

सावित्रीबाई फुले पुणे विद्यापीठ
(पुर्वीचे पुणे विद्यापीठ)



परिपत्रक क्र. १४९ / २०१७-१८

फेरतपासणी व पुनर्मूल्यांकनाच्या आधारे तात्पुरता (Provisional) प्रवेश

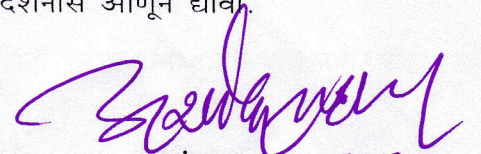
विद्यापीठाच्या परीक्षेमध्ये विद्यार्थ्यांना उत्तीर्ण होण्यास आवश्यक तेवढे गुण न मिळाल्यास अगर अपेक्षेपेक्षा कमी गुण मिळाल्यास गुण फेरतपासणी व पुनर्मूल्यांकनासाठी नियमानुसार अर्ज करावयाची सवलत दिलेली आहे. तसेच असा अर्ज केलेल्या विद्यार्थ्यांना पुढील सत्रात अगर वर्षात तात्पुरता प्रवेश देण्यासंदर्भात परिपत्रक क्र. २३२/१९८१-८२ अन्वये मार्गदर्शक सुचना निर्गमित केल्या आहेत. त्या अनुषंगाने परिपत्रक क्र. ३२८/१९९४-९५ अन्वये संबंधित विद्यार्थ्यांकडून तात्पुरता प्रवेश देतेवेळी शुल्क आकारणी बाबत नियम विहित केले आहेत. सदर परिपत्रकानुसार परिपत्रक क्र. २३२/१९८१-८२ मधील तरतुदींच्या अधीन राहून विद्यार्थ्यांना तात्पुरता प्रवेश देतेवेळी संबंधित विद्यार्थ्यांकडून ५०% शुल्क घेण्यात येत असून उर्वरित ५०% शुल्क हे प्रवेश कायम झाल्यानंतर घेण्यात येते.

मा. कुलगुरु यांच्याकडून प्राप्त झालेल्या आदेशानुसार अभियांत्रिकी विद्याशाखेतील अभियांत्रिकी अभ्यासक्रमासंदर्भात वरील धोरणात बदल करण्यात येत असून, अभियांत्रिकी अभ्यासक्रमासंदर्भात सदर परिपत्रक निर्गमित झाल्यापासून तात्पुरत्या प्रवेशाबाबत खालील सुचना प्रमाणे कार्यवाही करण्यात यावी.

१. जे विद्यार्थी परीक्षेत अनुत्तीर्ण झाले आहेत अगर अपेक्षेपेक्षा कमी गुण मिळाले आहेत आणि त्यांनी फेरतपासणी व पुनर्मूल्यांकनासाठी अर्ज केला आहे अशा विद्यार्थ्यांचे शैक्षणिक नुकसान टाळण्यासाठी त्यांना त्यांच्या विनंतीवरून, त्याच अभ्यासक्रमाच्या पुढील सत्रात/वर्षात प्रवेश द्यावा.
२. हा प्रवेश पूर्णतः (Provisional) तात्पुरता राहिल.
३. सदर प्रवेश विद्यार्थ्यांच्या जबाबदारीवर राहिल.
४. फेरतपासणी व पुनर्मूल्यांकनामध्ये विद्यार्थी उत्तीर्ण झाल्यास प्रवेश कायम राहिल. अन्यथा अनुत्तीर्ण झाल्यास प्रवेश रद्द समजण्यात येईल.
५. विद्यार्थ्यांना तात्पुरता (Provisional) प्रवेश देतेवेळी, संबंधित विद्यार्थ्यांकडून फक्त १०% शुल्क आकारण्यात यावे. प्रवेश कायम झाल्यानंतर उर्वरित शुल्क घेण्यात यावे. प्रवेश कायम न झाल्यास सदरचे १०% शुल्क संबंधित विद्यार्थ्यांस परत करण्यात यावे.
६. ही सवलत फक्त अभियांत्रिकी विद्याशाखेतील अभियांत्रिकी अभ्यासक्रमासच शैक्षणिक वर्ष २०१७-१८ पुरतीच लागू राहिल.

