

Mahatma Education Society's

**Mahatma Night Degree College of Arts and Commerce**

Opposite Fire Brigade, Chembur Naka

Chembur Mumbai- 400 071

(NAAC Re-Accredited)

## **2.5.1 QIM.**

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time-bound and efficient**

**(From 2018-19 to 2022-23)**

**Supporting Documents**

*Abhina*  
**PRINCIPAL**  
Mahatma Education Society's  
Mahatma Night Degree College of Arts & Commerce  
Chembur, Mumbai - 400 071.

**Criterion: II – 2.5.1**

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*Chakur*  
**PRINCIPAL**  
**Mahatma Education Society's**  
**Mahatma Night Degree College Of Arts & Commerce**  
**Chembur, Mumbai - 400 071.**



**MAHATMA EDUCATION SOCIETY'S  
MAHATMA NIGHT DEGREE COLLEGE OF  
ARTS AND COMMERCE**

Chembur Neke, Mumbai - 400 071 Tel: 2522 4858 / 8414 Fax : 2522 9587  
● E-mail : [principalmahatmandc@mes.ac.in](mailto:principalmahatmandc@mes.ac.in) ● [www.mahatmandc.ac.in](http://www.mahatmandc.ac.in)

NAAC Re-accredited : Grade B++, CGPA: 2.89  
*Permanently Affiliated to the University of Mumbai*

LEARN

**PRINCIPAL**

**Dr. Eknath Zhrekar**

M.Com., UGC-NET  
GDC&A., Ph.D



**Prospectus and  
College Information**

### About Mahatma Education Society

Step into any one of Mahatma Education Society's institution and witness how it has kept in tune with the changing times. The vision and dedication of the late chairman Mr. M.P. Pillai coupled with the global outlook, tenacious struggle and undaunted spirit of the Chairman & CEO Dr. K.M Vasudevan Pillai and the exuberant, incessant strive for excellence of the secretary Dr Daphne Pillai have now expanded the Mahatma Education Society to a vast educational complex with 48 educational institutions from K.G to post graduate professional courses. The society has also rendered its infrastructure and expertise to open universities, namely IGNOU for distance education courses which are not catered by us on regular basis.

Today at the Chembur Campus we have,

- The Chembur English Pre-primary and Primary School,
- Chembur English High School,
- Chembur Marathi Madhyamik Shala,
- Chembur Junior College
- Mahatma Night Jr. College of Arts & Commerce
- Mahatma Night Degree College of Arts and Commerce,
- Mahatma Junior College of Education (D.Ed.),
- Pillai College of Education and Research (B.Ed.) Chembur.

➤ In the year 1990, Mahatma School of Academics and Sports was established in Khanda Colony, New Panvel (West).

*Mahatma*

- The school houses English medium from KG to Std. X and Marathi medium.
  - Mahatma Junior college of Arts, Science & Commerce.
  - Mahatma International School from 2009 with the C.B.S.E. programme.
- The adjacent building caters to the education colleges:
- Vidyadhiraja College of Physical Education and Research offers the B.P. Ed. course.
  - The Pillai Comprehensive College of Education (D.Ed) since 2007.
  - Pillai College of Education & Research which provides the B.Ed. & M.Ed. courses
  - It is a centre for M. A. (Education) - affiliated to Mumbai University.
- Dr. K. M Vasudevan Pillai Campus, Sector 16, New Panvel established in 1992 presently houses:
- Pillai Centre for Software Technology
  - Pillai College of Arts, Commerce and Science
  - Pillai College of Engineering (PCE).
  - Pillai College of Architecture, (PICA)
  - Pillai Institute of Management Studies and Research (PIMSR)
- In the serene environment at Rasayani, Mahatma Education Society runs:

- HOC International School, English and Marathi Media, SSC:
  - HOC International School CBSE
  - HOC Junior College of Arts, Commerce and Science with vocational courses
  - Pillai HOC College of Engineering and Technology
  - Pillai HOC Polytechnic
  - Pillai HOC Institute of Management Studies and Research.
  - Pillai HOC College of Education and Research (B. Ed.)
- Dr. Pillai Global Academy located at Gorai & New Panvel are international schools that deliver:
- At the pre-primary and primary stage the CIPP (Cambridge International Primary Program)
  - At the secondary level, the students can choose between ICSE and the IGCSE Program.
  - In the Higher Secondary stage they have three options to choose from, ISC, IGCSE 'A' level and IBDP.

#### **Our Founders**

**Dr. K. M. Vasudevan Pillai** is the pivotal figure in the making of Mahatma Education Society. His experience, wisdom and foresight has led every institution of MES to the adherence of high standards of governance, academics and values. He has always sought to put the interest of the community and the nation before himself. With consummate skill and advocacy he has put forth the complexities of educational challenges in his

book 'EduNation-The dream of an India empowered'. Dr. Pillai has travelled worldwide with the purpose of discovering and bringing home the knowledge prevalent in enlightened institutions of learning in advanced countries. He gracefully disseminates knowledge that helps his students, his teachers and most of all the country. "Our greatest wealth will be the students we develop, in their success lies our reward".

*Chmaka*

**Dr. Daphne Pillai**, Secretary and Chairperson Management Board has always been a brisk partner helping Dr. Pillai to build institutions of pride that are truly global in standing. She guides the Principals and staff at Pillai Group of Institutions on the best practices which add commendable value to institutions as benchmarks of quality. She is of the opinion that among the greatest of all services that can be rendered by men to almighty God is the education and training of children. She believes that our foremost duty is to provide education in such a way that students can live and learn together and develop their full potential.

#### **Our Institution**

Mahatma Night Degree College of Arts and Commerce, Chembur, is a permanently affiliated college of the University of Mumbai. The college was established in 1986 and is located at Chembur, a central suburb of Mumbai. The college runs the three years (six semesters) B.Com Degree course under the CBSGS (choice based credit semester grading system) of the

University of Mumbai.

Catering to the needs of the economically under privileged students of the local area who are part time learners, employed during the day. Mahatma Night Degree College of Arts and Commerce, Chembur, has now completed 33 glorious years of service to society by contributing to the upliftment of these academically and economically challenged section of society by empowering and equipping the first generation learners to become better citizens.

The Mahatma Night Degree College is one of the oldest institutions among the 48 institutions under the umbrella of Mahatma Education Society, and is the "social arm" of the 'Pillai Group of Institutions'. At Mahatma Night Degree College, we understand the challenges that are in store for students, Our mission is to support students in meeting the challenges they face, and to help them achieve their goals.

Under the able guidance and leadership of our visionary Dr. K.M. Vasudevan Pillai , Chairman & CEO, Mahatma Education Society and Dr. Daphne Pillai, Secretary & Chairperson, Management Board of M.E.S, the college has made great strides in their social responsibility contributing to society at large.

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### **Affiliation**

The College is permanently affiliated to the University of Mumbai which is well known for its world class standard of Higher Education.

### **Accreditation**

The College is re-accredited by The National Council for Assessment and Accreditation (NAAC), Bengaluru, with grade 'B++', with a CGPA of 2.89 in the third cycle of accreditation in December, 2017.

### **2(f) and 12(B) Status**

The College is included by the University Grants Commission in the list of Colleges prepared under section 2(f) & 12 (B) of the UGC Act, 1956.

