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Shri Balasaheb Mane Shikshan Prasarak Mandal's **4031**
ASHOKRAO MANE GROUP OF INSTITUTIONS

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Accredited by NAAC with 'A' Grade CGPA 3.08

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Late Shri. Ashokrao Mane

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Date :

Extension Activity Policy for Examination Conducting at Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur

1. Introduction

This Extension Activity Policy outlines the guidelines, rules, and regulations governing the collaboration between Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur and examination conducting bodies for the successful organization and invigilation of various examinations. These examinations include but are not limited to GATE, CET, JEE, NEET, and other state and central government examinations.

2. Purpose

The purpose of this policy is to establish a clear framework for the collaboration between Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur, examination boards, and examination conducting bodies, ensuring the smooth conduct of examinations and the equitable distribution of funds among faculty invigilators and the institute.

3. Roles and Responsibilities

3.1 Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur

- Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur shall serve as the hosting institution for the designated examinations.
- The institute shall provide the necessary infrastructure, facilities, and logistical support for the smooth conduct of examinations, including examination halls, seating arrangements, and technical equipment.
- Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur shall receive funds from the examination conducting body as compensation for hosting and invigilating the examinations.

- The institute shall allocate 50% of the received funds to the faculty members who serve as invigilators and the remaining 50% shall be retained by the institute for institutional development and support.

3.2 Examination Conducting Bodies

- Examination conducting bodies shall coordinate with Ashokrao Mane Group of Institute, Vathar to schedule and conduct their examinations at the institute's premises.
- They shall provide all necessary examination materials, including question papers, answer sheets, and any technical equipment required for the examination.
- Examination conducting bodies shall pay funds to Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur for hosting and invigilating the examinations, as per the agreed terms and conditions.

4. Guidelines for Faculty Invigilators

- Faculty members selected as invigilators for the examinations shall adhere to a code of conduct that includes punctuality, impartiality, confidentiality, and adherence to examination rules and regulations.
- Invigilators shall undergo training as required by the examination conducting bodies to ensure a thorough understanding of examination procedures.
- Invigilators shall receive their share of the funds allocated to them in a timely manner, in accordance with the institute's payment schedule.

5. Financial Management

- Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur shall maintain a transparent financial record of funds received from examination conducting bodies and the allocation of funds to faculty invigilators and institutional development.
- The institute shall disburse payments to faculty invigilators through a designated payment process, ensuring accuracy and transparency.

6. Reporting and Documentation

- Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur shall maintain records of all examination-related activities, including agreements with examination conducting bodies, funds received, and payments made.
- Regular reports on examination activities and financial transactions shall be provided to relevant authorities within the institute.

7. Conflict Resolution

In the event of any disputes or conflicts arising from examination-related matters, Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur shall work collaboratively with examination conducting bodies to resolve issues promptly and fairly.

8. Review and Amendment

This Extension Activity Policy shall be periodically reviewed and amended as necessary to align with changing circumstances, best practices, and regulations.

9. Conclusion

Shri Balasaheb Mane Shikshan Prasarak Mandal's ASHOKRAO MANE GROUUP OF INSTITUTIONS, Vathar Tarf Vadgaon, Kolhapur is committed to maintaining a transparent, efficient, and mutually beneficial relationship with examination conducting bodies. Through adherence to this policy, we aim to facilitate the smooth conduct of examinations and ensure equitable compensation for our faculty invigilators while contributing to the overall development of the institute.



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