मा. प्राचार्य, सर्व संलग्नित अभियांत्रिकी महाविद्यालये यांना विनंती की, या परिपत्रकातील आशय सर्व संबंधित विद्यार्थी, पालक व सर्व संबंधितांच्या निदर्शनास आणून द्यावा.

गणेशखिंड, पुणे-४११००७
जा.क्र. परीक्षा/पु.मू./११०८
दि. १०/०६/२०१७


संचालक, ८.७.१७
परीक्षा व मूल्यमापन मंडळ

सावित्रीबाई फुले पुणे विद्यापीठ

(पुर्वीचे पुणे विद्यापीठ)



छायांकितप्रत/स्कॅनकॉपी व पुनर्मूल्यांकन विभाग

परिपत्रक क्र. 35 / 2016-17

विद्यापीठ अधिकार मंडळाने, ऑक्टोबर, 2016 च्या परीक्षेपासून फक्त अभियांत्रिकी विद्याशाखेसाठी व सन 2017 च्या प्रथम सत्रातील सर्व परीक्षांसाठी प्रायोगिक तत्वावर उत्तरपत्रिकेच्या छायांकितप्रती ऐवजी स्कॅनप्रत संबंधित विद्यार्थ्यांला व महाविद्यालयाला ई-मेल द्वारे पाठविण्याबाबत व सदर विद्यार्थ्यांला आवश्यकता भासल्यास महाविद्यालयाने त्या स्कॅन कॉपीची प्रिन्ट देण्याबाबत निर्णय घेतलेला आहे.

संबंधित परीक्षांच्या निकालानंतर विद्यार्थ्यांनी उत्तरपत्रिकेच्या फोटोकॉपीसाठी/स्कॅनकॉपीसाठी पुर्वीप्रमाणेच 10 दिवसांच्या आतमध्ये ऑनलाईन पध्दतीने अर्ज करावयाचा असून त्याची प्रत महाविद्यालयाकडे जमा करावयाची आहे. महाविद्यालयाने पुर्वीप्रमाणेच पुढील 05 दिवसामध्ये प्राप्त झालेले अर्ज विद्यापीठाकडे सादर करावयाचे आहेत.

उत्तरपत्रिकेची स्कॅनप्रत महाविद्यालयाला व संबंधित विद्यार्थ्यांला ई-मेल द्वारे पाठविण्यात येणार आहे. सदर उत्तरपत्रिकेची विद्यार्थ्यांला प्रिन्ट हवी असल्यास महाविद्यालयाने ती विनामुल्य काढून द्यावयाची आहेत. त्यासाठी येणाऱ्या खर्चापोटी प्रश्नपत्रिकेच्या छपाईसाठी प्रती पान जो दर आकारण्यात येतो त्याच दराने विद्यापीठाकडे रितसर पध्दतीने खर्चाची मागणी करावयाची आहे.

विद्यार्थ्यांला स्कॅन कॉपी प्राप्त झाल्यानंतर त्वरीत पुढील 48 तासामध्ये पुर्वीप्रमाणेच ऑनलाईन पध्दतीने पुनर्मूल्यांकनासाठी अर्ज सादर करावयाचा आहे. व त्याची प्रत महाविद्यालयाकडे जमा करावयाची आहे. महाविद्यालयाने पुढील 48 तासांच्या आत सदर ऑनलाईन अर्ज इनवर्ड करावयाचा आहे.

या परिपत्रकामार्फत सर्व संबंधित महाविद्यालयाना कळविण्यात येते की, सदर बाब संबंधित विद्यार्थ्यांच्या निदर्शनात आणून द्यावी व परिपत्रकाप्रमाणे विहित कालमर्यादेत कार्यवाही करावी.

गणेशखिंड, पुणे-411007

जा.क्र. परीक्षा/पनि/पु.मू./20

दिं. 16/02/2017


परीक्षा नियंत्रक

SAVITRIBAI PHULE PUNE UNIVERSITY



Circular No. 118 of 2016
ORDER

WHEREAS the Management Council, in its meeting held on 19th July, 2016 has approved the amendment to the Ordinance 184(A) and (B) as regards reduction in fees for supply of photocopies of assessed answer books to the examination and has prescribed the fees of Rs. 100/- per answer book for non-professional courses and Rs. 150/- per answer book for professional courses;

AND WHEREAS the Management in its said meeting has also approved reduction in fees for revaluation of answer books of theory papers from Rs. 200/- per answer book to Rs. 150/- per answer book for non-professional courses and from Rs. 250/- per answer book to Rs. 200/- per answer book for professional courses;

