board of Examinations and Evaluation, which shall then appoint paper-setters, examiners and moderators, and where necessary referees.

(c) No member of the Board of Examinations and Evaluation shall be appointed as a paper-setter, examiner, moderator, or referee, Provided that, the Director, Institute of Science, Nagpur shall have the power to appoint a member of the Board of Examinations and Evaluation or the committees constituted under this section, as a paper-setter, examiner, moderator or referee where no teacher relating to such subject who is not a member of the Board of Examinations and Evaluation or the committees is available.

4. It shall be obligatory on every teacher and on the non-teaching employee of the Institute of Science, Nagpur to render necessary assistance and service in respect of examinations and evaluation of students. If any teacher or non-teaching employee fails to comply with the order of the Director, Institute of Science, Nagpur, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee to comply with the order in this respect, the Director, Institute of Science, Nagpur, shall have the power to take or recommend appropriate action against them.

5. (a) To investigate and take disciplinary action for failure to comply with the order of the Institute for rendering assistance or service in respect of examinations by or on behalf of the Institute or evaluation of students or formal practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson.

(b) Such committee shall submit its report and recommendations to the Director, Institute of Science, Nagpur, who may direct the *Controller of Examinations and Evaluation (COEE)* to take the disciplinary action against the person or persons involved in the malpractices, directly or indirectly, and the *Controller of Examinations and Evaluation (COEE)* shall proceed to implement the decision of the Director, Institute of Science, Nagpur.

6. The Board of Examinations and Evaluation shall ensure proper conduct of the various stages in the examination system.

7. The Board of Examinations and Evaluation shall recommend examination reforms and shall implement them after approval of the Academic council.

8. The Board of Examinations and Evaluation shall prepare the detailed timetable of examinations as per the schedule approved by the Academic Council.
9. The Board of Examinations and Evaluation shall arrange for strict vigilance during the conduct of examinations to avoid the use of unfair means by the students, faculty, and invigilators.
10. For the conduct of the meeting of the Board of Examinations and Evaluation, one-third of members shall constitute a quorum.
11. The members of the Board of Examinations and Evaluation shall meet at least twice during the academic year and at other times as and when necessary.
12. The committee shall perform such duties and responsibilities that are assigned from time to time by Board of Governance or Academic Council.