*Almela*

# **Vision**

*“Education for all”*

# **Mission**

*Percolation of education*

*to the economically*

*and academically*

*underprivileged and*

*to empower, enlighten and*

*thus equip them to*

*become responsible*

*citizens.”*

*Almela*

## MESSAGE FROM THE PRINCIPAL

Welcome to Mahatma Night Degree College of Arts & Commerce...

We offer students the three year undergraduate Bachelor of Commerce (B.Com.) degree program, affiliated to Mumbai University. The course is now divided into six semesters since 2010 under the CBSGS (choice based credit semester grading system) of the University of Mumbai.

Most of our students are first generation learners, and have to support their families by adding to the family income. It was the vision of our honourable founders that these school and college dropouts should be given a chance to complete their education ... without disturbing their earnings.. The model of the Night College hence, is an ideal situation where they can earn in the day, and learn at night.

The commitment of our faculty members ensures that high academic standards are maintained in the class room. Over the years , the college has been successful in improving and improvising all the academic areas aiming at better results. The learning experience is enhanced by year-round co-curricular activities meant to promote a fuller development of personality and inculcate a sense of social responsibility among the students

Students interests and talents are further nurtured by inter-institutional programs of Mahatma Education Society, like 'Uber Rang', and 'Community Service Day' where students are sensitized to issues and problems faced by the less privileged members of our society. Both these events are annual events held in the month of February.

In keeping with our motto, we have been constantly striving to make our students employable and 'industry – ready'. We are very aggressively committed to the task of ensuring that each and every student of the Night Degree college is employed. Towards this we have signed up with many companies who are solution – providers in the areas of training and counseling for our final year students . In particular , we also ensure that all our girls also get equal opportunities and are suitably employed. We also regularly hold placement drives where our students get an opportunity to be placed in Sem V itself .

At Mahatma Night Degree College, Chembur, we understand the challenges that are in store for students. Our mission is to support students in meeting the challenges they face, and to help them reach their goals. The college fosters students' skills and teaches them to solve problems independently and to work co-operatively with others. Over the last three decades, the college has produced over 300 graduates , who are into the mainstream



of the productive section of society. Needless to say, without the opportunity of the Night College, these students would have been school dropouts and potential anti-social elements of society.

In keeping with our mission, we seek to instill in our students, a passion for learning that will bring the knowledge and understanding they will need to make a positive contribution to the communities in which they live and work .... Since a majority of our students are not full time learners, the task has been challenging. ....

However, we understand that quality is an ongoing process, and over the years we have been successful in improving the quality of our pass out students. The college is now entering into the fourth cycle of accreditation, and we are committed to fulfilling the dream of our visionaries ...

“Let us think of education as the means of developing our greatest abilities, because in each of us, there is a private hope and dream which when fulfilled, can be translated into benefit for everyone and greater strength of our nation”-

**John F. Kennedy**

## Our Faculty - Our Strength

<b>Dr Eknath Zhrekar</b> M.Com, NET, GDC & A, Ph.D.	<b>Principal</b> Dept. of Accountancy
<b>Dr. Lata Krishnan</b> M.Com, Ph.D., SET	<b>Associate Professor</b> Head, Dept. of Commerce
<b>Dr. Anaya Markandeya</b> M.Com, UGC - NET, M.Phil, Ph.D.	<b>Assistant Professor</b> Dept. of Commerce
<b>Mr. Tushar Pawar</b> M.Sc. UGC-NET	<b>Assistant Professor</b> Dept. of Environmental Studies
<b>Mr. Harsh Shukla</b> M.A. UGC - NET, SET	<b>Assistant Professor</b> Dept. of Economics
<b>Mr. Sachin Shinde</b> M.Com.	<b>Assistant Professor</b> Computer Systems & Application
<b>Mr. Shivom Tiwari</b> M.Sc.	<b>Assistant Professor</b> Dept. Mathematics & Statistics
<b>Mr. Girish Karnad</b> M.Com, UGC-NET	<b>Assistant Professor</b> Business Law
<b>Mr. Krishna Pandit</b> M.A., B.Ed., UGC- NET, SET	<b>Assistant Professor</b> Department of English
<b>Mrs. Parveen A Arif</b> M.A., MLib	<b>Librarian</b>

### Highlights of Our Achievements

In keeping with our mission of bringing about all round development of students personality, several extra curricular and co-curricular activities are organized in the college at the inter class as well as inter collegiate level. Our students have won several awards at intercollegiate competitions.

The N.C.C. unit of our college has cadets who have represented the Maharashtra State at the Republic Day Parade, and the Prime Minister' special 'Guard of Honour' organized at New Delhi. Our cadets have reached the rank of Sr. Under Officer.

The college has an N.S.S. Wing. (2 units) which is recognized as an ideal unit because of the excellent performance of our volunteers in various activities, programs, camps and competitions organized at the Mumbai University, State as well as National level.

Our college has a very active placement cell and we conduct several job fairs throughout the year to ensure that all our students are placed. Towards this we also give them the opportunity of getting trained at the hands of experts. We have a tie-up with Antarang Foundation, who help us train, place as well as mentor our students and hand hold them to get placed till they are 30 years of age. We also have a tie up with

TechnoserveIndia Foundation for training and placing our students. Though the students of our college 'Earn and Learn', they have given good performance at the University of Mumbai T.Y.B.Com. examination. Many of the working students of our college have passed the B.Com examination with 'Excellent and 'Outstanding' grades.

### Course Conducted

The College conducts the Bachelor of Commerce (B.Com.), Degree Course of the University of Mumbai, under the Credit Based Semester Grading System (CBSGS). The course is divided into 6 semesters.

### Curriculum Details

F.Y.B. Com. Subject Names (Sem. - I & Sem. - II)

Sr. No.	Sem - I	Sem - II
1	Accountancy & Financial Management - I	Accountancy & Financial Management - II
2	Foundation Course - I	Foundation Course - II
3	Mathematical & Statistical Techniques	Mathematical & Statistical Techniques
4	Business Economics - I	Business Economics - I
5	Environmental Studies - I	Environmental Studies - II
6	Introduction to Business	Service Sector
7	Business Communication	Business Communication

**S.Y.B.Com.**

**Subject Names (Sem - III & Sem - IV)**

Sr. No.	Sem - III	Sem - IV
1.	Accountancy & Financial Management - III	Accountancy & Financial Management - IV
2.	Advertising - I	Advertising - II
3.	Business Economics - III	Business Economics - IV
4.	Business Law - I	Business Law - II
5.	Foundation Course - III	Foundation Course - IV
6.	Management: Functions and Challenges	Management: Production and Finance
7.	Management Accounting	Management Accounting

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**T.Y.B.Com.**

**Subject Names (Sem. - V & Sem. - VI)**

Sr. No.	Sem. - V	Sem. - VI
1.	Financial Accounting	Financial Accounting
2.	Cost Accounting	Cost Accounting
3.	Business Economics - V	Business Economics - VI
4.	Marketing	Human Resource Management
5.	Direct Tax	Indirect Tax
6.	Computer System & Application	Computer System & Application
7.	Purchase & Store Keeping	Purchase & Store Keeping
8.	Entrepreneurship & Management of Small Scale Industry (E&MSSI)	Entrepreneurship & Management of Small Scale Industry (E&MSSI)

**Eligibility for admission**

**1. F.Y.B.Com. :**Students who have passed H.S.C. / I.C.S.E. or any other equivalent examination conducted by Maharashtra State Board or any statutory Examination Board for Higher Secondary Education

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2. **S.Y.B.Com.:** Passed Semester I & Semester II examinations or obtained A.T.K.T. at the Semester I &/ or Semester II Examination of F.Y.B.Com examination.