AND WHEREAS it will take some time till the directives of the Hon'ble Chancellor under Section 54(4) of the Maharashtra Universities Act, 1994 are received in respect of the amended Ordinance 184(A) and (B);

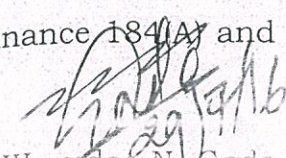
THEREFORE, I, Dr. Wasudeo N. Gade, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section 8 of Section 14 of the Maharashtra Universities Act, 1994, hereby issue the following directives:

1. Fees for supply of photo copies of assessed answer books to the examinees shall be Rs. 100/- per answer book for non-professional courses and Rs. 150/- per answer book for professional courses, and these fees shall be non-refundable.
2. Fees for revaluation of answer books of theory papers shall be Rs. 150/- per answer book for non-professional courses and Rs. 200/- per answer book for professional courses.
3. These directives shall be made applicable with effect from the examinations conducted in the first session of the academic year 2016 and onwards.

This Order shall remain in force till the amended Ordinance 184(A) and (B) comes into force.

Ref. सोरो कॉपी/फेर व पुन/२०१६/४८९

Date: 29.7.2016


Dr. Wasudeo N. Gade
Vice-Chancellor

SAVITRIBAI PHULE PUNE UNIVERSITY



Circular No. 84 of 2016

ORDER

WHEREAS the Academic Council of the University, in its meeting held on 21.1.2016 has approved the amendment to Clause 3(v) of Part (B) of Ordinance 184 (A) and (B) regarding revaluation of answer book(s) of theory paper(s), proposing the decrease in the percentage of marks from 10% to 5% for getting benefit of revaluation;

AND WHEREAS the Management Council, in its meeting held on 6.4.2016 has approved the said amendment to Clause 3(v) of Part (B) of Ordinance 184 (A) and (B) regarding the decrease in the percentage of marks from 10% to 5% for getting benefit of revaluation;

AND WHEREAS the said amended Ordinance 184(A) and (B) has been sent to the Hon'ble Chancellor under Section 54(4) of the Maharashtra Universities Act, 1994 for directives;

AND WHEREAS no directives from the Hon'ble Chancellor have yet been received by the University;


AND WHEREAS in the academic interest of the students, it is expedient to make the said amendment to Clause 3(v) of Part (B) of Ordinance 184 (A) and (B) regarding the decrease in the percentage of marks from 10% to 5% for getting benefit of revaluation, applicable w.e.f. the examinations held in April/May 2016 and onwards;

THEREFORE, I, Dr. Wasudeo N. Gade, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section 8 of Section 14 of the Maharashtra Universities Act, 1994, hereby issue the following directives:

1. The benefit of revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the University and are binding on the candidate. For the purpose of computing the 5% difference in marks, half percent of the marks assigned to a paper or a part thereof shall be taken into account and rounded off for next successive higher integer.
2. These directives shall be applicable from w.e.f. the examinations held in April/May 2016 onwards.

This Order shall remain in force till the amended Ordinance 184(A) and (B) comes into force.

Ref: COE/101
Date: 09.6.2016


Dr. Wasudeo N. Gade
Vice-Chancellor



SAVITRIBAI PHULE PUNE UNIVERSITY

CIRCULAR NO. 230 OF 2015

It is hereby notified for information of all concerned that Ordinance 184(A) and (B) as regards supply of photo copy(ies) of assessed answer book(s) to the examinees and reevaluation of answer book(s) of theory paper(s) shall come into force with effect from October/ November, 2015 examination session and onwards.

ORDINANCE 184 (A) AND (B)

(A) SUPPLY OF PHOTO COPY(IES) OF ASSESSED ANSWER BOOK(S)

1) Procedure for Submission of Application for Supply of Photo Copy(ies) of Assessed Answer Book(s):

- i) Photo copy(ies) of assessed answer book(s) of all examinations conducted by the University for award of degrees/diplomas/ certificates shall be provided to the examinee(s) as per the procedure prescribed hereinafter.
- ii) The prescribed application form for demand of photo copy(ies) of answer book(s) will be available on the official website of the Savitribai Phule Pune University.
- iii) The prescribed application form for demand of photo copy(ies) of assessed answer book(s) shall have to be filled in and signed by the examinee only.
- iv) Application for obtaining photo copy(ies) of evaluated/re-evaluated answer book(s) shall be submitted by the examinee, along with the requisite fees, within ten days from the date of declaration of results of the examination concerned. An examinee whose result has been withheld, for any reason, whatsoever, and against whom case of resorting to unfair means is reported or is under investigation/ consideration, shall submit his application for photo copy(ies) of assessed answer book(s), along with the requisite fees within ten days from the date of declaration of his result of the examination concerned.
- v) Students of affiliated colleges/recognized institutions shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution concerned.

