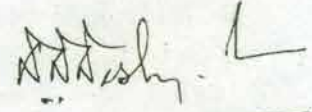


# University of Pune

## Circular No. 396 of 2002

It is hereby notified for the information of all concerned that the University authorities are pleased to pass the Ordinances No. 1 to 10 relating to the conduct of examinations. These Ordinances shall come into force with effect from the examinations commencing from April 2003 and onwards. A Booklet containing the said Ordinances is enclosed herewith.



**Dr. D. D. Deshmukh**  
**Registrar.**

Ref. No. Law/2002/359

Date : 24-10-2002

**Ordinance 1 : Grace Marks for Passing in each of 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 examinations as follows :

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

Provided that 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 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, CCIII, NCTE, UGC etc.

**Ordinance 2 : Grace Marks for getting Higher Class.**

A candidate who passes in all the 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-1% of the aggregate marks of that examination or upto 10 marks, which-ever is less, shall be given the required marks to get the next higher class or grade 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.

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, CCIII, NCTE, etc.

**Ordinance 3 : Grace Marks for getting distinction in the subject only.**

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number 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 upto three in maximum two subjects, subject to maximum 1% 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 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, CCIII, NCTE, etc.

#### **Ordinance 4 : 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.

Condonation of deficiency of marks be shown in the Statement of Marks in the form of asterik 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, CCIII, NCTE, etc.

#### **Notes for Ordinances from 1 to 4 :**

1. If a candidate fails in a head of passing, which is included in another head of passing, of the same subject, he shall be entitled to the benefit of the Condonation in both the heads, if necessary subject to the maximum limit of Condonation permissible.
2. If a deficiency of marks is condoned, the class/grade in the examination concerned, of the candidate, shall be declared on the actual marks obtained by the candidate.
3. The benefit of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits of above mentioned Ordinances may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system of backlog has been provided.
5. The benefits under above mentioned Ordinances shall be given at the time of declaration of final examinations only.
6. Final examination for the purposes of these Ordinances means and includes such examination/s on the basis of marks on which class/grade is awarded.

#### **Ordinance 5 : Moderation**

1. The Moderation System shall be applicable to all faculties for under graduate and post graduate examinations.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that paper.
3. In case of professional faculties/courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks. For non-professional faculties/courses, 100% moderation shall be carried out in case of candidates obtaining first class and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between minimum passing marks and marks required for first class in case of non-professional courses and in case of professional courses First Class with Distinction, shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However, Chairman, Board of Paper Setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

### **Ordinance 6 : Vigilance Squads**

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Board of Examinations to visit the centres of University Examinations to :
  - ( i ) Ensure that the University Examinations are conducted as per norms laid down.
  - ( ii ) Observe whether the Senior Supervisors and Block-Supervisors are followed scrupulously instructions for conduct of the University examinations.
  - (iii) Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Incharge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidate's identity card; fee receipts, hall ticket etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorised to detect use of malpractices and unfair means in the University Examination.
3. The Board of Examinations shall appoint Vigilance Squad which may include Senior Teachers of Affiliated College/Recognized Institution/University Teachers and desirably one lady teacher, and any other person as the Board of Examinations considers appropriate.
4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Controller of Examinations with a copy to the Principal concerned. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
5. The Principal of the College/Director of recognised Institutions/Head of the University Department where the centre of examination is located, shall be responsible for the smooth conduct of examination. He/She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

### **Ordinance 7 : Amendement of Results.**

#### **(A) Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result, in such manner, as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor/Board of Examinations, provided the errors are detected within 6 months from the date of declaration of results. Errors detected thereafter, shall be placed before the Board of Examinations.

#### **Error Means :**

- ( i ) Error in computer/data entry, printing or programming and the like.
- (ii) Clerical error, manual or machine, in totalling or entering of marks in ledger/register.
- (iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

#### **(B) Due to fraud, malpractices etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examinations been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examinations shall have power, at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examinations considers necessary in that behalf.

**Ordinance 8 : Appointment of Paper setters, Examiners, Senior Supervisors, conduct of examination 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 alongwith 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/Recognised Institution/University Department alongwith 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, despatch the answerbooks 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 answerbooks 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 answerbooks 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 despatch the result alongwith 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 atleast 6 months from the date of declaration of result of the examination concerned.

