



Rayat Shikshan Sanstha's

# SADGURU GADGE MAHARAJ COLLEGE, KARAD

(EMPOWERED AUTONOMOUS - Affiliated to Shivaji University, Kolhapur)

Accredited 'A<sup>+</sup>' with CGPA 3.63 by NAAC

● RUSA Beneficiary & NAAC Designated Mentor College ●

## EXAMINATION HANDBOOK



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S.G.M. College, Karad

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Controller of Examination  
S.G.M. College, Karad

**Dr. M. M. Rajmane**  
Principal  
S.G.M. College, Karad



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## Examination Handbook Academic Year 2025-26

Examination Handbook on Examination and Evaluation  
system for the Faculty of Humanities, Science and Technology,  
Commerce & Management and Professional Programs.

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## **1. About College**

The college has been started way back in June, 1954 with only 54 students in a single Arts Faculty. It has been flourished over the years to become a multi-faculty institution with 30 departments, a large number of support services and interdisciplinary activities at present. The campus is spread over about 6.8 hectors. The total student strength of Senior and Junior College is more than 12,500. The number of teaching and non-teaching staff is above 400. Now the college is one of the biggest and well known multifacility colleges in the jurisdiction of Shivaji University, Kolhapur.

Ours is the first college in India opened at the Tehsil place. Our students hail from 350 distant villages. More than 95% students come from rural area. The objective of the founder of our Sanstha, Padmabhushan Dr. Karmaveer Bhaurao Patil was to impart education to the poorest of the poor through self-help; irrespective of caste, creed and religion. Recognized by the University Grants Commission with 2(f) and 12(b), the college offers diversified programmes in the conventional, non- conventional and professional modes. Apart from this the college imparts skill and career-oriented education through 42 Short term courses. A large number of students are benefited by support services and inter - disciplinary activities provided by the college. It is also designated as the Lead College by Shivaji University to lead the cluster of 13 colleges in the vicinity. The college also offers access to distance mode of learning through the centers of Shivaji University and Yashwantrao Chavan Maharashtra Open University. The college has a sound infrastructure, highly qualified and experienced teaching staff, number of support services and established tradition to provide quality education to the needy students deprived of education.

Recognizing its Contribution to higher education, the college is awarded with the status of Community College by UGC and FIST by Department of Science and Technology (DST), Government of India. NAAC Bangalore has accredited the College at A + grade with 3.63 CGPA in the 3rd cycle of assessment and accreditation. Besides, it is ISO 9001:2015 certified and recognized for its quality education.



In the Academic Year 2024-25 the College has received “Karmaveer Paritoshik” for being “Adarsh College” in the Sanstha.

In June 2019, the college is awarded with an Autonomous Status by UGC, New Delhi, recognizing its contribution to higher education. The college has been sanctioned RUSA component. It has also been approved PARAMARSHA Scheme by UGC, New Delhi. Besides it is also NAAC designated Mentor College.



**Orientation of First Year Students by Hon. Prin. Dr. M.M.Rajmane**

## 2. Examination Committee

Sr.No.	Name	Designation
1	Prin.Dr.M.M. Rajmane	Chief Controller of Examinations
2	Prof. S. A. Shinde	Controller of Examinations
3	Dr. V. L. Jawan	Deputy COE
4	Prof. Dr. U. B. More	Member
5	Shri. G. S. Bansode	Member
6	Dr. S. V. Mahamuni	Member
7	Smt. S.V. Mahajan	Member
8	Dr. S. E. Jadhav	Member
9	Shri. A. B. Patil	Member
10	Smt. N. S. Thorat	Member
11	Shri A. S. Mahabari	Member



### **3. Powers and Duties of the Examination Committee**

1. The Examination Committee shall make sure that tests and exams are properly organized, including invigilation, assessment, moderation, reevaluation, and result announcement.
2. Examiners, moderators, paper-setters, and the examination are all approved by the respective Board of Studies. Appointments to such examiners, moderators, and paper-setters are made by committees.
3. Exam reform experiments and exercises will be conducted by the Examination Committee.
4. Three sets of question papers will be made available to the Examination Committee online by Techsid Software. SRPD (Secured Remote Paper Delivery) will handle the printing.
5. The committee shall prepare examination Calendar at the beginning of the term and notify the same.
6. The Central Assessment System will be used to centrally evaluate the answer books for every exam. Following the evaluation, all exam answer booklets will be moderated in accordance with the university's moderation guidelines. The result sheet is created by the moderator and the examiner. Answer sheets will be coded after being masked for the purpose of reevaluating the papers. After that, the examiners will receive the coded answer books for evaluation. Following the evaluation, the appropriate revaluator will decode and de-masked all of the answer books before creating the result sheet.
7. To look into and take appropriate action concerning the policies of candidates, paper setters, examiners, and other relevant teachers, the committee will create a sub-committee named the Exam. Lapses Committee.

8. The committee will ensure the upholding of strict measures during the examination session in order to prevent the students, teachers, invigilators, and supervisors from using any undue advantage.
9. The Examination Committee will prepare the exam budget for every academic year.
10. The committee will meet twice during the academic year and any other time that is deemed necessary.
11. The entering of students into the examination hall will be strictly controlled. The College is to set and announce a strict schedule within which the examinations will be conducted.
12. As determined by the Principal and the Academic Board, the assessment methods will be aligned with NEP 2020. The faith and credibility of the students and the society shall be preserved and protected by conducting examinations and evaluations in a just, rational and humane manner.
13. The Examination Committee will take into account reforms approved by the Subject Board and Board of Governors of the institute.