Students of University Departments shall apply directly to the Controller of Examinations of the University along with the requisite fees and shall submit their application forms through the Head of the Department concerned.

External students shall apply directly to the Controller of Examinations of the University

along with the requisite fees.

- vi) Fees shall be deposited by the students in the manner as may be prescribed by the University from time to time.
- vii) The Head of the University Department or the Principal/Director of the college/institution concerned shall forward all such applications collectively to the Controller of Examinations of the University within 5 days from the last date of receipt of applications.
- viii) Out of the fees collected for supply of photo copy(ies) of answer book(s), a sum of Rs. 50/- (Rs. Fifty only) per answer book shall be deducted by the college/institution concerned towards administrative charges and remaining amount shall be sent in the manner as may be prescribed by the University from time to time, along with the application forms and statements of fees collected.

2) Fee Structure:

Rs. 250/- per answer book.

These fees of are non-refundable.

3) Terms Relating to Supply of Photo Copy(ies) of Assessed Answer Book(s):

- i) Photo copy(ies) of only written part of answer book(s) shall be provided. No photo copy(ies) of blank pages of answer book(s) shall be provided.
- ii) Photo copy(ies) of the answer book(s) shall be sent to the Head of the University Department or Principal/Director of the college/institution concerned, as the case may be, for further issuance of the same to the examinee/s concerned. The Head of the University Department or the Principal/Director of the college/institution concerned, as the case may be, shall obtain from the examinee, a written acknowledgement of the receipt of photo copy(ies) of answer book(s). Photocopy(ies) of answer book(s) of external students shall be sent by the Cell directly to the examinee(s) concerned, by registered A.D. on the address mentioned in the application. Photocopy(ies) of answer-book(s) shall be sent by the University to the Head of the University Department or Principal/Director of the college/institution concerned or to the student concerned, as the case may be, within a period of thirty days from the date of receipt of application for supply of photocopy(ies) of answer book(s). It shall be the responsibility of the Head of the University Department or the Principal/Director of the College/Institution concerned, to display names of the students concerned on the Notice Board, immediately after receipt of photo copy(ies) of answer book(s).
- iii) The examinee shall be sole custodian of the photo copy(ies) so supplied and shall not transfer the same to anybody for any purpose, whatsoever. The examinee shall further refrain himself from putting such photo copy(ies) to any misuse that might jeopardize the reputation of the University.
- iv) In case of misuse of photo copy(ies) by the examinee, the University shall be at liberty to take action against such candidate as per the provision of Section 32(6) of the Maharashtra Universities Act, 1994.

- v) Upon receipt of the application forms by the University from the college/institution/department, "Cell Providing Photo Copy of Answer Book" (hereinafter referred to as 'the Cell') shall scrutinize the answer-book(s) and shall verify the following:
- a) Whether the total marks in the given paper awarded to the examinee on the statement of marks matches with the marks awarded to the examinee on the cover page of the answer book(s)?
 - b) Whether the question-wise marks awarded to all the questions inside the answer book(s) are correctly carried over to the cover page?
 - c) Whether the total of the question-wise marks on the cover page is correct?
 - d) Whether all the answers or parts thereof in the answer book(s) have been assessed by the examiner?
 - e) Any other matter as may be prescribed by the Board of Examinations of the University.
- vi) Discrepancy, if any on any of the counts as mentioned in Clause (v) above, noted by the Cell, shall be corrected by the Cell.
- vii) If any question or part thereof in the answer book(s) is found to be not evaluated/re-evaluated, the same shall be got evaluated/re-evaluated from the same examiner and additional marks awarded, if any, shall then be mentioned on the cover page and added in the total of the marks. If the examiner who has evaluated/re-evaluated the answer book(s) is not available due to death, resignation or any other cause beyond his control, the answer book(s) shall be got evaluated/re-evaluated from another examiner to be appointed by the Dean of the Faculty concerned.
- viii) The change, if any, on the counts mentioned in Clause (v) above, shall be informed to the college/ institution/University Department concerned/ external examinee, as the case may be, by the University. The college/institution/University Department concerned/external examinee shall surrender the original statement of marks to the University within fifteen days from the date of receipt of communication. Corrected statement of marks shall be issued to the college/institution/University Department concerned/external examinee, as the case may be, on surrendering the original statement of marks to the University, without charging any fees.
- ix) Photo copy(ies) of the answer book(s) shall be made available to the examinee after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, as per rules, and concealing the identity of the examiner/moderator/re-evaluator.
- x) The designated officer of the Cell shall certify on main page of the answer-book by placing his/her signature and the seal. The designated officer, before issuance of the photo copy of the answer-book, shall ensure that the same contains all pages of written part of the answer book.