**Ordinance 9 : Ordinance regarding Unfair means Resorted to by the Student :**

1. (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power, at any time, to institute inquiry and to punish such student for resorting to unfair means or for breach of the rules, by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree, either permanently or for a specified period; or by cancellation of the result of the student in the University examination for which the student appeared; or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal given to him/her; or by imposition of fine or in any two or more of the aforesaid ways, *within a period of one year.*
- (b) Where the examinations of the University courses are conducted by the constituent Colleges/ Recognised Institutions on behalf of the University, the Principal/Head of the constituent College/ Institution concerned, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such student for resorting to unfair means or for breach of any of the rules, by exclusion of such a student from any such examination or from any University course in any College/Institution, either permanently or for a specified period; or by cancellation of the result of the student in the College/Institution examination for which he/she appeared; or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/ Institution prize or medal gives to him/ her; or by imposition of fine or in any two or more of the aforesaid ways.
- (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institutions including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations, or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be shall have power at any time to institute inquiry and to punish for such malpractices or lapses by declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the authorities concerned for taking such disciplinary action as deemed fit, as per the rules provided for or in any two or more of the aforesaid ways.

**2. Competent Authority**

- (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
- (ii) The Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution, on behalf of the University.

**3. Definition-Unless the context otherwise requires:**

- (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.

- (b) "Unfair means" includes one or more of the following acts of commission or acts of omission on the part of student/s during the examination period.
- (i) Possessing unfair means material and or copying therefrom.
  - (ii) Transcribing any unauthorised material or any other use thereof.
  - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
  - (iv) Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.
  - (v) Mutual/Mass copying.
  - (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
  - (vii) Smuggling-in blank or written answer-book and forging signature of the Jr. Supervisor thereon.
  - (viii) Interfering with or counterfeiting University/College/Institution seal, or answerbooks or office stationary used in the examinations.
  - (ix) Insertion of currency notes in the answerbooks or attempting to bribe any of the persons connected with conduct of examinations.
  - (x) Impersonation at the University/ College/ Institution examination.
  - (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.
  - (xii) Or any other similar act/s of commission and/or acts of omissions which may be considered as unfair means by the competent authority.
- (c) "Unfairmeans relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtain wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise, on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner, or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfairmeans material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided, report to that effect is submitted by the Sr. Supervisor or Chief conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf.
- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.

(h) "Chief Conductor" means, Principal of the College concerned or Head of the University Department or Recognised Institution concerned where examination concerned is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, by prior approval of the University.

4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
  - (i) The student shall be called upon to surrender to the Chief Conductor, the unfair means material found in his or her possession, if any and his/her answerbook.
  - (ii) Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the Chief Conductor concerned shall also sign on all the relevant materials and documents.
  - (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr. Supervisor concerned shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the Sr. Supervisor concerned and Chief Conductor shall record accordingly under their signatures.
  - (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case:
    - (a) In the case of impersonation or violence, expel the student concerned from the examination and not allow him/her to appear for remaining examination.
    - (b) Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and allow him/her to continue with his/her examination.
    - (c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982 - An Act to provide for preventing mal-practices at University, Board and other specified examinations.
    - (d) Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/her fresh answerbook duly marked.
  - (v) All the materials and list of material mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the Controller of Examinations/Principal/Head of the Institution concerned, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
  - (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations/Principal/Head of the Institution, as the case may be.

#### 6. Procedure to be followed by Examiner during Assessment.

If examiner at the time of assessment of answerbook suspects that there is a prima-facie evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, and through the Director of CAP alongwith the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".



7. The case which is prima facie a case of unfair means, reported to the University/College / Institution by the Chief Conductor / Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Board of Examinations/ Principal/ Head of the Institution, as the case may be, in the event cases of unfair means reported through any other sources, the Officer/ In-charge of the Sub-section / Unit concerned to which the case is primarily pertained, at the Examination Section of the University/ College/ Institution shall scrutinise the case, collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the Competent Authority concerned. If the Competent Authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Officer of the Sub-Section / Unit concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
8. Examination Results of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the student/s concerned and the College/ Institution to which he/she belongs to, shall be informed accordingly.
9. **Appointment of Unfair Means Inquiry Committee**
  - (i) For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under Section 32(6) (a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subject to provisions of Section 42 & 43 of the said Act.
  - (ii) For the purpose of investigating unfair means resorted to by students at the examination held by the College/ Institution, the Unfair Means Inquiry Committee appointed by the College / Institution shall consist of five teachers (other than the Principal/ Head) to be nominated by the Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
  - (iii) The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the competent authority concerned, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether reasonable opportunity has been given to the implicated student concerned in his/her defence, the principles of natural justice have been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.
10. **Procedure of the Committee should be as under**
  - (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognised Institution , or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
  - (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his /her case before the Committee.
  - (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student shall be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, shall be recorded in the presence of the delinquent.

- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee shall follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the competent authority concerned, alongwith its recommendations regarding punishment to be inflicted or otherwise.

