

North Maharashtra University, Jalgaon

Rules for implementing the
Academic Flexibility
in Schools/Departments
(with effect from Academic year 2009-2010)

1. Admission committee

The admission committee shall be responsible for (i) preparing the Information brochure or Prospectus of the School/Department, (ii) preparing the schedule of the admissions and (iii) monitoring the admissions in the School/Department.

- 1(i) Every School/Department of the University shall constitute an Admission Committee with prior approval of the Vice-Chancellor. Total number of members in the Committee including a Chairperson for Schools and Departments should not be more than four and three, respectively. The constitution of an Admission Committee will be as under :

For Schools in the University

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| (a) | Director of the School | Chairperson |
| (b) | Heads of the Departments in the School | Member |
| (c) | One/two teachers from the departments of the School, nominated by the Director of the School | Member |

For Departments in the University

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|-----|---|-------------|
| (a) | Head of the Department | Chairperson |
| (b) | Two teachers from the department, nominated by the Head | Member |

- 1(ii) One of the teacher members shall ordinarily act as the Co-ordinator of the Admission Committee.
- 1(iii) The term of the Admission Committee shall be for a period of two years (i.e. for two academic years).
- 1(iv) The Committee shall meet at least three times in each academic year.

1(v). Duties of the Admission committee

A. To prepare the schedule of the admissions

- (a) The schedule of the admissions should ordinarily be same for all the Schools/Departments.
- (b) The Director, Board of Colleges and University Development (BCUD) shall convene the meeting of all Co-ordinators of the Admission Committees ordinarily in the month of May every year to decide the uniform schedule of the admissions.
- (c) It shall be the responsibility of the University to effectively advertise the schedule of admissions for the benefit of all students.

B. To prepare the Information brochure or Prospectus

- (a) The School/Department shall make available a prospectus of various courses being offered with necessary and relevant information mainly with reference to the fees and course structure, intake capacity, reservation, cancellation of admission etc.
- (b) The Prospectus shall make it clear in the beginning that the admissions are completely governed by rules and regulations made by the University from time to time. A copy of such rules and regulations should be displayed on the notice board of the School/Department during the period of admission.
- (c) It shall be the responsibility of the Co-ordinator of the Admission Committee to take the approval of the Vice-Chancellor for the Prospectus.

C. To monitor the admission process

- (a) It shall be the responsibility of the Director/Head of the School/Department to ensure that admissions are as per rules and regulations as prescribed by the University, from time to time.

- (b) Admissions to the various courses shall be strictly based on :

Eligibility criteria as prescribed by the University from time to time.

Reservation rules as prescribed by the State Government from time to time and adopted by the University.

Merit, as measured by the Aggregate marks in principle subject scored in the qualifying examination/merit in the entrance test, if applicable.

- (c) It is the responsibility of the Computer Center of the University to host the Online Admission Process for all the Schools/Department and make available merit lists.

2. Academic committee

The Academic Committee shall be responsible for (i) preparing the academic calendar, (ii) reforming the syllabi of the existing courses, (iii) designing of the syllabus/syllabi for the proposed new courses in the Department if any and (iv) analyzing the result(s) of the examinations.

- 2(i) Every Department of the University shall constitute an Academic Committee with prior approval of the Vice-Chancellor. The constitution of an Academic Committee will be as under :

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| (c) | Head of the Department | Chairperson |
| (d) | Three teachers from the department, nominated by the Head | Member |
| (e) | One/Two experts from other University/Institute, nominated by the Vice-Chancellor | Member |

- 2(ii) One of the teacher members shall ordinarily act as the Co-ordinator of the Academic Committee.

- 2(iii) The term of the Academic Committee shall be for a period of two years (i.e. for two academic years).

- 2(iv) The Committee shall meet at least two times in each academic term (i.e in each semester).

2(v). Duties of the Academic committee

A. To prepare the academic calendar

- (a) The academic calendar should ordinarily be same for all the Schools/Departments.
- (b) There shall be at least 15 weeks of actual teaching in each semester as per the UGC requirement.
- (c) The Director, Board of Colleges and University Development (BCUD) shall convene the meeting of all Co-ordinators of the Academic Committees ordinarily in the month of May every year to decide the uniform dates of commencement and end of teaching and to prepare the academic calendar.
- (d) It is the responsibility of the Academic Committee to prepare the time tables for teaching the theory and practical courses of the Department.