#### **4. Duties of COE**

- Controller of Examinations (COE) works under the guidance of Principal (Chief controller of Examinations)
- To prepare and announce in advance the calendar of examinations
- To arrange for printing of question papers
- To arrange to get performance of the candidates at the examinations properly assessed, and process the results
- To arrange for the timely publication of results of examinations
- To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices

- To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations
- To review from time to time, the results of university examinations and forward reports thereon to the Academic Council
- The Director shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

## **5. The Examination Section**

- The Examination Section is located on the second floor of A building having various sub sections like CAP Section, Strong room, COE and Deputy COE cabin, Working area and Exam. Conducting area
- Central Assessment Room (CAP): It is used for central assessment of all answer books of Semester End Examinations and Supplementary Examinations
- Strong Room: All stationery required for examination, the printing of question papers as well as storage of examination gazettes will be done in the strong room
- COE and Deputy COE cabin: The cabin in Exam. cell from where the administration of examination is done
- Working area: Area for working of examination related staff along with control room during Class Tests, Semester End Examinations (SEE) and Supplementary Examinations
- Examination Conducting Area: The area from where Examination is conducted through senior supervisors and Junior Supervisors.

## 6. Scheme of Examination:

### i) Summative examination (Semester End Examination)

- There shall be examinations at the end of each semester usually during October/November for odd semesters and during March /April for even semesters. Summative examinations are conducted by Examination Cell.

80 % of marks are allotted for summative examinations.

- Duration – These examinations shall be of three hours and one & half hours duration in alignment with credit courses
- Question Paper Pattern:- As decided by respective Board of Studies

### ii) Formative examination (Continuous Comprehensive Evaluation)

20 % Marks for internal assessment shall be conducted based on seminars, fieldwork, tests, assignments, open-book examination, review etc. as determined by the Board of Studies in the respective subject. The internal assessment marks shall be notified on the department/ college notice board for information of the students and it shall be communicated to the examination centre before the commencement of the SEE examinations. The Board of Examinations shall have access to the records of such internal assessment evaluations.

iii) Standard of Passing- The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain a minimum of 40% marks. There will be separate head of passing for Semester End Examination (SEE) and Continuous Comprehensive Evaluation (CCE).

## 7. Instructions to Students during Examination

1. Report 20 minutes before the start of your examination.
2. Carry your College ID card for each exam sessions.
3. Check the seating arrangement, displayed on the board, and enter the examination hall.

4. Mobile Phones are not allowed in the examination hall.
5. Under unfavorable circumstances, candidates will be admitted to the Examination Hall not more than twenty minutes after the commencement of the examination.
6. If you arrive late by half an hour from the commencement of exam, you will not be allowed to the examination hall.
7. Students must place all materials that are not specifically designated “permissible materials in examination hall ” in the front of the classroom, including but not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPods, headphones, purses, bags, etc.
8. You may take into an exam room any pen, pencils, erasers, rulers, pencil sharpeners and permitted technical drawing equipment (such as protractors and compasses). However, these must be placed in a clear plastic bag. You must not bring in any pencil case or box for these items.
9. Exchange of examination material will not be allowed during the examination.
10. You must not have any unauthorized/objectionable material with you at your exam desk or on your person whilst under examination conditions, including books, manuscripts, calculator cases, or mobile phone or any other electronic data storage device. You must not take into an exam room any blank paper; all rough work must be done in the exam booklets which are provided.
11. **Malpractice:** The following will be considered as malpractice:
  1. Writings on the desk relevant to the examinations.
  2. Verbal or oral communication to neighboring candidate.
  3. Written or printed materials, bits, writings on scale, calculator, Handkerchief, Hall Ticket, handbooks, Dress or any part of the body, possession of organizer etc,
  4. Copying from neighbor.
  5. Possession of any incriminating materials inside the examination hall



- (Whether used or not). 6. Objectionable writings in the answer book.
7. Giving answer book to another candidate/taking answer book from another candidate.
8. Exchange of question papers and other material with some answers.
9. Misbehavior in the examination hall (Disobedience, unruly conduct in the examination hall, threatening the Hall Superintendent/Chief Superintendent and other examination officials), carrying mobile phone.
12. It is the responsibility of each candidate to ensure that they are answering the correct paper.
13. Each candidate must check the title of the paper and complete the candidate details on the front of the answer sheet.
14. Read the instructions carefully before commencing an answer.
15. Any queries should be brought to the attention of the invigilator immediately.
16. Any irregularities of conduct within the Examination Hall will be reported and a candidate who is disruptive to the proper conduct of the examination for other examinees, in the opinion of the Invigilator, may be required to leave the Examination Hall.
17. Any type of copy / cheating/talking with another student during the examination will be forwarded as copy case to unfair means committee.
18. Checks for unauthorized material will be carried out during the examinations – you may be asked to empty your pockets.
19. If you have a disability and need adjustments made to your exam arrangements, you should seek advice as early as possible before the exams from the Disability Advice and Guidance Team.
20. The supervisors won't allow you to leave until one hour after the exam has started and during the last ten minutes.
21. The supervisors will give a warning ten minutes before the end of the exam. They will also announce when your exam has ended. You must stop writing when instructed to do so. If you continue to write, you may be

reported to your faculty and face disciplinary procedures. Stay in your seat until the supervisor announces you to leave the exam room.

22. Candidates who wish to leave the Examination Hall before the final twenty minutes of the examination period must call an invigilator and hand over their answer books to the invigilator.

23. At the end of the examination period, candidates must remain in their seats until all answer books are collected. Answer books must be handed up immediately on request to the invigilator.