## 11. Punishment

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the Principal concerned in the cases of College examination, and the Head concerned in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prizes or medal etc. awarded to him/her in that examination.
- (e) In addition to the above mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment/ penalty, as it may deem fit.
- (f) As far as possible, the quantum of punishment should be as prescribed (category wise) Appendix-A.
- (g) The student concerned shall be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.

**12. The Broad Categories of Unfair Means Resorted to by Students at the University/ College / Institution Examinations and the Quantum of Punishment for each Category thereof.**

Sr. No.	Nature of Malpractice	Quantum of Punishment
(1)	Possession of copying material	Annulment of the performance of the student at the University/ College / Institution examination in full* (Note : This quantum of punishment shall apply also to the following categories of malpractices at Sr. No.(2) to Sr. No.(12) in addition to the punishment prescribed there at.
(2)	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3)	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination (BOTH THE STUDENTS)
(4)	Possession of another student's answer-book+actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations (BOTH THE STUDENTS)
(5)	Mutual/Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6)	(i) Smuggling-out or smuggling-in of answer book as copying material.	Exclusion of the Student from University or College or Institution examination for two additional examinations.
	(ii) Smuggling -in of written answerbook based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
	(iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations.
(7)	Attempt to forge the signature of the Jr Supervisor on the answerbook or supplement.	Exclusion of the student from University or College or Institution examination for four additional examinations.

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| (8) Interfering with or counterfeiting of University/ College/ Institution seal, or answerbooks or office stationery used in the examinations.  | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (9) Answerbook main or supplement written outside the examination hall or any other insertion in answerbook.  | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (10) Insertion of currency notes/ to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.   | Exclusion of the student from University or College or Institution examination for four additional examinations.<br>(Note : This money shall be credited to the Income of Examination Branch)                |
| (11) Using obscence language/ violence threat at the examination centre by a student at the University/College/Institution examination to Jr./Sr Supervisors/ Chief Conductor or Examiners. | Exclusion of the student from University or College or Institution examination for four additional examinations.   |
| (12) (a) Impersonation at the University/ College/ Institution examination.   | Exclusion of the student from University or College or Institution examination for five additional examinations. (both the students if impersonator is the student of University or College or Institution). |
| (b) Impersonation by the student of University/College/Institution student at S.S.C./H.S.C./ any other examinations.  | Exclusion of the impersonator from University or College or Institution examination for five additional examinations.  |
| (13) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.                    | Annulment of the performance of the Student at the University or College or Institution examination in full.   |
| (14) Found having written on palms or on the body, or on the clothes while in the examination   | Annulment of the performance of the Student at the University or College or Institution examination in full.   |
| (15) All other malpractices not covered in the aforesaid categories.  | Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.                                |

- (16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.
- (17) Practical/ Dissertation/Project Report Examination  
Student involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.
- (18) The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

\*(Note : The Term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat.)

**13. Malpractices used or Lapses Committed by any Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.**

**(I) Competent Authority :**

- (a) The Board of Examinations shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.
- (b) The Management (includes the Trustees, Managing Body or Governing Body) of the constituent affiliated/conducted college or Recognised Institution shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the constituent affiliated/ conducted college or Recognised Institution on behalf of the University.

**(II) Definition : Unless the Context Otherwise Requires :**

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/lapses includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination :-
- (i) Leakage of question/s or question paper set at the University / College/ Institution examination before the time of examination.
  - (ii) Examiner/ Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
  - (iii) Paper-setter omitting question, Sr.No. of question, repeating question or setting question outside the scope of syllabus.
  - (iv) Examiner/ Referee showing negligence in detecting malpractice used by student/s.
  - (v) Jr. Supervisor, Sr. Supervisor, Chief Conductor showing negligence / apathy in carrying out duties or aiding / abetting/ allowing / instigating students to use malpractice/s.
  - (vi) Or any other similar act/s of commission and or act/s of omission which may be considered as malpractices or lapses by the competent authority.

- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.
- (d) "College", means conducted, constituent or affiliated college of the University.

**(III) Investigating Committee :**

- (i) The Committee appointed by the Board of Examinations under the provisions of Section 32 (6) (a), 42 and 43 of the Maharashtra Universities Act 1994, to investigate unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed, by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examination at the University examinations.
- (ii) Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student/s at the examinations concerned shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated / conducted College or Institution on behalf of the University.