3. **T.Y.B.Com.:** Passed F.Y.B.Com as well as S.Y.B.Com examination, (Semester I & Semester II), (Semester III & Semester IV),

OR

Passed F.Y.B.Com examination (Semester I & Semester II) & or obtained A.T.K.T. at S.Y.B.Com examination (Semester III & Semester IV)

OR

Passed S.Y.B.Com. examination (Semester III & Semester IV) and obtained A.T.K.T. at F.Y.B.Com examination (Semester I &/ OR Semester II)

#### Admission Rules

List of documents to be attached to the duly filled-in admission form:

- Online Registration Form (Mandatory) (Applicable for F.Y.B.Com students only)
- Original H.S.C. Mark Sheet and School leaving Certificate with one xerox copy of each. (Applicable for F.Y.B.Com. students only. One xerox copy of each mark sheet of previous examination passed. (Applicable for S.Y. / T.Y.B.Com. students only).
- Aadhar Card is compulsory at the time of admission
- No Objection Certificate and a letter given by the previous college stating University of Mumbai enrolment

confirmation letter number and date. (Applicable for S.Y.B.Com. / T.Y.B.Com. students coming from other colleges).

- Eligibility certificate issued by the University of Mumbai (Applicable for the students who have passed H.S.C. examination from any board out of Maharashtra State.)
- Eligibility certificate issued by the University of Mumbai (Applicable for those students who have passed F.Y.B.Com / S.Y.B.Com. examination from any University other than the University of Mumbai).
- Students of other colleges selected for admission will get "Provisional Admission" till this college receives 'No Objection Certificate' from their previous college.
- Two latest passport size photographs.
- Admission forms will be accepted only along with the first semester fees mentioned in the fees chart and the necessary documents.
- Admission forms incomplete in any respect will not be accepted.

#### Admission Procedure

1. An Admission Committee is constituted as per the statutes of Mumbai University.
2. Submission of the duly filled in admission form along with the required documents verified and checked by our college office.
3. Scrutiny of the application form by the Admission Committee.

4. Interview with the Principal along with the documents and signature taken from her to confirm the admission.
5. Payment of semester fees( as per approved University fees) along with the admission form and the documents..

#### **Examination Pattern for**

##### **F.Y.B.Com.**

There shall be two examinations, one at the end of each semester and they shall be called semester - I examination and semester -II examination respectively conducted by the college. The semester I examination shall be based on the portion of the syllabus taught in the first semester and the Semester II Examination shall be based on the portion of the syllabus taught in the second semester as prescribed by the respective Boards of Studies and approved by the Academic Council. The question papers for all the subjects of semester I and semester II are set by the University of Mumbai under DEPDS (Digital Electronic Paper Delivery System)

##### **S.Y.B.Com.**

There shall be two examinations, one at the end of each semester and they shall be called semester - III examination, and semester -IV examination, respectively, conducted by the college. The semester III examination shall be based on the portion of the syllabus taught in the third semester and the Semester IV examination shall be based on the portion of the syllabus taught in the fourth semester as prescribed by the respective Boards of studies and approved by the Academic Council. The question papers for all the subjects of semester III and semester IV are set by the University of Mumbai under

#### **DEPDS (Digital Electronic Paper Delivery System)**

##### **T.Y.B.Com.**

There shall be two examinations, one at the end of each semester and they shall be called semester - V examination and semester -VI examination respectively conducted by the University of Mumbai. The semester V examination shall be based on the portion of the syllabus taught in the fifth semester and the Semester VI examination shall be based on the portion of the syllabus taught in the sixth semester as prescribed by the Boards of studies and approved by the Academic Council. The question papers for all the subjects of semester V and semester VI are set by the University of Mumbai under DEPDS (Digital Electronic Paper Delivery System)

#### **Marking Scheme**

Each semester examination shall be a total of 100 marks for each subject. In order to pass in a subject a student must secure a minimum of 40% marks in the end of semester examination. Grades and credits are rewarded as per the revised CBSGS of the University of Mumbai.

#### **Benefit of 10 grace marks**

Students joining NSS or NCC or representing University of Mumbai in sports become eligible to get the benefit of 10 grace marks at F.Y.B.Com./ S.Y.B.Com./T.Y.B.Com. examination under 0.229A and 0.229B.

#### **Rules regarding unfair means ordinance 5050**

##### **Nature of malpractice**

1. Possession of copying material

### Quantum of punishment

Cancellation of all papers of first and second semesters of the academic year.

### Nature of malpractice

2. Actual copying from copying material

### Quantum of punishment

Student will be disallowed to appear for the examination for TWO academic years.

### Nature of malpractice

3. Possession of another students answer sheet or supplement

### Quantum of punishment

BOTH the students will be disallowed to appear for the examination for TWO academic years.

### Nature of malpractice

4. Mobile Phones

### Quantum of punishment

The students should not carry mobile phones on the examination day. If the student is found carrying mobile phone during examination it is liable for strict disciplinary action. If it is in the bag outside the examination hall and it is lost or stolen the college shall not be held responsible for the same.

### A.T.K.T. Rule for ~~S.Y.B.Com~~

A student who has failed in a maximum of two subjects in Sem - I and/or Sem - II together is allowed to keep terms (ATKT) for the S.Y.B.Com class

S.Y.B.Com

### A.T.K.T. Rule for ~~TYB.Com~~

A student who has passed in both Sem - I and Sem-II (F.Y.B.Com) and has failed in a maximum of 2 subjects in Sem - III and/ or Sem - IV (S.Y.B.Com.) together is allowed to keep terms (ATKT) for the T.Y.B.Com class

OR

A student who has passed in both Sem- III And Sem-IV (S.Y.B.Com) and has failed in a maximum 2 subjects in Sem I and/or Sem II (F.Y.B.Com) together is allowed to keep terms in (A.T.K.T) for the T.Y.B.Com Class.

### Identity card

Every student must obtain an identity card from the college office by presenting a latest passport size photograph within one week from the day of commencement of regular classes for the first term. If the identity card is lost / defaced, students must obtain duplicate identity card from the college office immediately by paying the necessary charges. Entry into the College premises without valid identity card duly signed by the Principal is prohibited.

### Railway / BEST Concessions

A bonafide student of the college is eligible to get railway and Bus concession (BEST) as per the rules of the authorities concerned.

### Facilities

State of the Art learning centre with fully automated services.  
INFLIBNET E-resource facility available for the N-List programme for all students and

### 1. Library:

teachers with authorised password.  
Book loaning facility available with  
Library of TISS, Chembur  
The library has a seating capacity  
of more than 100 readers.

Working Hours

- 10: 00 a.m - 7:00 pm on all days  
except Sunday & Public holidays

**2. Reading Room:**

Reading room of the college  
remains open for the students on  
Sundays, Public Holidays and  
preparatory holidays before  
every examination from  
8.00 a.m. to 9.00 p.m.

**3. Audio-Visual Aids:**

State of the art conferencing  
facility with latest technology  
driven class-rooms.