24. If you are sitting a paper-based exam, your handwriting must be legible. Number all answers and complete cover pages during the time allowed for writing

25. If you are sitting an online exam, your work is auto-saved after every 30 seconds and your exam will be automatically saved and submitted at the scheduled end time.

## **8. Instructions to Invigilators during Examination**

1. Please implement the code of conduct for students during the examination.
2. Examination duty is compulsory. In case of emergency, an alternative arrangement to be made by submitting adjustment form.
3. All invigilators must report within time to Examination Section and must reach to respective examination hall before 15 minutes of the examination schedule time.
4. Question papers will be made available by the respective examination committee member in each examination hall before 10 minutes of the examination schedule.
5. All invigilators must maintain silence in the examination hall.
6. Your mobile phone will be in silent mode. Use it only in examination related to emergency cases.

7. Please check the students have occupied their respective seats according to the seating plan.
8. Distribute the answer books to the students before 10 minutes of the examination and ask them to fill all the details in the answer book.
9. Distribute the question paper to the students exact commencement time of the examination.
10. Verify the admit card / I card of the students in the examination hall.
11. Take the signature of the students on the attendance sheet and maintain an attendance record of the examination hall.
12. Invigilators must watch the students continuously and should be vigilant.
13. Please move in the examination hall to prevent indiscipline/copying.
14. Should not leave the examination hall during the examination period. In case of urgency, may be allowed for a maximum 15 minutes with permission from the controller of examination/examination committee member after the alternative arrangement made.
15. In case of physically challenged/Learning Disabled examinee, he/she may be allowed an extra time of 30 minutes for writing the examination for all the courses, provided he/she seeks permission from the controller of examination for extra writing time on account of his/her disability by producing a medical certificate from competent authority to this effect.
16. Other invigilators/faculty are not allowed to enter into other examination halls without consent of concerned Hall invigilator.
17. Distribute the supplement answer books/graph sheets to the students when requested by students.
18. Request the students to tie their supplement answer books before 5 minutes of the end of the examination time.
19. Invigilators must be vigilant, prevent unfair means and will report unfair means cases if any, without any discrimination to the examination committee.

20. If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported to the COE with written complaint mentioning the incident and handover the student to the COE along with the answer booklet, question paper and the forbidden material if any.
21. Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty. This is essential to maintain transparency in the Examination system.
22. Once the examination is completed, collect the answer books serially and submit along with student's signature report and attendance report to examination committee members, ask them to sign on your reports after the verification.
23. Never leave the room or exam material unattended.
24. Collect all unused exam booklets and return them to the examination centre.
25. It is brought to notice that, it is legally bounded duty for you to attend this work. The Maharashtra University Act 1994, section (32)(5)(g) read as follows: "It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action." Hence it is brought to your notice that this duty is compulsory and failing to report will attract the action under M.U. act 1994, section (32)(5)(g) coupled with statute – 431: "Ground for taking any disciplinary action against a teacher" and statute 341(iii): "Willful and persistent neglect of duty".

## 9. Instructions for Paper Setters

1. The appointment of the Board of paper setters and examiners will be based on the panel empanelled by the respective BOS.
2. The board of paper setters for each course/paper shall include
  - (a) Chairman BOS of the respective department.
  - (b) Concerned faculty who is teaching the course or paper.
  - (c) External paper setter.
3. Paper Setter shall maintain the secrecy of the question paper and shall be responsible for the same.
4. Three sets of question papers will be sought for each course.
5. Examination papers must be typed under secure in Software and with proper login credential.
6. Question papers must be typed and submitted as per the guidelines given by examination cell.
7. Instructions to the examinee' should be correctly specified on the first page of the question paper.
8. The toughness level of the question paper should be such that 50% of question paper can be attempted by even an average student, 70% by good students and the 100% by intelligent students. The question paper should be fairly distributed over the whole syllabus prescribed for the course during the academic semester. No question or part thereof should be out of the prescribed syllabus. The setting of Question Papers will be done as per Bloom's Taxonomy.
9. While setting the questions see the following attributes of a good question -
  - (a) Question is relevant. It focuses on recall and aligns well with the overall learning objectives.
  - (b) Question is framed in a clear, easily understandable language, without any vagueness.



- (c) Question is crisp and concise which will omit any unnecessary information that requires students to spend time understanding it correctly.
  - (d) Question is purposefully asked which will help to evaluate the question against some set benchmarks.
  - (e) The question is guiding the learners towards understanding the concept
  - (f) The question stimulates the thinking
  - (g) The question is one dimensional. The multi-dimensional question can be divided into distinct questions to facilitate easier and better recall.
10. The Question paper should be based on the course outcomes defined in the curriculum and ensure that all the outcomes are addressed through appropriate questions.
11. The following factors are to be considered when assigning relative weights to each learning outcome and each content area
- (a) the importance of each area in the total learning experience
  - (b) the time devoted to each area during the learning experience
  - (c) which outcomes have greater retention and transfer value.
12. Questions paper should address the different levels of learning i.e. Knowledge / Remembering, Understanding, Applying, Analyzing, Evaluating and Creating.
13. Repetition of a question must be avoided.
14. As far as possible avoid splitting of question/sub-question across two pages, it should appear on the same page.
15. Paper Setters have to submit the Scheme of marking and model answers for the question paper to the examination section.
16. Remuneration of Paper setting will be as per remuneration chart provided by Finance Committee.

## 10. Assessment Procedure

1. It shall be mandatory for every faculty to assess the answer books of his/her course or answer books of other courses as instructed by the Controller of Examinations/concerned Head of Departments Within the stipulated time and only in the CAP Centre/Room.
2. CAP Director shall issue answer books to the concerned faculty. He/ She will maintain a register with a number of papers issued to and received from the faculty each day.
3. The concerned faculty shall assess and submit the assessed answer books to the CAP Director.