- (e) The Co-ordinator shall submit a copy of the approved time table to the Vice-Chancellor and Director of the School for information.

B. To reform/design the syllabi of various courses

- (a) The Academic Committee shall review the existing syllabi in the light of new knowledge or changing societal requirements.
- (b) The Academic Committee shall advise the faculty regarding the improvements in the syllabi of the courses.
- (c) The reformation of the existing syllabi for various post-graduate courses being run in the Department or the minor addition/deletion in the existing syllabi can be made with prior approval of the Vice-Chancellor.
- (d) Ordinarily, the major changes in the existing syllabi shall be made once in the span of two academic years.
- (e) It is the responsibility of the Co-ordinator of the Academic Committee to report and to take the approval of the Academic Council for the reformation of the syllabi or for the minor changes in the syllabi.
- (f) The Co-ordinator shall submit a copy of the approved syllabi to the Controller of Examination for information.
- (g) It is the responsibility of the Academic Committee to design or frame the syllabi for the new courses.
- (h) The Academic Committee shall prepare the requirements in respect of teaching such as text books, supplementary reading reference books, laboratory equipments and consumables.
- (i) The committee shall suggest the organisation of the training programmes for students as well as teachers, specialized lectures/talks, workshops and other scientific programmes. A separate Programme Committee shall be formulated for this purpose.

C. To analyze the the result(s) of the examinations

- (a) The Academic Committee shall review and analyze the results of the examinations every year.
- (b) In the light of the analysis of the results, the Academic Committee shall suggest/advise the faculty regarding the improvements in teaching, change in pattern of the question paper and modifications in the syllabi of the courses.

3. Examination committee

The examination committee shall be responsible for (i) preparing the schedule of dates of holding examinations, (ii) preparing the panel of the paper setters and examiners, (iii) conducting the examinations of the School/Department and (iv) declaration of the results.

- 3(i) Every School/Department of the University shall constitute an Examination Committee with prior approval of the Vice-Chancellor. Total number of members in the Committee including a Chairperson for Schools and Departments should not be more than four and three, respectively. The constitution of an Examination Committee will be as under :

For Schools in the University

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|-----|--|-------------|
| (d) | Director of the School | Chairperson |
| (e) | Heads of the Departments in the School | Member |
| (f) | One/two teachers from the departments of the School, nominated by the Director of the School | Member |

For Departments in the University

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|-----|---|-------------|
| (f) | Head of the Department | Chairperson |
| (g) | Two teachers from the department, nominated by the Head | Member |
- 3(ii) One of the teacher members shall ordinarily act as the Co-ordinator of the Examination Committee.
- 3(iii) The term of the Examination Committee shall be for a period of two years (i.e. for two academic years).
- 3(iv) The Committee shall meet at least three times in each academic term (i.e in each semester).
- 3(v) Honorarium to the Co-ordinator of the Examination Committee will be paid at the rate of Rs.4000 per year and to all the members including Chairperson will be paid at the rate of Rs. 2000 per year.
- 3(vi) All Schools/Departments shall adopt Credit-Grade based Performance and Assessment (CGPA) system from the academic year 2009-2010 for all the courses being run in the School/Department. Any clarification on any aspects of the Credit System shall be given by the Director, Board of Colleges and University Development (BCUD), who shall be the coordinator for the operation of the CGPA system and shall advice on and carry out any amendment required to it.

3(vii). Duties of the Examination committee

A. To prepare the schedule/time table of dates of holding examinations

- (a) The schedule of the examination should ordinarily be same for all the Schools/Departments.
- (b) The Controller of Examination shall convene the meeting of all Co-ordinators of the Examination Committees to decide the uniform schedule and dates for the theory and practical examinations.
- (c) It is the responsibility of the Examination Committee to prepare the time tables for the theory and practical examinations of the School/Department and to take the approval of the Vice-Chancellor for the prepared time tables.
- (d) The Co-ordinator shall submit a copy of the approved time table to the Controller of Examinations of the University for information.
- (e) The School/Department shall display the time table for theory and practical examinations within the one month of the beginning of the semester.