**4. Computers:**

Well equipped computer center  
with 30 computers available for  
students. All the latest software  
related to University Syllabus of  
T.Y.B.Com, elective component,  
Computer Systems and  
Applications are installed.  
Computer Department works on  
all Sundays for practical sessions  
for working students of the night  
college

*Chembur*

**5. Magazine:**

To hone the writing skills of  
students, the college publishes an  
annual issue of the college  
magazine "ELIXIR" at the end of  
the II<sup>nd</sup> term of every academic  
year.

**6. Intensive Coaching:**

Special rapid revision sessions and  
guidance sessions by subject  
experts are conducted for the  
students giving good performance  
at the Practice Tests.

**7. Remedial Coaching:**

Students giving poor performance  
at Term Test/Practice Test are  
given examination oriented  
guidance by senior faculty  
members of the college on  
Sundays and holidays.

**8. Bridge Programme**

(In House): Students who join  
F.Y.B.Com after passing H.S.C.  
Examination of Science/Arts  
stream are given special  
introductory coaching in the  
Commerce stream subjects  
like Accountancy, Mathematics &  
Commerce.

**9. ISSC**

Intensive Supervised Study Camp  
for T.Y.B.Com students on  
Sundays and week days at the end  
of each semester.

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### Extra Curricular and Co-curricular Activities

Without affecting regular teaching, several extra curricular and co-curricular activities are organized in the college during the first and second term by the following bodies :-

1. Students' Council
2. N.C.C. Unit
3. N.S.S. Unit
4. Literary Circle
5. Gymkhana
6. Subject Associations
7. Student Mutual Aid Fund - Book Bank Facility
8. Career Counselling Centre
9. Placement Cell
10. Nature Club - Green Campus Audit Conducted
11. Medical and Psychological Counselling Centre
12. Alumni Association
13. Value Addition Centre
14. Woman Development Cell
15. Ragging - Vigilance Committee
16. Entrepreneurship Development Cell (IIFT)

*Chakraborty*  
The College has Students Grievances Cell to redress students grievances promptly.

Students should contact the Principal or Prof. In-charge of various bodies to get detailed information about their functioning. Notices and circulars giving details of various activities of the above bodies are displayed on the Notice Board of the College from time to time for the information of the students.

### Alumni Association

Mahatma Night Degree College has formed an Alumni Association and got the same registered with the Deputy / Assistant Charity Commissioner Mumbai, on 19th October, 2010, The Association is very active and regularly conducts activities for and involving the alumni students.

### Students' Council

Students' Council is formed at the beginning of the term of every academic year as per the Maharashtra Universities Act 1994. The Students' Council organises cultural and entertainment programmes, talent contests and official outings of the students under the guidance and supervision of the teachers with prior permission in writing from the Principal. However the college shall not be responsible for any untoward incidents that may occur on any occasion during any activity organised by the Students Council. The Students Council has to join hands with the college authorities to maintain discipline, improve attendance and hold the image of the college always high in society.

### S.M.A.F. Book Bank

College has a SMAF ( Students' Mutual Aid Fund ) Book Bank having more than 500 book sets of F.Y., S.Y. and T.Y.B.Com. classes containing standard and latest editions of books for all subjects. Needy and deserving students are given book sets to use for the whole academic year on a minimum rental charge.

*Chakraborty*



### **Counseling and Guidance Cell**

“Counseling is not about being given advice, it is about being given time and space to help you come to your own decisions”

Understanding the need for constant guidance and support for our students, we have established a counseling unit, with a trained psychological counselor who provides her services 3 days a week for the students of our college.

### **Placement Cell**

The student placement cell helps students procure not mere jobs but also a career in many cases. As a policy we encourage and regularly entertain pre-placement talks by corporates in various sectors. Companies and trainees conduct many interviews and give pre-placement talks. We have tie-ups with Antarang foundation and Technoserve India Foundation to help us in this task

### **Prizes**

Attractive prizes for good academic performance are awarded to the students who secure First Rank in the College at the F.Y., S.Y. and T.Y.B.Com. examinations. Meritorious students are felicitated on the Annual Convocation Day. Academic prizes are also awarded to the subject toppers of all classes by the Management of the College. Students giving excellent performance in sports, N.C.C. N.S.S. and cultural programs are appreciated by rewarding them with attractive cash prizes.

### **Scholarships of Central and State Government**

Students can apply for the following scholarships of the Central Government as well as State Government. Details of the scholarships and blank application forms can be obtained by the students from the college office, or online whenever applicable.

1. National Scholarship
2. National Loan Scholarship
3. Scholarship to children of Primary & secondary School Teachers
4. Government of India Scholarship to Backward Class Students
5. Government Open Merit Scholarship
6. Scholarship to children of Freedom Fighters.
7. Freeship/Scholarship for Minority Community Students.

### **Arrangement of terms**

The academic year comprises of two terms.

1. First term is from June to October.
2. Second term is from November to April.

The exact dates of commencement and close of the terms are decided by the University of Mumbai and informed to the college accordingly.

### **Office Timing for Students**

The office timings for the students on all working days shall be from 4.00 p.m. to 8.00 p.m. during the terms of the college. During the Diwali, Christmas and Summer vacation Office timings shall be from 5.30 p.m. to 7.30 p.m. only. The college

office shall remain closed on all Sundays and Public Holidays announced by the Government of India and Government of Maharashtra.

### Code of Conduct

Maintenance of discipline by students in and around the college premises is extremely necessary to conduct the academic as well as non-academic activities of the college smoothly. Strict disciplinary actions such as charging fines, suspending or rustiating from the college and disqualifying from appearing for the college examinations will be taken for violation of any of the following clauses of the Code of Conduct:

### College Rules and Regulations

Students must scrupulously follow each and every clause of the 'Code of Conduct' given here below.

1. Enter the college premises with identity card duly signed by the Principal. The identity card must be produced whenever demanded by any teaching or non-teaching staff of the college.
2. Attendance to regular lectures and tutorials is compulsory. As per the University of Mumbai ordinance governing attendance, every student must attend atleast 75% of the periods and tutorials in each term separately. If attendance to periods and tutorials, is less than 75% in a term, a student becomes non-eligible to appear for the examination.

3. Maintain silence in the classroom, library, examination halls and computer laboratory.
4. Respect the teaching and non-teaching staff.
5. Behave decently during all functions.
6. Return library books on or before the due date.
7. Maintain cleanliness in college premises and vicinity.
8. Don't get involved in any unfair practices during the examination.
9. Don't loiter anywhere in the college premises during the college timings.
10. Take care of college property and prevent it from damage and misuse Any damage done to the college property will have to be reimbursed by the students concerned.
11. No activity within or outside the college can be organised by the students without obtaining written permission from the Principal, well in advance. Also all activities should be organised under the supervision of the teacher deputed by the Principal
12. Read regularly the notices placed on the notices /circulars displayed on the notice board of the college. College authorities shall not be responsible for any loss occurring to the students because of not reading the information furnished by displaying notices/circulars on the notice board.
13. Do not indulge directly or indirectly in any political activity in the college premises. Also don't force/pressurise other students to indulge in any political activities.