## 11. Evaluation of Answer Scripts

The institute adopts the system of Central Assessment Process (CAP) for the evaluation of answer scripts. Coordinator for CAP will be nominated by the controller of Examination as CAP coordinator for smooth function of CAP.

Evaluator's Role and Responsibilities

### 1. Adherence to CAP:

Examiners are required to participate in the Central Assessment Programme and attend the designated assessment centers.

### 2. Impartial Assessment:

Due to the masking system, examiners will not be allowed to know the identity of the candidates they are evaluating, promoting a fair and unbiased evaluation.

### 3. Attending the Center:

Examiners must assess the answer books at the central assessment center only.

**4. Cooperation:** The process relies on the cooperation of examiners to ensure smooth and efficient conduct of the evaluation.

## 12. Moderation

Moderation of examination papers during the Semester End Examinations shall be conducted by a Moderator who has received approval from the Board of Studies (B.O.S.) pertaining to the relevant subject matter.

The moderator will be a Senior Academic whose specialization aligns with the specific domain of the examination paper in question.

The process of moderating examination papers ought to take place subsequent to a collaborative session involving both the Setter and the Moderator.

The primary objective of moderation is to ensure a flawless assessment of answer scripts.

## 13. Additional Examination of Any Semester

A learner who remains absent in some or all the subjects on medical grounds or for representing the College or University in NSS, NCC, Sports or Cultural Activities which is reported to the examination section, by producing necessary documents and testimonials within seven days and is considered valid and to the satisfaction of the Principal, will be allowed to appear for the Additional Semester End Examination. **This is not applicable for any A.T.K.T Examinations.**

## 14. Preservation of Answer Books

All assessed answer books for Semester End Examination and supplementary Examinations shall be preserved for two consecutive semesters in the examination section from the date of examination.

## 15. Result Processing

Each individual within the examination department, encompassing the controller of examinations, the director of the Continuous Assessment Program (CAP), the evaluators of answer sheets, educators, moderators, and the result printing team, participates in this collaborative endeavor to ensure the timely completion of the result publication process. The institution employs a transparent, secure, and sophisticated processing framework for the Results Making Process. The Automated Result Processing Module has been engineered in such a manner that empowers the administrator to oversee all operations from a singular interface. The institution is assured of compliance with regulatory standards, alleviating concerns regarding potential violations.

- Key Functionalities of Result processing module are :
- Incorporating Ordinances for Result
- Upload /Enter subject marks
- Gracing management
- Withheld cases management
- Result summary
- Ranker analysis (Class/Subject)
- Managing unfair means cases
- Reassessment management
- Mark sheet printing
- Online provisional mark-sheet
- Degree Certificate Management

Upon the receipt of the marks for various components of the internal assessment and the Semester End Examination from the evaluators, the data operator shall systematically organize the course-wise data entry of these marks. Following the completion of data entry, the process of printing the grade cards shall be initiated. Prior to the printing of the grade cards, the

Deputy Controller of Examinations shall conduct a thorough verification of the entries in the results sheets in collaboration with the relevant staff, ensuring the precision of the results compilation. The examination section shall take responsibility for the preparation of the Grade Cards and the compilation of statistical data pertaining to the results. The announcement of the results shall occur only with the formal approval of the Principal.

Grade reports shall be produced on specialized grade sheets that incorporate various security features and subsequently distributed to students. Upon the issuance of the grade report to the student, it is imperative to obtain the signature of the recipient as a form of acknowledgment. In the event that a student misplaces the grade report that was issued to him/her, a duplicate grade report may be provided upon submission of an application and remittance of a specified fee. This duplicate grade report shall be distinctly labeled as "DUPLICATE." The Controller of Examinations shall be responsible for the arrangement of the publication of results on the official college website. All results shall be announced in accordance with the examination calendar within a period of 30 days.

## **16. Issuing Transcript**

1. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
2. A student can obtain transcripts by submitting the application with the prescribed fee.
3. The application should be accompanied by photocopies of all the grade cards issued to the student by the examination branch.



4. The staff concerned after checking the entries made in the application with the photo copies of the grade cards will forward the application to the Deputy Controller of examination concerned for further checking.
5. The Controller of examination concerned should check the entries made by in the application with entries in the tabulation register.
6. If the entries are found to be correct, the Deputy controller concerned forwards the application to the Controller of Examinations.
7. The Controller of examination concerned will sign on the printed transcripts.
8. The Controller of examination concerned should authorize the office assistant to issue the transcript to the student after obtaining a signature in "Transcript issue Register"

## **17. Procurement Of Stationery**

The Controller of Examinations projects how much stationery would be needed for the upcoming academic year's exams. The principal will be consulted in order to approve the requirement. The acquired stationery and its log will be kept in the storage of the Examination cell. In the storage, the examination department should keep the necessary stationery for the upcoming semester.

## **18. Examination Ordinances**

### **O.91: (U.O.02): Grace Marks for getting higher class:**

A candidate who passes in all subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing second class/higher second class or first class by marks not more than 1% of the aggregate marks

of that examination or upto 10 marks. Whichever is less shall be given the required marks to get the next higher class or grace as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also if prescribed in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Condonation of marks be shown in the statement of marks in the form of asterisk and Ordinance number. Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

**O. 91 (1) U.O. 03): Grace Marks for getting Distinction in the subject only:**

A candidate who passes in all the subject / head of passing in the examination without benefit of either gracing or condonation rules and whose total no. of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/ s shall be given necessary grace marks up to three in maximum two subject, subject to maximum one percent of the total marks of that head of passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such a examination/s for which provision for distinction in a subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE , MCI, Bar Council, CCIM, CCAIH, NCTE etc.

