

# SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



## IMPORTANT INSTRUCTIONS

1	The external students should follow the instructions issued separately regarding filling of the examination form. <b>Before filling the examination forms they should ensure, that he/she offers subject/s for which teaching is provided in the affiliated colleges for relevant degree course/s.</b>
2	<b>A)</b> If the last date of filling the examination forms falls on Holiday/Bank Holiday or any other holiday, the examination forms will be submitted on the next working day. <b>B)</b> The Examination forms be validated & inward be done by the college within stipulated time limit. Inward facility be started from first day of submission of form by the student <b>C)</b> The Exam fees should be deposited in the bank within 3 days after the expiry of the each last date.
3	Exam forms will be accepted only up to last date with late fee. <b>Please note that after last date with late fee no forms will be accepted.</b>
4	All the title of the papers may appear in the examination programme. However the question paper will be set only of those papers for which the teaching is provided in the affiliated colleges/recognized institutes/University Departments.
5	Post Graduate Departmental Examinations will be conducted by the Principals of affiliated colleges having P.G. Centers/Heads of the University Departments and Director of Recognized Institutes in such a way that, the marks of the Examinations and Departmental Courses are submitted to the University on or before the commencement of the respective examinations. No relaxation will be given in this regard.
6	The Departmental Courses and Term End Examination should be arranged by the Colleges / Departments / Institutes in such a way so that it should not clash with the dates of the University examinations.
7	All Departments of University and the courses conducted under circular No. 125 have to declare the results of every examination conducted by them within 30 days from the last date of examinations of per course.
8	<b>For Handicapped, Blind and Learning Disabled Students:</b> The Senior Supervisors/Principal/Director of the concerned examination centre is authorized to make the appointment of a writer at an examination for Handicapped, Blind and Learning Disabled Students. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle. And also authorized to sanction additional <b>Twenty minutes for per one hour question paper</b> to handicapped, blind and learning disable students. However students will have to submit the medical certificate of endorsing Civil Surgeon. An application of the student must be received through the Principal/Director to the Senior <b>Supervisor concerned.</b> <b>Answer</b> -Scripts of learning disabled students be submitted to CAP Centre in separate envelop.

<b>9</b>	The Senior Supervisors/ Principal/Director of the concerned examination centre is authorized, to make the appointment of a writer at an examination for a candidate who, in their opinion, is unable to write answer-scripts on medical grounds. The writer to be appointed, must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle. The concerned Examinee must submit medical certificate from 'Registered Medical practitioner'. <b>The Senior Supervisor shall make a separate seating arrangement for the candidate and the writer.</b>
<b>10</b>	The Principals of all Affiliated Colleges/Directors of the Recognized Institutes/Heads of the University Teaching Departments are requested to follow the procedure laid down by the Finance Department of the Savitribai Phule Pune University from time to time, for the purpose of following the procedure for filling the examination forms.
<b>11</b>	They are further requested to ensure that the examination forms are retained at the college and furnished for verification to University office as and when asked.

**The Principals of all affiliated colleges/Directors of Recognized Institutes/Heads of the University Departments are Also requested to bring the contents of this Circular to the notice of students, teachers and all other concerned.**

Ganeshkhind,  
Pune-411 007  
Ref.No. Exam/ Co-ord / 1088  
Date: 31 /05/2018

**Dr. Ashok Chavan**  
Director  
Board of Examinations & Evaluation