14. Do not communicate any matter/information regarding the college administration to the press or outside agencies without obtaining permission in writing from the Principal.
15. If the behaviour of a student in the college or outside the college is detrimental to the best interest or discipline of the college, the Principal may direct such a student to leave the college.
16. Students are required to abide by all rules, regulations and instructions that may be issued by the college authorities from time to time by the Management, University of Mumbai, College or any other statutory authority
17. Do not resort to objectionable dressing styles and other fashions.
18. Smoking, drinking and chewing tobacco/gutka are strictly prohibited in the college premises.
19. A student who is confirmed by the college to be an addict of any intoxicating commodity will be debarred from the college.
20. Use of mobiles is strictly prohibited in the college premises as notified by the University of Mumbai.
21. Failure to submit the documents necessary to confirm admission/obtain enrolment from the University of Mumbai on or before the stipulated last date shall result into cancellation of admission and college authorities will not be responsible to the loss occurring to the students because of cancellation of admission
22. Student should apply for admission provided he/she

and his/her guardian is ready to adhere unconditionally to all clauses of the 'Code of Conduct'.

### **Prevention of Ragging**

#### **Ragging is a criminal offence.**

Stern action shall be taken against the students involved directly or indirectly in the act of ragging as per the various Laws, Directives, Guidelines of the Central Government, Government of Maharashtra and University of Mumbai.

Ragging Vigilance Committee is constituted by the college under the Chairmanship of the Principal. Students facing/suspecting ragging should report to the Chairman of the Ragging Vigilance Committee for necessary action.

#### **General instructions**

1. Students should not loiter in the college premises whenever they have a free period.
2. Students must do nothing either inside or outside the college that will in any way interfere with its orderly administration and discipline.
3. Students applying for certificates, testimonials etc. and those requiring the Principal's signature on any document or application should first contact the Registrar of the college.
4. No picnics, socials, excursion or tours shall be arranged without the prior written permission of the Principal. If students join an unofficial picnic or tour, the college shall not be responsible for anything that happens in the picnic or tour.

5. Students are liable to lose their term for disobedience, misconduct, misbehavior or for any act of indiscipline.
6. Students are advised to carry with them their books, valuables and other belongings whenever they leave their classrooms/laboratories / library. The college is not responsible for any loss of students property. Those who find lost property should deposit it in the college office. The owner should claim the lost property at the college counter on the following day after due identification.
7. **SEXUAL HARASSMENT IS A PUNISHABLE OFFENCE.**
8. Ragging is strictly prohibited in the college premises and outside.

#### **Attention**

In all matters relating to admission, attendance, discipline, granting of facilities, conduct of extra curricular activities, granting of examination forms and the like, the decision of the Principal shall be final and binding on all students.

#### **Prospectus and College Information Committee:**


Chairman	: Dr. Eknath K. Zhrekar	Principal
Members	: Dr. Anaya A. Markandeya	IQAC Coordinator
	Assoc. Prof: Dr. Lata Krishnan	HOD, Commerce
	Asst. Prof. Tushar Pawar	EVS Department
	Mr. Dharmendra Sonawane	Office Superintendent
	Mr. Ashish Rai	Senior Clerk

**Examination Policy**

1. Mahatma Night Degree College of Arts and Commerce is permanently affiliate to University of Mumbai and conducts Bachelor of Commerce Degree Course under the Credit Based Semester Grading System (GBSGS). The course is divided into 6 Semesters. Syllabus taught in all semester is prescribed by their respective board of studies and approved by the academic council.
2. Mahatma Night Degree College of Arts and Commerce follows the examination norms as prescribed by the University of Mumbai. At the end of every semester, there shall be an examination.
3. Due to Covid-19 Pandemic, as per the guidelines of University of Mumbai, Mahatma Night Degree College is conducting examination by using proctored software.
4. Students are well informed about the examination dates. A special orientation program is conducted for online examination followed by mock tests.

**Grievance Redressal Policy for Online Examination**

1. If student faces any problem in an online examination, he/she is required to contact the subject exam co-ordinator/ Grievance Redressal Committee for the same by an email or personal contact.
2. Students are required to mention their Name, Class, Roll No, Division, Date of Examination, Subject, Problem Encountered and Screenshot while sending the email to exam co-ordinator.
3. If the Coordinator is unable to sort out the problem, it can be referred to Examination Grievance Redressal Cell in the above-mentioned format only.
4. Mail/ screen shot has to be sent maximum by 10 pm on the same day of the paper. If any student is not fulfilling the above criteria, his/her grievance will not be considered for redressal.
5. There is no revaluation policy for online examination as per guidelines of University of Mumbai.


  
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### **Internal Project Submission Guidelines**

1. Mahatma Night Degree College of Arts and Commerce follow the norms issued by University of Mumbai for Internal Examination.
2. At present, Internal Project Submission is there in the subject of Foundation Course and Computer System and Application.
3. Topic for Internal Project Submission and Computer Practical will be displayed on the notice board/ google class room well in advance in the beginning of the semester.
4. Subject teachers will provide guidelines for the project preparation in their respective classroom. Students have to strictly adhere to project submission guidelines.

### **Grievance Redressal for Internal Examination**


1. An application is to be submitted by the student to the exam co-ordinator/ Examination Grievance redressal committee explaining their grievance.
2. Exam co-ordinator informs the same to the subject teacher.
3. The subject teacher will resolve the grievance and inform the same to the examination committee.
4. Examination committee inform the students about grievance redressal outcome.
5. The system is transparent and resolve the related issues in a time bound manner.

  
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## Guidelines for Invigilators

### External Examination

- 1 Reporting time in the Exam Cell is half an hour before the examination time.
- 2 In case of emergency absence please inform Principal and Exam Cell Convener
- 3 Supervisory and Supplementary Report should be filled by the invigilator.
- 4 Invigilation duty ends after submitting the bundle, entry in the register and acknowledgement of the Senior Supervisor
- 5 Reliving will be available to the invigilator only once per duty for 10 minutes.
- 6 Mobile phones of invigilators are prohibited during the invigilation in the examination hall.
- 7 Exam Cell won't take any responsibility of the mobile phones of faculty members
- 8 All faculty members are requested to wear their I Card during invigilation.
- 9 Following are the responsibilities of the invigilator.
  - a. Make entry in the Attendance and Answer paper supplement record register
  - b. Count & Collect Answer papers and Supplements
  - c. Ensure that the students occupy the seats as per the seating arrangement.
- 10 Give following instructions to the students
  - a. No Mobile phones, Writing Pad, Pouch, Caps, sunglasses inside the exam hall.
  - b. Transparent Water bottles will be allowed
  - c. Fill up all the columns on Answer sheet and Supplement and also count of supplements on Main sheet of answer paper

  
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## Instructions to Examiners and Verifiers

- 1 On the day of examination the respective examiner can collect the bundle at prescribed time declared by the exam cell.
- 2 All the examiners and verifiers are requested to assess or verify the bundles **only in the CAP Cell.**
- 3 All are requested to fill the **Answer Paper assessment and Verification records in time.**
- 4 Verifiers are expected to get the rectifications made by the Examiner on answer sheet, mark sheet and softcopy.
- 5 The verification work ends when Verifier and examiner make the entries in files together in presence of exam cell member.

## Instructions to Reliver/Reserve

- 1 Reporting time in the Exam Cell is half an hour before the examination time.
- 2 Reliver's duty ends at the end of examination duration.
- 3 Reliver is expected to inform his/her location in exam cell and expected to be easily available by remaining accessible on intercom.
- 4 Reliver are expected to make entry in the register block wise.
- 5 Reliving Time is 10 minutes per block.