**O.94: (U.O.01.): Grace Marks for passing in each head of passing (Theory/Practical/ Oral/ Sessional ) (External/Internal):**

The examinee shall be given the benefit of grace marks only for passing in each head of passing (Theory/Practical/ Oral/ Sessional ) in External or Internal examination as follows:

Head of Passing	Grace Marks
Up to 50	2
51 to 100	3
101 to 150	4
151 to 200	5
201 to 250	6
251 to 300	7
301 to 350	8
351 to 400	9
401 and above	10

Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this ordinance shall be applicable only if the candidate passes the entire examination of semester / year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE , MCI, Bar Council, CCIM, CCAIH, NCTE , UGC etc.

**O.96 (U.O.04) Condonation:**

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be

condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

**R.B.A.8:** The scheme of the Physical Education has been made operative for B.A. Part-I Class.

The benefit of marks obtained by the students in Physical Education Tests conducted by the University and N.C.C. authorities shall be as under:-

- If a student fails in one or two heads of passing only and having passed in all the remaining heads of passing, the marks obtained by him/ her in the Physical Education Test shall be added to one and/ or two heads of passing in which he has failed as the case may be. A student getting the benefit of Physical Education marks should not be given advantage of any other Ordinance. The Physical Education Marks shall not be considered for the award of Class and for deciding merit.
- If a result of addition of Physical Education marks a student does not pass the examination, the marks obtained by him / her in physical Education shall not be considered.
- The marks of Physical Education obtained by the unsuccessful students at the B.A. Part-I Examination shall be carried forward for their subsequent attempt/s.
- The marks obtained in Physical Education shall not be considered for earning exemption in subject or head of passing, but the marks will be carried forward for availing the benefit at the subsequent attempt/s.
- The marks secured by the students under the Physical Education scheme shall be added to the total of his marks in the examination irrespective of the fact of his passing or failure in the examination. The Physical Education marks shall be shown as “Total + P.E. marks”.

**R.B.A.9:** The B.A. Parts-I, II and III Examinations shall be held twice in a year in April/ May and October/ November.

**R.B.A.10:** A Candidate, who has kept one term in this University or in any of the Universities in the State of Maharashtra for the Intermediate Arts Examination or an examination recognized as equivalent thereto, shall be allowed to join the second term of the B.A. Part-I Course for the Second term.

**R.B.Com.10:** The scheme for the Physical Education has been made operative for the B.Com. Part-I Class.

The benefit of marks obtained by the students in Physical Education Tests conducted by the University and N.C.C. authorities shall be as under:

- If a student fails in one or two heads of passing only and having passed in all the remaining heads of passing, the marks obtained by him in the Physical Education Test shall be added to one and/ or two heads of passing in which he had failed as the case may be. A student getting the benefit of Physical Education marks should not be given advantage of any other Ordinance. The Physical Education marks shall not be considered for the award of class and for deciding merit.
- If a result of addition of Physical Education marks a student does not Pass the examination, the marks obtained by him in Physical Education shall not be considered.
- The marks of Physical Education obtained by the unsuccessful students at the B.Com. Part-I Examination shall be carried forward for their subsequent attempt/s.
- The marks obtained in Physical Education shall not be considered for earning exemption in subject or head of passing, but the marks will be carried forward to availing the benefit at the subsequent attempt/s.
- The marks secured by the students under the Physical Education scheme shall be added to the total of his marks in the examination irrespective of the fact of



his passing or failure in the examination. The Physical Education marks shall be shown as “Total + P.E. marks”.

**R.B.Sc. 2:** The scheme of the Physical Education has been made operative for B.Sc. Part-I.

The benefit of marks, obtained by the students in Physical Education Tests conducted by the University and N.C.C. authorities shall be as under:

- If a student fails in one or two heads of passing only and having passed in all the remaining heads of passing, the marks obtained by him/her in the Physical Education Test shall be added to one or two heads of passing in which he has failed as the case may be. A student getting the benefit of Physical Education marks should not be given advantage of any other Ordinance. The Physical Education marks shall not be considered for the award of class and for deciding merit.
- If as a result of addition of Physical Education marks a student does not Pass the examination, the marks obtained by him in Physical Education shall not be considered.
- The marks of Physical Education obtained by the unsuccessful students at the B.Sc. Part-I Examination shall be carried forward for their subsequent attempt/s.
- The marks obtained in Physical Education shall not be considered for earning exemption in subject or head of passing, but the marks will be carried forward to availing the benefit at the subsequent attempt/s.
- The marks secured by the students under the Physical Education scheme shall be added to the total of his marks in the examination irrespective of the fact of his passing or failure in the examination. The Physical Education marks shall be shown as “Total + P.E. marks”.

## 19. Declarations of Results

- a) All results shall be declared as per the examination calendar within 20 days (from last day of examination).
- b) The examination section shall prepare the Grade Cards and statistics of the results.
- c) The results shall be declared after obtaining an endorsement from the Examination Committee.
- d) In case of any discrepancies observed or reported in assessment and in the grade moderation process, Controller of Examinations shall forward the matter to the Redressal committee. The recommendations of the committee will be endorsed by the exam committee after approval by the Chief Controller of Examinations and the result shall be updated within 30 days.