- xi) No complaint regarding the manner of assessment of the answer book(s) by the examiner/moderator/ re-evaluator shall be entertained by the University.
- xii) Photo copy(ies) of an evaluated/re-evaluated answer book(s) will be permitted only once in respect of the examination concerned.
- xiii) The University shall not be liable for failure or delay in supplying photo copy(ies) of evaluated/re-evaluated answer book(s) due to any reason beyond the control of the University.

(B) REVALUATION OF ANSWER BOOK(S) OF THEORY PAPER(S)

1) Procedure for Submission of Application for Revaluation of Answer Book(s) of Theory Paper(s):

- i) A candidate shall be eligible to apply for revaluation of answer-book(s) of theory paper(s) of the University examinations only after receipt of photo copy(ies) of those answer book(s).
- ii) A candidate shall submit an application for revaluation only in the prescribed form along with the requisite fees, within ten days from the date of receipt of photo copy(ies) of answer book(s) by the college/ institution/University Department concerned/ external student, as the case may be.
- iii) The prescribed application form for revaluation of answer book(s) shall have to be filled in and signed by the candidate only.
- iv) Students of affiliated colleges/recognized institutions shall submit their application forms along with the requisite fees to the Principal/Director of the college/institution concerned.

Students of University Departments shall apply directly to the Controller of Examinations of the University along with the requisite fees and shall submit their application forms through the Head of the Department concerned.

External students shall apply directly to the Controller of Examinations of the University along with the requisite fees.

- v) Fees shall be deposited by the students in the manner as may be prescribed by the University from time to time.
- vi) The Head of the University Department or the Principal/Director of the college/institution concerned shall forward all applications for revaluation collectively to the Controller of Examinations of the University within five days from the last date of receipt of applications for revaluation, along with the amount of fees collected for revaluation in the manner as may be prescribed by the University from time to time.

2) Fee Structure:

- i) Non- Professional course - Rs.200/- per answer book.
- ii) Professional course - Rs. 250/- per answer book.

3) Terms Relating to Revaluation of Answer Book(s) of Theory Paper(s):

- i) If on verification of marks at the time of supply of photo copy(ies) of answer book(s), it is found that the marks originally shown in the mark list issued to a candidate have changed as a result of verification, the changed marks shall be considered as original marks for the purpose of revaluation.
- ii) The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination / Term Work / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination) and Viva-Voce, etc.
- iii) The fee shall not be refunded in case of those, whose application is processed for revaluation. However, the fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation under the provision of this Ordinance and if the candidate concerned submits his request for refund.
- iv) A candidate applying for revaluation shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper(s) after revaluation.
- v) The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 10% or more of the maximum marks of the theory paper(s) and only these marks will be accepted by the University and are binding on the candidate. For the purpose of a computing the 10% difference in marks, half per cent of the marks assigned to the paper or a part thereof, shall be taken into account and rounded off for next successive higher integer.
- vi) The revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for the purpose of amendment of his/her result in accordance with the relevant rules of the University.
- vii) For the purpose of this Ordinance, revaluation of the answer-book(s) of the theory paper(s) shall be an additional facility provided to the students with a view to improve upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon them for admission to the next higher class and such matters shall always be regulated in accordance with the relevant ordinance(s) and rules or regulations framed by the University.
- viii) As a result of revaluation, if a candidate attracts the provision of condonation of deficiency of marks/grace marks. the same shall be applied to him as per the relevant Ordinance(s).