## Instructions to Collectors

1. All the collectors shall report on all the days of examination.
2. The collectors shall collect answer booklet bundles of all streams and not confine themselves to any one or more specific course/(s).
3. Reporting time 10 minutes before the final bell indicating the end of the paper. Collectors who are invigilators will report after invigilation and commence duty after submission of their answer booklet bundles.
4. Responsibilities of collectors include assisting the senior supervisors in verification of answer booklets along with students' attendance sheet, arranging and packing of answer booklet bundles.
5. Collectors are required to affix their dated signature on the students' attendance sheet after verification.
6. Departure time after completion of the packing of answer booklet bundles of all streams.

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7. The collectors are expected to contribute their services as per the requirement of time / situation and with the consent of Exam Cell convenor.

## **Guidelines for Conduction of Online Examination (REGULAR)**

1. Exam Cell has provided the list of students for each subject of each programme.
2. Every individual faculty has responsibility that he/she check the examination time table on regular basis to ensure that your subject's examination takes place on time.
3. We have the seating arrangement which consist of Student's Name along with his/her contact number.
4. With the help of this detail, every individual faculty member (those have subject for examination) need to create one WhatsApp group of their respective subject.
5. Once the group has been created, share the link of that group to students to ensure he/she is already aware about examination and further details about examination we need to discuss in the group only.
6. On the day of examination, QP LINK of the subject will be posted by subject teachers in that WhatsApp group before 5 minutes of examination.
7. The subject faculty is expected to stop taking responses after completion of 1 hour and also close the Google form QP LINK. ENSURE all the students have submitted the exam. Faculty members will have to call absent student to check his availability if required.
8. If the student failed to submit his Google form within stipulated time then he/she will inform faculty on that WhatsApp group immediately within 5 to 10 minutes after the examination time gets over i.e. after 1 hour.
9. After the exam is over faculty/subject teacher has to enter marks in MARKLIST and RESPONSE SHEET in the provided folder on Google Drive. Mention ABSENT Students clearly.

  
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**Mahatma Education Society's**  
**Mahatma Night Degree College GI Arts & Commerce**  
**Chembur, Mumbai - 400 071.** Principal

**महाराष्ट्र शासन राजपत्र****असाधारण  
प्राधिकृत प्रकाशन****गुरुवार ऑक्टोबर १४, १९८२/आश्विन २२, सके १९०४****स्वतंत्र संकल्प पत्र संघीय सरकारद्वारे वा शासनाचे वेगळे वृत्त कार्यक विवेक करित****भाग चार****महाराष्ट्र विद्यापत्रिकाचे अधिनियम व राज्यपालांचे प्रत्यक्षित केलेले अधिनियम व केलेले विनियम  
अनुक्रमिका**

	PAGES
MAHARASHTRA ACT No. XXXI OF 1982.—An Act to provide for preventing malpractices at University, Board and other specified examinations ... ..	221-223

The following Act of the Maharashtra Legislature, having been assented to by the President on the 11th October, 1982, is hereby published for general information.

**D. N. CHAUDHARI,**Joint Secretary to the Government of Maharashtra,  
Law and Judiciary Department.**MAHARASHTRA ACT NO. XXXI OF 1982**

(First published, after having received the assent of the President in the "Maharashtra Government Gazette" on the 14th October, 1982)

An Act to provide for preventing malpractices at University, Board and other specified examinations.

**WHEREAS, both House of the State Legislature were not in session ;**

**AND WHEREAS the Governor of Maharashtra was satisfied that circumstances existed which rendered it necessary for him to take immediate action to have a special law in this State to provide for preventing malpractices at examinations held or proposed to be held by any University or the Board or any other authority specified by the State Government in this behalf, including leakages of question papers or copying at such examinations, and for matters connected therewith, and, therefore, promulgated the Maharashtra Prevention of Malpractices at University, Board or other specified Examinations Ordinance, 1982, on the 25th May 1982 ;**

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Ord  
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1982

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**PRINCIPAL**  
Mahatma Education Society's  
Wadhwa Night Degree College Of Arts & Commer  
Chembur, Mumbai - 400 071.

२२२ महाराष्ट्र शासन राजपत्र, असा., ऑक्टोबर १४, १९८२/आशिम २२, शके १९०४ [ भाग चार ]

AND WHEREAS it is expedient to replace the said Ordinance by an Act of the State Legislature : It is hereby enacted in the Thirty-third Year of the Republic of India as follows :—

1. (1) This Act may be called the Maharashtra Prevention, of Malpractices at University, ~~and~~ other specified Examinations Act, 1982.

Short title and commencement

(2) It shall be deemed to have come into force on the 25th May, 1982.

Definitions

2. In this Act, unless the context otherwise requires,—

(a) "Board" means the Maharashtra State Board of Secondary and Higher Secondary Education established under the Maharashtra Secondary and Higher Secondary Education Boards Act, 1965 or any of its Divisional Boards.

Mah. XII of 1965.

(b) "Examination" means any examination held or proposed to be held by any University or the Board and includes such other examination held or proposed to be held by such other authority as may be specified in this behalf, from time to time, by the State Government by notification in the Official Gazette ;

(c) "University" means any University established by law in the State of Maharashtra.

Duties of paper-setters and punishment for contravention

3. (1) Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereon in any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf.

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Duties of persons entrusted with printing, etc. of question papers and punishment for contravention

4. (1) Any person who is entrusted with the work of printing, cyclostyling typing or otherwise producing copies of any question paper set for the purposes of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereon in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him.

(2) Any person who contravenes the provision of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

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PRINCIPAL -  
Mahatma Education Society's  
Mahatma High Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

[ पाठ काय नसराह शासक राजपत्र, असा., ऑक्टोबर १४, १९८२/कारिन २२, मसं १९०४ २२३ ]

5. (1) Any person who is entrusted with the custody, or is otherwise in possession, of any question papers set-up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.

Duties of person entrusted with custody of question papers and punishment for contravention

(2) Any person who contravenes the provisions of sub-section (1) shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

6. Whoever has in his possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communicates or offers to communicate the contents thereof, to any person, whether for any consideration or otherwise, or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorised officer of the University, Board or other authority concerned with the examination, at any time before the examination is held, shall, on conviction, be punished with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both.

Prohibition of supply or publication of any question paper before examination is held

7. Whoever is found in or near an examination hall by the invigilator or any other person appointed to supervise the conduct of the examination copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates, or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Prohibition of copying and impersonating at examinations  
Chamber  
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Mahatma Night Degree College Of Arts & Comm  
Chamber, Mumbai - 400 071.

8. Whoever abets any offence punishable under this Act shall be punishable with the punishment provided for the offence.

Punishment for abetment or offences.

9. Notwithstanding anything contained in the Code of Criminal Procedure, 1973 all offences under this Act shall be cognizable offences and shall be non-bailable.

Offences to be cognizable and non-bailable.

10. Notwithstanding anything contained in the Code of Criminal Procedure, 1973, all offences under this Act shall be tried in a summary way by any Metropolitan, Magistrate or any Judicial Magistrate of the First Class and the provisions of sections 262 to 265 (both inclusive) of the said Code shall, as far as may be, apply to such trial :

Offences to be tried summarily.

Provided that in the case of conviction for any offence in a summary

11 of 1974.

12 of 1974.