### **Amendment of Results due to errors**

- (a) In case it is found that the result of an examination has been affected by errors, the Controller of Examinations shall amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary within 30 days subject to endorsement by the examination committee.
- (b) A report listing such amendments shall be submitted by the Controller of Examinations to Examination Committee. The amended result shall be endorsed by the Examination Committee before its declaration.
- (c) The error means i. error in computer/data entry, printing or programming  
ii. clerical error, manual or machine error, in totalling or entering of marks on ledger /register.  
iii. Error due to negligence or oversight of examiner or any other person connected with evaluation, and result tabulation.

## 20. Ten Point Grading System – Applicable to UG / PG programmes

Conversion of Marks out of 100 to grade point

Sr. No.	Marks Range Out of 100	Grade Point
1	80 to 100	10
2	70 to 79	9
3	60 to 69	8
4	55 to 59	7
5	50 to 54	6
6	45 to 49	5
7	40 to 44	4
8	0 to 39	0
9	Absent	0

Conversion of Marks out of 50 to grade point

Sr. No.	Marks Range Out of 100	Grade Point
1	40 to 50	10
2	35 to 39	9
3	30 to 34	8
4	28 to 29	7
5	25 to 27	6
6	23 to 24	5
7	20 to 22	4
8	0 to 19	0
9	Absent	0

Sr. No.	CGPA Range	Grade Point	Letter Grade
1	9.50 to 10	O	Outstanding
2	8.86 to 9.49	A+	Excellent
3	7.86 to 8.85	A	Very Good
4	6.86 to 7.85	B+	Good
5	5.86 to 6.85	B	Above Average
6	4.86 to 5.85	C	Average
7	4.00 to 4.85	P	Pass
8	0.00 to 3.99	F	Fail
9	Nil	Ab	Absent

### Calculation of SGPA & CGPA

#### Semester Grade Point Average (SGPA)

$$\text{SGPA} = \frac{\sum(\text{Course Credits Earned} \times \text{Grade Points obtained}) \text{ of a semester}}{\sum(\text{Course Credits}) \text{ of a respective semester}}$$

#### Cumulative Grade Point Average (CGPA)

$$\text{CGPA} = \frac{\sum(\text{Total Credits of a semester} \times \text{SGPA of respective semester}) \text{ of all semesters}}{\sum(\text{Total Course Credits}) \text{ of all the semesters}}$$

## 21. Examination Services

### Change in Name

A student who desires to have a change made in his name as recorded in the university record shall apply to the Controller of Exam, S.G.M College in prescribed form. The change of name in the records of the university/Autonomous college may be sanctioned on any one of the following grounds, namely...

- Marriage (Ladies),
- Adoption,
- A person who has assumed a new name in such circumstance as may be specified by the order of the Central Govt. or a State Govt.

No change in his/her name will be made in the past records of the College. Documents required for change in name are as follows and must accompany the application for change in name.

- Maharashtra State Govt. Gazette (Original copy)
- Affidavit (Ladies) (Original copy)
- Marriage Certificate (Ladies) (Original copy)
- Photo copy of the Statement of Marks of last examination

The prescribed fee for change in name is Rs.200/-.

- The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized.).
- After the necessary changes in permanent documents, corrected copy/ies of the statement/s of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

### Photo copy of Answer Book

### Issue of photo copy of the Assessed answer book/s

- The candidate, should directly apply to the Controller of Examination for the Photo Copy/ies in the prescribed form duly filled in and signed by the examinee.
- The photo copies of the (Semester End Examination) will be supplied on the payment of non-refundable fee per answer book which shall have to be paid by the examinee/s by cash at Cash Section of the Sadguru Gadge Maharaj College, Karad.
- The candidate shall apply for the photo copy/ies as per the notification by Examination Cell
- The photo copies of the answer book/s will be provided to the students / examinees by the college by hand.
- The photo copies so obtained by the examinee/s are for his/her exclusive and relevant use. If the applicant desires he can use it only for the purpose of getting redressal of the grievances through the redressal mechanism provided by the college under these rules.
- After getting the Photo copy of the answer book/s if the candidate finds any error in the assessment like incorrect totaling or unassessed portion of the answer books he/she can apply for the rectification of these errors within seven days from the receipt of the photo copy in the prescribed form. However, if the examinee is not satisfied with the marks awarded to him / her by the original examiner, he/she shall apply for redressal of grievances to the Controller of Examination, S.G.M. College in the prescribed form, challenging the valuation done.
- The photo copy and revaluation facility is to be regarded as a special facility and not a right in the strict sense of the term.
- The exam cell will supply photo copy as it is, blocking the name and signature of examiner / moderator.
- Supply of photo copy/ies of the assessed answer book/s and redressal of grievances are additional facilities to the students and such matters will be

regulated in accordance with the relevant ordinances, regulations and rules made by the university office in that behalf.

### **Verification of Marks**

#### **Verification of answer book/s (Ordinance O.105)**

The facility of verification is provided to the candidates as per the ordinance No. 105. The extract of ordinance 105 is as below:

**O.105** Verification of Marks: Information as to whether a candidates answer in any particular head or heads of college examination has been examined and marked, will be supplied to the candidate on his forwarding an application accompanied by a fee for a each head with in fifteen days of the declaration of the results of the said examination. The verification fee so charged will not be refunded to the candidate. Additional information regarding verification is as under:

- The result of the examination will be displayed on the portal (student login) on the date of declaration of the result.
- The candidates shall apply in the prescribed form which can be obtained from the concerned college.
- The application in the prescribed form along with prescribed fee must be submitted to the university within 7 days of the date of declaration of results. Late applications will not be entertained.
- Candidate shall mention clearly the subjects for which verification is to be don, in the application form along with other essential information.
- The candidate is permitted to apply for verification for maximum of three subjects per examination.
- The verification of marks facility includes checking of totaling of marks and whether all questions or sub questions are assessed and marked or not. It does not include reassessment / revaluation by other examiner.
- Result of verification shall be communicated to the examinee within 45 days from the date of declaration of the result.