GENERAL TERMS RELATING TO ORDINANCE 184 (A) AND (B):

- 1) Evaluated/revaluated Answer book(s) shall be preserved by the University for a period of four months from the date of declaration of result of the examination concerned.
- 2) If the last day for submission of application happens to be a holiday to the college/ University, the next working day will be treated as the last day.
- 3) Incomplete/incorrect application forms and/or with illegible entries and those submitted to the University after the due dates shall be summarily rejected without any further reference and fees paid along with application forms shall not be refunded.
- 4) Any question as to the interpretation or application of this Ordinance shall be decided by the Vice Chancellor of the University whose decision shall be final and binding.
- 5) The Vice-Chancellor of the University shall have power to issue clarification to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of this Ordinance.

**Ordinance 134 A and B as regards Revaluation of Answer Book(s) of Theory Paper(s);
Ordinance 149 as regards Verification of Marks in Answer Book(s); and
Ordinance 182 as regards Supply of Photo Copy(ies) of Assessed Answer Book(s)
shall stand repealed.**

Ref No.: Law/2015/485

Date: 12/10/2015


Registrar

Copy for information to:

- 1) The Principal Affiliated Colleges
- 2) The Heads of Recognised Institution
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office



SAVITRIBAI PHULE PUNE UNIVERSITY

CIRCULAR NO. 231 OF 2015

It is hereby notified for information of all concerned that amended Ordinance 8 as regards appointment of paper setters, examiners, senior supervisors, conduct of examinations, etc. shall come into force with effect from October/ November, 2015 examination session and onwards.

ORDINANCE 8: APPOINTMENT OF PAPER SETTERS, EXAMINERS, SENIOR SUPERVISORS, CONDUCT OF EXAMINATIONS, ETC.:

1. No person can claim appointment as paper setter/examiner/moderator for any examination work as a matter of right. Appointments of persons as paper setters/examiners / moderators shall be ordinarily made at the time of an examination. However, if it is necessary to do so, the appointment of paper setters be made at the time of October Examinations. These appointments shall be made from the panel of paper setters/examiners/ moderators prepared by the Board of studies concerned.
2. The paper setters/examiners/ moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability of assignment is communicated to the University in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is accepted by the paper setter /examiner/ moderator.
3. The paper setters/ examiners /moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.
4. There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of five years of experience of teaching/working in senior college. Out of these two, one shall be the external supervisor to be appointed by the university and the other shall be the internal senior supervisor.
5. The Principal of the College concerned shall himself/herself be the Chief Conductor. Where substitute arrangement is required, it shall be done only by prior permission of the University.

However, the Principal shall alone be responsible for any lapse/s occurred during the conduct of the examinations.

6. The external senior supervisor appointed by the University shall report to the Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
7. He/She shall ensure that the stationary required for the conduct of examinations, question papers etc. are received at the examination centre. He/She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/her presence 20 minutes before the start of the examinations.
8. He/She shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations along with his/her report. He/She shall not leave the examination centre during the examination period.
9. He/She shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
10. The examination forms of the students shall be accepted by the Principal/Director/Head of the University Department within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the College/ Recognized Institution/ University Department along with the fees so collected, by demand draft.
11. After the receipt of examination forms in the University the name list, summary and admit cards of the students shall be sent to the examination centres concerned by the University generally 15 days before the commencement of the examination concerned.
12. The Principal shall, immediately after the examination is over, dispatch the answer books to the CAP centre/examiner concerned, as per the instructions of the University from time to time.
13. The Directors of the CAP appointed by the University shall receive the bundles of answer books sent by the Principals/Directors/Head of the University Departments of the examination centre concerned.
14. The Directors of the CAP shall arrange for the assessment of the answer books centrally as per central assessment programme prescribed by the University.
15. The Director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
16. As soon as the marks lists are received in the University examination branch, the same shall be processed immediately.
17. The results of the concerned examination shall ordinarily be declared within the specified period as prescribed in Maharashtra Universities Act, 1994, and shall dispatch the result along with the statement of marks and passing certificates to

the colleges for distributing the same to the students concerned.

18. The answer papers of examinations shall be preserved for a period of four months from the date of declaration of result of the examination concerned.

Ref No.: Law/2015/486

Date: 12/10/2015



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