११६ महाराष्ट्र शासन अधिनियम, १९८२, ऑक्टोबर १६, १९८२/महाराष्ट्र २३. तसे १९८६ | कायदा

trial under this section, it shall be lawful for the Magistrate to pass a sentence of imprisonment for any term for which such offence is punishable under this Act.

Mah. Ord.  
IV of  
1982

11. (1) The Maharashtra Prevention of Malpractices at University Board and other specified Examinations Ordinance, 1982, is hereby repealed.

Repeal of  
Mah. Ord  
IV of 1982  
and saving.

(2) Notwithstanding such repeal, anything done or any action taken (including any notification issued) under the said Ordinance shall be deemed to have been done, taken or issued, as the case may be, under the corresponding provisions of this Act.

शासकीय पंचवती मुद्रणालय, पुणे.

*Chmaku*  
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Mahatma Night Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

## UNIVERSITY OF MUMBAI

## ORDINANCE 5050 :

1. (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
  - (b) Where the examinations of the University courses are conducted by the constituent Colleges/Recognised Institutions on behalf of the University, the Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
  - (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the constituted authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
2. **Competent Authority :**
    - (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
    - (ii) The Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.
  3. **Definition-Unless the context otherwise requires :**
    - (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
    - (b) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
      - (i) Possessing unfair means material and or copying therefrom.
      - (ii) Transcribing any unauthorised material or any other use thereof.
      - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
      - (iv) Unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall.
      - (v) Mutual/Mass copying.

*Chandra*  
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 Mahatma Jyotiba Degree College Of Arts & Commerce  
 Member, Mumbai - 400 074.

- (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
- (vii) Smuggling-in blank or written answerbook and forging signature of the Jr. Supervisor thereon.
- (viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationary used in the examinations.
- (ix) Insertion of currency notes in the answerbooks or attempting to bribe any of the persons connected with conduct of examinations.
- (x) Impersonation at the University/College/Institution examination.
- (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.
- (xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examiner) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf.
- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) "Chief Conductor" means Principal of the College concerned or Head of the University Department or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, by prior approval of the University.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under :—
- (i) The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answerbook.
- (ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.

*Abraham*  
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 Mahatma Night Degree College Of Arts & Commerce  
 Chembur, Mumbai - 400 071.

- (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case :
- (a) In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
  - (b) Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
  - (c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982—An Act to provide for preventing mal-practices at University; Board and other specified examinations.
  - (d) Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/her fresh answerbook duly marked.
- (v) All the materials and list of material mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
- (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.


#### B. Procedure to be followed by Examiner during Assessment :

If the examiner at the time of assessment of answerbook suspects that there is a *prima-facie* evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, alongwith the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

7. Case of unfair means having *prima-facie*, reported to the University/College/Institution by the Chief Conductor/Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examinations/Principal/Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned Officer/In charge of the Sub-section/Unit to which the case is primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is *prima-facie* case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a *prima-facie* case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee. Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
8. Examination Result/s of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the concerned student/s and the College/Institution to which he/she belongs to, shall be informed accordingly.

#### 9. Appointment of Unfair Means Inquiry Committee :

- (i) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under Section 32(6)(a) of the Maharashtra Universities Act 1984. The term of the Committee shall be five years subject to provisions of Section 42 and 43 of the said Act.
- (ii) For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Principal/Head) to be nominated by the Principal/Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- (iii) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether

  
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 Chembur, Mumbai - 400 071.



reasonable opportunity has been given to the concerned implicated student in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under :

- (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee. If the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in *absentia*, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment :

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/penalty as it may deem fit.
- (f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix-A.
- (g) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.

*Chandra*  
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## Appendix A

## 12. The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category thereof.

S. No.	Nature of Malpractice	Quantum of Punishment
(1)	Possession of copying material	Annulment of the performance of the student at the University/College/Institution examination in full.  (Note :- This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereof.
(2)	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4)	Possession of another student's answer-books + Actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS).
(5)	Mutual /Mass copying.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6)	(i) Smuggling-out or smuggling-in of answerbook as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
	(ii) Smuggling-in of written answer-book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(7)	Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(8)	Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(9)	Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(10)	Insertion of currency notes/to bribe or attempting to bribe any of the persons connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.  (Note :- This money shall be credited to the Vice-Chancellor's Fund).
(11)	Using obscene language/violence threat at the examination centre by a student at the University/College/Institution examination to Jr./Sr. Supervisors/Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(12)	(a) Impersonation at the University/ College/Institution examination.	Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is University or College or Institute student).
	(b) Impersonation by a University/College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the impersonator from University or College or Institution examination for five additional examinations.

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- (13) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination. Annulment of the performance of the Student at the University or College or Institution examination in full.
- (14) Found having written on palms or on the body, or on the clothes while in the examination. Annulment of the performance of the student at the University or College or Institution examination in full.
- (15) All other malpractices not covered in the aforesaid categories. Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.

16. If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

17. Practical/Dissertation/Project report Examination.

Student involved in malpractices at Practical/Dissertation/Project report examinations shall be dealt with as per the punishment provided for the theory examination.

18. The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

(Note : The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at Mahatma work project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

13. Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

(I) Competent Authority :

- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the constituent affiliated/conducted colleges or Recognised Institution on behalf of the University.

(II) Definition—Unless the Context Otherwise Requires :

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :—
- (i) Leakage of question/s or question paper set at the University/College/Institution examination before the time of examination.
- (ii) Examiner/Moderator intentionally awarding marks to student in assessment of answerbooks, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

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- (iii) Paper-setter omitting questions, Sr. no. of question, repeating question or setting question outside the scope of syllabus.
  - (iv) Examiner/referee showing negligence in detecting malpractice used by student/s.
  - (v) Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/instigating students to use malpractice/s.
  - (vi) Or any other similar act/s and or omission/s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) 'College', means conducted, constituent or affiliated college or recognised institution of a University.

**(III) Investigating Committee :**

- (i) The Committee appointed by the Board of Examinations under the provisions of Section 32(6)(a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.
- (ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the attended/conducted College or institution on behalf of the University.

**(IV) Procedure for Investigation :**

- (i) The cases of alleged used of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct examinations, reported to the University/College/Institution shall be scrutinized by the concerned Officer/Incharge of the Sub-Section/Unit to which the case is primarily pertained at the Examination Section of the University/College/Institution, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which, the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (ii) The Competent Authority of the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses or committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- (iii) The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/her therein. The concerned person himself/herself only shall present his/her case before the Committee.
- (iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the committee. The evidence, if any, should be recorded in presence of the delinquent.
- (v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- (vi) The Committee should follow the above procedure in the spirit of principle of natural justice.

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- (vii) If the concerned person fails to appear before the committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. Even after offering two chances, if the concerned person fails to appear before the committee, the committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.
- (viii) The committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

**(V) Punishment :**

The competent authority, after taking into consideration the report of the committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination :—

- (i) Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.
- (ii) Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.
- (iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iv) The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- (v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No. (iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- (vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.
- (viii) As far as possible the quantum of punishment should be prescribed category-wise as hereunder :—
14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/College/Institution Examination/s.

**Appendix B**

S. No.	Nature of Malpractices/Lapses	Punishment
(1)	Paper-setter found responsible for leakage of the question set in the University/College/Institution examination/s whether intentionality or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable.
(2)	Leakage of question/question paper set in the University/College/Institution examination before the time of examination at the University/College/Institution, or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/responsible person/s as per the prevailing rules/standard code by the concerned authorities.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/dissertation/Project Report/Thesis by assigning the student marks to which the student is not entitled, at the University/College/Institution examination.	Disqualification from any examination work + disciplinary action by the concerned authorities.