- Fees paid for verification of marks shall not be refunded in any case.
- The candidates can either apply for verification of marks or for photo copies of the answer books but not for both.

### **Revaluation of Answer book/s**

As per the directions of the Hon'ble High Court, Mumbai, the provision of revaluation is provided to the candidates through redressal mechanism by Vice Chancellor's order with effect from April / May 2005 examination: The following procedure has been laid down for the redressal and revaluation purpose:

- The candidate shall directly apply to the Controller of Examination for the photo copy/ies in the prescribed form duly filled in and signed by the examinee.
- The photo copies of the SEE theory examinations will be supplied on the payment of non-refundable fee per answer book which shall have to be paid by the examinee by cash at Cash Section of college.
- The candidate shall apply for the photo copy of not more than two answer book/s within a period of fifteen days from the date of declaration of the result.
- The photo copies of the answer book/s will be provided to the students / examinees by hand
- The photo copies so obtained by the examinee/s are for his/her exclusive and relevant use. If the applicant desires he /she can use it only for the purpose of getting redressal of the grievances through the redressal mechanism provided by the exam. Cell of college under these rules.
- After getting the Photo copy of the answer book/s if the candidates finds any error in the assessment like incorrect totalling or unassessed portion of the answer books he/she can apply for the re-verification in prescribed form stating the errors during the assessment. Candidates applying for re-verification are not eligible to apply for the revaluation through redressal

mechanism. However, if examinee finds the mistakes in totalling, un-assessed part and also if he / she is not satisfied with the marks awarded to him / her by the original examiner, he/she shall apply for redressal of grievances, for revaluation to the Controller of Examinations, S.G.M.College in the prescribed form , challenging the valuation done by the original examiner. In such a case, any error / mistake in totaling, unassessed part of answers etc. should be pointed out by the student and will be rectified. Examinee shall apply either for re-verification or redressal of grievances, but not for both. The application for the re-verification of marks or for redressal of grievances (i.e. revaluation), must be done within seven days of the date of receipt of photo copy of the answer book.

- The application form for the redressal of the grievances is available in the Exam.section.
- The application form for redressal of grievances duly filled in along with the photo copy of the answer book/s, marks sheet and detailed question wise justification in the format given in the application form shall be send to the Controller of Examination, S.G.M. College within seven days from the date of receipt of photo copy. The applications not having any justification will not be entertained and will be rejected and in such cases fees paid will not be refunded. The justification or comments of any other expert will not be considered.
- The prescribed application form shall be accompanied by necessary fee per paper in cash college office
- The photo copy and revaluation facility is to be regarded as a special facility and not a right in the strict sense of the term.
- The applications incomplete in any respect and without justification will be rejected and the fees once paid shall not be refunded.
- The applications complete in all respects, received by the university office in time will arranged faculty, course and subject wise and shall be places before

the Redressal Committee for the consideration. If the committee does not accept the justification given by the student and original is held correct then, decision of committee shall be communicated to such student. In such cases no fees shall be refunded.

- If the Redressal Committee finds substance in the examinee's justification and claim and recommends revaluation then those cases shall be reassessed. After reassessment, if the marks awarded in the answer book/s by the original examiner and the marks obtained after revaluation vary by + - 10% or more of the maximum marks assigned to that paper, the marks after revaluation will be accepted for the revision of the result and the original marks obtained by the candidate in the paper will be treated as null and void. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the university, if the candidate gets the benefit of passing the subject / examination with or without grace marks under the provision of relevant ordinances.
- However, if difference in marks is more than 20% after revaluation, then re-revaluation shall be done and average of the two closest (marks reported to the student, marks of revaluation and marks of re-revaluation) shall be communicated to the students.
- Supply of photo copy/ies of the assessed answer book/s and redressal of the grievances are additional facilities to the students and such matters will be regulated in accordance with the relevant ordinances, regulations and rules made by the university in that behalf.
- Notwithstanding anything contained in these rules the students applying for revaluation shall not as of right be entitled for provisional admission to the following year or term nor they shall be eligible for such admission in the event of change in their result due to revaluation.

- **Cancellation Of Benefit Of Ordinance**
- As per ordinance O.152 those of the students who do not desire to avail themselves of the provisions of any of the ordinances for grace marks for passing in a paper / subjects or part / whole examination, should intimate to the University within one month from the date of declaration of the result to that effect and that they should be permitted to reappear in the paper/s, subject/s or the part / whole examination in which they have passed by availing themselves of the benefit of the grace marks or of the ordinances relating to the condonation of failures as the case may be.
- The student shall submit an application; along with original copy of the statement of marks, requesting to cancel the benefit of ordinance within 30 days from the date of declaration of results.
- The candidate shall pay the required fees for statement of marks applicable at that time. The fresh copy of the statement of marks shall be issued to the candidate within seven days from the receipt of such an application.