B. To prepare the panel of the paper setters and examiners

- (d) The Examination Committee shall prepare the panel of the paper setters and examiners for the academic year.
- (e) The examination work is mandatory for all the teachers in the School/Department. Thus, the names of all teachers from the School/Department (irrespective of their positions) should be included in the panel of the paper setters and examiners. Besides, the names of the suitable teachers from other universities and national institutes should also be included in the panel.
- (f) It is the responsibility of the Co-ordinator of the Examination Committee to take the approval of the Vice-Chancellor for the prepared panel and to submit a copy of the approved panel to the Controller of Examinations of the University for information.

C. To appoint the paper setters and examiners

- (a) The Examination Committee shall finalize the names of the paper setters and examiners from the approved panel for the examination and allocate appropriately the paper setting work.
- (b) The Co-ordinator of the Examination Committee shall send appointment letters to all paper setters and examiners finalized by the Examination Committee well in advance so as to enable the paper setters and examiners to communicate their acceptance. The structure of the question paper and the syllabus of the concerned course shall also be sent to the paper setters and examiners.

- (c) The remuneration for the paper setting shall be paid as per the existing University rules.

D. To conduct the meeting for paper setting

- (a) The appointed paper setters should prepare three sets of each question paper and submit to the Co-ordinator of the Examination Committee on or before the stipulated date given for the submission. Nature of question paper should be as per the guidelines suggested by the examination Committee.
- (b) The Examination Committee shall conduct the meeting of the paper setters well in advance (preferable 30 days before the commencement of the examination).
- (c) All the question papers should be thoroughly scrutinized in the meeting and the Examination Committee shall have all the rights to change/modify the question papers appropriately wherever necessary.

E. To print the question papers

- (a) The finalized question papers shall be typed in a given uniform format as decided by the examination committee.
- (b) Before taking the final print, the question papers shall be proof read to minimize the mistakes.
- (c) On the same day, the question papers shall be printed in required quantities (e.g. number of students + 25) and sealed appropriately.
- (d) The sealed packets containing question papers signed by the concerned paper setters and the chairperson of the Committee shall be handed over to the Co-ordinator of the Examination Committee, who will store them in his custody. Thus, the Co-ordinator shall also be the *ex-officio* custodian for the examination.

F. To conduct the Examination of the School/Department

- (a) Every School/Department shall conduct examination of their own School/Department with their own teaching and non-teaching staff.
- (b) The Centre of the Examination shall be respective School/Department.
- (c) The remuneration for the conduct of examination to teaching and non-teaching staff shall be paid as per the existing University rules.
- (d) There shall be one Senior Supervisor at each examination centre. The Examination Committee shall appoint a Senior Supervisor with prior approval of the Vice-Chancellor and his name shall be communicated to the Controller of Examinations of the University for information.

- (e) The Co-ordinator of the Examination Committee shall also be the *ex-officio* custodian for the examination.
- (f) The stationary required for the examination shall be provided by the University.
- (g) It is the responsibility of the Co-ordinator of the Examination Committee to procure the required stationary from the examination section.

(h) Responsibilities of the senior supervisor

- (i) He shall make the seating arrangements for the examination with the help of non-teaching staff of the School/Department.
- (ii) He shall make the appointments of the Junior Supervisors. Ordinarily, the subject teacher shall be the junior supervisor for the examination of that subject.
- (iii) He shall ensure that the packets of the question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examination.
- (iv) He shall ensure that the answer book is distributed to the students 10 minutes before the start of examination.
- (v) He shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he shall immediately report the cases of unfair means to the Director/Head of the School/Department along with his report.
- (vi) He shall, immediately after the examination is over, hand over the answer books to the Co-ordinator of the Examination Committee.

G. To conduct the assessment programme

- (a) The Co-ordinator of the Examination Committee shall arrange for the assessment of the answer books centrally in the concerned School/Department.
- (b) The assessment programme shall ordinarily be completed in five days.
- (c) The examiners shall prepare the mark-lists showing both the marks obtained and corresponding grades obtained.
- (d) All mark-lists and the assessed answer papers shall be submitted to the Controller of Examinations of the University signed by Chairperson and Co-ordinator of the Examination Committee.
- (e) After the submission of the marl-lists and answer books to the Controller of Examinations of the University, the concerned subject teacher shall display the marks to the students.

- (f) The Controller of Examinations of the University shall declare the result and issue the mark lists and other certificates under his signature as per University rules.
- (g) The issuing the photocopy and revaluation of the answer books, if required shall be done by the Examination Section of the University as per the present rules and procedures.