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- (4) Examiner/Moderator/referee intentionally/negligently not assigning the student in assessment of his/her answer-books/dissertation/project work, the marks to which the student is entitled to at the University/College/Institution examinations. Disqualification from any examination work + disciplinary action by the concerned authorities.
- (5) Paper-setter omitting question at the time of finalisation of question paper set at examination of repeating Sr. No. of question while writing. Disqualification from any examination work for a period of three years.
- (6) Paper-setter setting questions outside the scope of the syllabus. Disqualification from any examination work for a period of three years.
- (7) While assessing answerbook examiner showing negligence in detecting malpractices used by the student/s. As decided by the authorities of the University/College/Institution.
- (8) Guiding Teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data by a student) As decided by the authorities of the University/College/Institution.
- (9) Sr. Supervisor/Chief Conductor showing apathy in carrying out duties related to examination (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time) As decided by the authorities of the University/College/Institution.
- (10) Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty. Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.
- (11) Jr. Supervisor helping student (examinee) in mass-copying while on examination duty. Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/Institution employee.
- (12) The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person if declared guilty.
- (13) The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

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**Mahatma Night Degree College Of Arts & Commerce**  
**Chembur, Mumbai - 400 071.**

# UNIVERSITY OF MUMBAI

Statement of candidate who is alleged to have used Unfair-Means at the University Examination

Name in Full : \_\_\_\_\_

Address : \_\_\_\_\_

Examination : \_\_\_\_\_

Paper No. & Subject : \_\_\_\_\_

Seat No. : \_\_\_\_\_

To,

The Controller of Examinations,  
 University of Mumbai,  
 M. J. Phule Bhavan,  
 Vidyanageri,  
 Santacruz (East),  
 Mumbai-400 098.

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**PRINCIPAL**  
 Mahatma Education Society's  
 Mahatma Night Degree College Of Arts & Commerce  
 Chembur, Mumbai - 400 071.

Sir,

I appeared at the above examination held on \_\_\_\_\_ at the

College

(Centre) in the Morning/Evening session.

I give below my statement as follows :-

Place :

Date :

Time :

\_\_\_\_\_  
Signature of the Candidate

## FORM OF UNDERTAKING

Full Name of the Candidate : \_\_\_\_\_

Permanent/Local Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Controller of Examinations,  
University of Mumbai,  
M. J. Phule Bhavan,  
Vidyanageri,  
Santacruz (East),  
Mumbai-400 088.

Sir,

I, the undersigned, student of \_\_\_\_\_ College/Institution  
appearing for \_\_\_\_\_ Examination at the  
\_\_\_\_\_ College (Centre) do hereby state, on solemn affirmation as under :-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation the said case, my performance at the examination to which I have been permitted to apply provisionally, consequent upon my special request, is liable to be treated as *null and void*.

I witness whereof I set my hand to this undertaking.

\_\_\_\_\_  
Signature of the Candidate

Before me

Date : \_\_\_\_\_

\_\_\_\_\_  
Chief Conductor of the Centre,  
and Rubber Stamp of the College/Institution/University.

Date : \_\_\_\_\_

*Chmela*  
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Mahatma Education Society's  
Mahatma Night Degree College of Arts & Commerce  
Chambur, Mumbai - 400 071.



UNIVERSITY OF MUMBAI

Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor

Block No. :  
Examination :  
Subject :  
Date :

To,  
The Controller of Examinations,  
University of Mumbai,  
M. J. Phule Bhavan,  
Vidyanagari,  
Santacruz (East),  
Mumbai-400 098.

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**PRINCIPAL**  
Mahatma Education Society's  
Mahatma High Degree College Of Arts & Commerce  
Chembur, Mumbai - 400 071.

Sir,

I, the undersigned Jr. Supervisor appointed on the above-mentioned Block at the \_\_\_\_\_  
examination held at \_\_\_\_\_ college (centre), am hereby making report against Candidate No. \_\_\_\_\_  
Shri /Kum. \_\_\_\_\_ at the examinations,  
as follows :-

Yours faithfully,

\_\_\_\_\_  
(Jr. Supervisor)

Date :

Time :

Name and Address of the Junior Supervisor  
\_\_\_\_\_  
\_\_\_\_\_

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a *prima facie*  
case of Unfair Means resorted to by the aforesaid Candidate No. \_\_\_\_\_ and therefore the case  
be forwarded to the University for investigation.

\_\_\_\_\_  
Signature of Sr. Supervisor

Name :

Date :

Forwarded to the Controller of Examinations, University of University of Mumbai, M. J. Phule Bhavan,  
Examination Section, Vidyanagari, Santacruz (East), Mumbai-400 098 for necessary action.

Seal of the College/Institute/University (centre)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Encl. : \_\_\_\_\_

\_\_\_\_\_  
Signature of Chief Conductor

(N.B. : Kindly enclose a copy of the relevant question paper)

## PROFORMA 'A'

To,  
The Inspector/Sub-Inspector,

\_\_\_\_\_ Police Station,  
\_\_\_\_\_

Sub : Complaint against the student for the alleged use of Unfair Means at the \_\_\_\_\_

\_\_\_\_\_ examination held in the \_\_\_\_\_

Sir,

On behalf of the University of \_\_\_\_\_, the \_\_\_\_\_

Examination held in the First Half/Second Half of 20 \_\_\_\_\_ is conducted in the premises of the \_\_\_\_\_

\_\_\_\_\_ College/Institute/University, I have been authorised by the University of \_\_\_\_\_

\_\_\_\_\_ vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

addressed to the Principal by \_\_\_\_\_, to take action under the provisions of Maharashtra Act. XXXI of 1982 an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the \_\_\_\_\_ examination.

1. Name of the Student :
2. Examination Seat No. :
3. Name of the College through which he/she appeared for the examination. :
4. Name of the Subject, Date and Time. :
5. Name of the Jr. Supervisor. :
6. Name of the Sr. Supervisor who detected the case. :
7. Material found with the Candidate. :
8. Other Information if any in connection with the case. :

According to Section '7' of the Maharashtra Act XXXI of 1982—An Act to provide preventing malpractices at University/Board and other specified examinations, Shri/Kumar/Smt. \_\_\_\_\_ has committed the offence at \_\_\_\_\_ examination and therefore I lodge a complaint against him/her with the Police Station ( \_\_\_\_\_ ).  
Name of the Police Station

Yours faithfully,

\_\_\_\_\_  
Chief Conductor

Place : \_\_\_\_\_

Date : \_\_\_\_\_


Name of the Centre \_\_\_\_\_

*Chmike*  
PRINCIPAL  
Mahatma Education Society's  
Mahatma Night Degree College Of Arts & Commerce  
Chembor, Mumbai - 400 071.

### PROFORMA 'B'

Proforma for submission of the information regarding prosecution of Candidates appeared at the Centre

Centre No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of the Jr. Supervisor	Signature of the Sr. Supervisor	Signature of the Chief Conductor	Remarks
1	2	3	4	5	6	7	8	9	10

  
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 Mahatma Jyoti Deenrao College Of Arts & Commerce  
 Chembur, Mumbai - 400 071.