## **22. Rules for Allowing to Keep Term (ATKT):**

A) ATKT rules for Undergraduate Programmes:

- i. If a candidate fails in any number of courses (subject heads) of Semester I, shall be allowed to proceed to Semester II.
- ii. A candidate who earns 50% of total credits of Level 4.5 shall be allowed to keep terms in Level 5.0
- iii. If a candidate fails in any number of courses (subject heads) of Semester III, shall be allowed to proceed to Semester IV.
- iv. A candidate who earns 50% of total credits of Level 5.0 shall be allowed to keep terms in Level 5.5.
- v. If a candidate fails in any number of courses (subject heads) of Semester V, shall be allowed to proceed to Semester VI.
- vi. No candidate shall be allowed to proceed to Semester V, unless candidate has passed in all courses of Level 4.5.

vii. If a candidate opts for four year bachelor degree programme and fails in any number of courses (subject heads) of Semester VII, shall be allowed to proceed to Semester VIII.

viii. If a candidate opts for four year bachelor degree programme, such candidate shall not be allowed to proceed to Semester VII, unless candidate has passed three year bachelor degree with 7.5 CGPA or 75%.

ix. In case if the rules of any Apex body differ from these rules, then the rules of that apex body will be applicable.

B) ATKT rules for Postgraduate Programmes:

i. If a candidate fails in any number of courses (subject heads) of Semester I, shall be allowed to proceed to Semester II.

ii. A candidate shall be allowed to proceed to Semester III, even if he/she fails in any number of courses at Level 6.0.

iii. A candidate shall be allowed to proceed to Semester IV even if a candidate fails in any number of courses (subject heads) of any previous Semesters.

iv. In case if the rules of any Apex body differ from these rules, then the rules of that apex body will be applicable.

## 23. Lapses

### Lapses: Examination Lapses Inquiry Committee

Sr.No.	Name	Designation
1.	Prin. Dr. M.M. Rajmane	Chairman
2.	Prof. S.A. Shinde	COE
3.	Dr. V.L.Jawan	Deputy COE
4.	Prof. (Dr.) U. B. More (Vice Principal)	Member
5.	Prof. (Dr.) R. P. Pol (Vice Principal)	Member
6.	(Dr.) S.S. Chile (Vice Principal)	Member
7.	Prof.(Dr.) A.U Sutar	Member
8.	Prof.(Dr) G.B. Kalyanshetti	Member
9.	Dr. S. V. Mahamuni	Member

## 24. Guidelines for Unfair Means

Unfair Means: No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations. Here “Candidate” means an examinee taking an examination. Examination means any examination, midterm, end term, quizzes, practical which are considered as part of assessment/evaluation by the instructor while awarding grades in a subject.

Unfair means shall include the following:

1. During examination time having in possession or access to
  - (a) Any paper, book, note or any other unauthorised material which has relevance to the syllabus of the examination paper concerned.
  - (b) Mobile Phones or any electronic gadget other than a calculator, even in switch off mode, which can potentially be used for communication or copying.

(c) Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

(d) Anything written or signs made on the body of the candidate or his/her clothes/garments, handkerchief etc. which may have relevance to the syllabus of the examination paper concerned.

(e) Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.

2. Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.

3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.

4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.

5. Impersonating any candidate or getting impersonated by any person for taking the examination.

#### **Punishment:**

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee. The committee after consideration of the case as referred to it by instructor/invigilator can award punishment. The punishment awarded by this committee will be one or more of the following –

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/or

2. Cancellation of the examination of the semester examination for which he was a candidate and/or  
debarred from the examination for the future semester(s).

3. Any other punishment deemed suitable by the committee.



### **Norms of Punishment**

The following Norms for Punishment are Laid Down.

1. If the candidate is found having in his possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it,
  - (a) The punishment will be the cancellation of the examination of that particular paper and he/she will be awarded F grade in that paper with all the consequences to follow.
  - (b) However, if the material found in possession of the candidate is of insignificant nature the punishment may be relaxed to the extent that he/she will be given the chance to reappear in the examination.
2. If a candidate is found to have copied from or used the material caught, the punishment will be the cancellation of the present semester examination and he/she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled and F grade will be awarded in that paper with all the consequences to follow.
4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in the veranda, urinal etc. his/her examination in that particular paper or his whole semester examination depending on the gravity of the offence shall be cancelled.
5. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours, his/her examination in that particular paper will be cancelled and F grade will be awarded in that paper with all the consequences to follow.

6. If the behavior of the candidate on being caught is unsatisfactory or the candidate uses resistance/ violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

## **25. Supplementary Exams :**

Being an autonomous college, there is provision to conduct supplementary examinations of failed students. These examination are conducted in the month of June/July. It is helpful for the students to promote to the higher class and to complete the degree.



## **VISION AND MISSION**

### **Vision :**

Quality education to all, especially the rural, semi-rural and socio economically deprived students to make them self-reliant.

### **Mission :**

- To impart quality education to the young generation of India keeping pace with regional, national and international educational scenario in order to make it locally and globally competent.
- To provide education to all the classes of society, especially to the downtrodden, economically and socially backward sections of society to make them self confident and self reliant.
- To impart value-based education, embodying socio - cultural, scientific commercial and physical training in order to achieve all round development of the students' personality.
- To sharpen student's sensibilities with enlightened secular democratic and human values for encouraging their participation in corporate life.
- To promote among the students a sense of equality, national integration, social justice and to act as a catalyst in socio-economic transformation for national development.
- To impart need based, time relevant and innovative programmes promoting the use of latest technology.

## **QUALITY POLICY**

We at 'Sadguru Gadge Maharaj College, Karad' are committed to provide good infrastructure, equipments, competent faculty and staff for academic and all-round development of the students & inculcate global competencies and humane values among them by satisfying applicable requirements through continual improvement in Quality Management System.

## **QUALITY OBJECTIVES**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Enhance Academic Performance</li> <li>● Promote Industry - Institute Interaction</li> <li>● Community Work</li> </ul> | <ul style="list-style-type: none"> <li>● Good Placement in Industry</li> <li>● Faculty Up-gradation</li> </ul> |
|--|--|