

Board of Examinations

(Under Section 24 of of Universal Ai University, Karjat Act No. III of 2023.)

- I. **Board of Examinations under Section 24 (1)** - The Board of Examination shall be the principal authority of the university for conducting the examinations and making policy decisions in regard to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators and also prepare the schedule of dates for holding the examinations and declaration of the results. The Board of Examination shall also oversee and regulate the conduct of examinations in the study centers or any center related to the university.
- II. **Composition of Board of Examinations under Section 24 (2)** – The Board of Examination shall consist of the following members, namely :—
 - (a) the Vice-Chancellor – Chairperson ;
 - (b) Professor of each subject – Member ;
 - (c) one evaluation expert, co-opted by the Board of Examination – Member ;
 - (d) the Controller of Examinations – Member - Secretary.

The powers and functions of the Board of Examination shall be such as may be laid down by the Statutes.

Board of Examinations, Under Section 22 of First statutes of Universal Ai University, Karjat.

- (1) The Board of Examinations shall be the principal authority for conducting the examination and making policy decisions in regard to organising and holding examinations, improving the system of examinations, appointing the paper-setters, examiners, moderators and also prepare the schedule of dates of holding examinations and declaration of results.
- (2) The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter related to conduct of examinations.
- (3) The Board of Examinations shall meet as and when required.
- (4) One-third members shall constitute the quorum.

Powers and Functions of Board of Examinations, Under Section 23 of First statutes of Universal Ai University, Karjat

(1) The Board of Examinations shall ensure proper organization of examinations and tests of the university, including moderation, tabulation and the declaration of results.

(2) In particular and without prejudice to the generality of duties the Board of Examinations shall exercise the following powers and perform the following duties, namely:

(i) to appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Board of Studies

and, where necessary, having regard to the recommendations made by the committee under the Statute 3.10 (5) (ii) to remove or debar them;

(ii) to undertake, exercise and experiment in examination reforms including distance and online examinations for the courses wherever feasible;

(iii) to exercise such other powers in relation to examinations as may be assigned to it by or under the Act.

(3) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Board of Examinations the action taken by him.

(4) (i) In order to appoint paper-setters, examiners and moderators, the Board of Examinations shall constitute committees for every subject consisting of the following members:

(a) the Vice-Chancellor;

(b) the Dean of the concerned Faculty;

(c) the Chairperson of the concerned Board of Studies;

(d) Controller of Examinations, Member Secretary.

(ii) The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Board of Examinations, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;

(iii) The Committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairperson of the committee shall draw at random one of such sealed covers containing question papers. This sealed cover with seals intact shall be used for the examination purpose; or

(5) The Controller of Examinations shall arrange to prepare exhaustive questions bank for each course and auto-generate parallel and equivalent question papers by using artificial intelligent technology;

(6) Assessment of answer books for all examinations shall be done centrally or the assessment of the answer books shall be done using on-screen technology;

(7) (i) In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of

examinations including the pre-examination stage and the post- examination stage or at any stage whatsoever Board of Examinations shall constitute a committee of not more than five persons of whom one shall be Chairperson;

(ii) Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit against the person or persons involved in the mal- practices, directly or indirectly.

(8) The Board of Examinations shall prepare the financial estimates for incorporation in the budget of the University and shall submit the same to the Board of Management.

(9) The Board of Examinations shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

Appointment of Examiners, Paper Setters and Moderators as per under section 10 of First Ordinance of Universal Ai University, Karjat.

(1) The Board of Examinations shall lay down the guidelines for eligibility criteria including qualifications, experience of teaching or research etc. for appointment of examiners, paper setters, jury, referee, moderators and super moderators, supervisors, invigilators, junior supervisors, senior supervisors, etc.

(2) The Board of Studies shall prepare a panel of eligible teachers as paper setters, examiners and moderators for various courses of study as per the guidelines of respective programs/courses.

(3) The Dean of the Faculty/School concerned shall table such panel in the meeting of the Board of Examinations for approval.

(4) The Board of Examinations shall appoint for various courses of study, as suggested by Board of Studies, the papers setters, examiners and moderators for specified term.

Conduct of Examinations as per under section 11 of First Ordinance of Universal Ai University, Karjat.

- (1) The Controller of Examinations shall make necessary arrangements for smooth conduct of examinations such as arrangements for stationery required, making seating arrangement of examinees, appointment of Invigilator or Jr. Supervisor, distribution and collection of answer books and question paper wherever necessary.
- (2) The invigilators and other support staff shall do all the necessary administrative work as may be assigned by the Controller of Examinations.
- (3) The Controller of Examinations shall ensure that the students are not resorting to unfair means and practices.
- (4) In case of evaluations for other than written examinations, the Teacher-in-charge / Teacher nominated by the Vice Chancellor, shall conduct the process of examination as deemed fit.
- (5) The Board of Examinations shall be the competent authority to take disciplinary action against a student for misconduct and use of unfair means related to the Examinations of the University.
- (6) The Board of Examinations shall be the competent authority to take disciplinary action against an employee for lapses related to the examinations of the University.

Procedure to be followed by Examiner during Assessment in case of suspicion of use of unfair means as per under section 12 of First Ordinance of Universal Ai University, Karjat.

- (1) If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the students whose answer books the examiner is assessing appears to have resorted to unfair means in the examination, the Examiner shall forward his report, along with the evidence, to the Controller of Examinations with his opinion in a separate confidential sealed envelope marked as "suspected unfair means case".
- (2) Cases of unfair means reported to the University by the invigilators or the examination staff shall be inquired into by the Unfair Means Committee appointed by the Board of Examinations.
- (3) Examination Results of the concerned students involved in such cases shall be held in reserve/ withheld till the Board of Examinations take the final decision in the matter and the concerned students shall be informed accordingly.

Appointment of Unfair Means Enquiry Committee as per under section 13 of First Ordinance of Universal Ai University, Karjat.

- (1) For the purpose of investigating unfair means resorted to by students at the University Examination, the Board of Examinations shall appoint the Unfair Means Enquiry Committee consisting of at least three members., out of which at least one shall be a woman.
- (2) The unfair means enquiry committee shall give an opportunity to the student of being heard. The committee if proposes any penal action shall again give an opportunity to the student of being heard on the proposed penal action. The committee shall submit its recommendations in the form of a report to the Board of Examinations for its consideration and decision.