**(IV) Procedure for Investigation :**

- (i) The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University / College / Institution shall be scrutinized by the Officer / Incharge of the Sub-Section/ Unit concerned to which the case is primarily pertained at the Examination Section of the University / College/ Institution. He/She shall collect preliminary information to find out whether there is prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The Officer of the Sub-Section/ Unit concerned through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- (ii) The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing of the act of malpractices used and or lapses committed by him /her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- (iii) The person concerned shall be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/ explanation to the show cause notice served on him/her and charge is levelled against him/her therein. The person concerned himself/herself only shall present his/her case before the Committee.
- (iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the person concerned shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in presence of the delinquent.
- (v) Reasonable opportunity, including oral hearing, shall be given to the person concerned, in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

- (vi) The Committee should follow the above procedure in the spirit of principles of natural justice.
- (vii) If the person concerned, fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances, if the person concerned fails to appear before the Committee, the Committee shall take decision in his/her case in his / her absence on the basis of whatever evidences/ documents available before it and same shall be binding on the implicated person concerned.
- (viii) The Committee shall submit its report to the competent authority concerned alongwith its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

**(V) Punishment :**

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

- (i) Declaring disqualified the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination, from any examination work either permanently or for a specified period.
- (ii) Imposing fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/ penalty as it may deem fit.
- (iii) Referring his/her case to the disciplinary authority concerned for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- (iv) The competent authority or the Officer authorised in this behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/her.
- (v) An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause No.(iii) above, shall lie with the Board of Examinations if the case is pertaining to the University examination or with the Management of the College or Institution, if the case is pertaining to the College/ Institution examination and their decision in the appeal shall be final and binding.
- (vi) The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- (vii) The court matters in respective cases of malpractices/lapses shall be dealt with by the respective competent authority.
- (viii) As far as possible the quantum of punishment should be prescribed category-wise as hereunder :-

**14. Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of University/ College/ Institution Examinations.**

Sr. No	Nature of Malpractices/Lapses	Punishment
(1)	Paper-setter found responsible for leakage of the question set in the University/ College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned, as per the rules applicable.
(2)	Leakage of question/ question paper set in the University / College / Institution examination before the time of examination at the University/ College/ Institution. or at examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty / responsible person/s as per the prevailing rules / standard code by the authorities concerned.
(3)	Favouring a student (examinee) by examiner, moderator, referee in assessment of answerbooks/ dissertation/ Project Report/ Thesis by assigning the student marks to which the student is not entitled, at the University/ College/ Institution examination.	Disqualification from any examination work + disciplinary action by the authorities concerned.
(4)	Examiner/ Moderator / Referee intentionally/ negligently not assigning the student in assessment of his/her answer-books/ dissertation / project work, the marks to which the student is entitled to at the University/ College/ Institution examinations.	Disqualification from any examination work + disciplinary action by the authorities concerned.
(5)	Paper-setter omitting question at the time of finalisation of question paper set at the examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
(6)	Paper-setter repeating questions in same/ different section/s.	Disqualification from any examination work for a period of three years.
(7)	Paper-setter setting questions outside the scope of the syllabus	Disqualification from any examination work for a period of three years.



- (8) While assessing answerbook examiner showing negligence in detecting malpractices used by the student/s As decided by the authorities of the University / College/Institution.
- (9) Guiding Teacher showing negligence in supervision of dissertation / project work (e.g. use of manipulated data by a student) As decided by the authorities of the University / College / Institution.
- (10) Sr. Supervisor / Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at Examination Centre during examination period or opening the packet of question paper before prescribed time) As decided by the authorities of the University/ College/Institution.
- (11) Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty. Disqualification from any examination work upto a period of three years + disciplinary action by the authorities concerned as per the rule if he/she is a University / College / Institution employee.
- (12) Jr Supervisor helping student (examinee) in mass-copying while on examination duty. Permanent disqualification from any examination work + disciplinary action by the authorities concerned as per the rule if he/she is a University/ College/ Institution employee.
- 13 The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned if declared guilty.
- 14 The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act, No. XXXI of 1982.

FORM OF UNDERTAKING

Appendix-C

UNIVERSITY OF PUNE

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Name in Full : .....

Address : .....

Examination : .....

Paper No. & Subject : .....

Seat No. : .....

To  
The Controller of Examinations  
University of Pune  
Ganeshkhind, Pune-411 007.

Sir,  
I appeared at the above examination held on .....

at the .....

(Centre) in the Morning/Evening session

I give below my statement as follows :-

Date : .....

Place:

Date : Time

Signature of the Candidate



### FORM OF UNDERTAKING

Full Name of the Candidate : .....

Permanent/Local Address : .....

.....

.....

.....

TO,

The Controller of Examinations,  
University of Pune  
Ganeshkhind, Pune-411 007.

Sir,

I ..... the undersigned, student of .....

College/Institution ..... appearing for .....

Examination

at the .....

College (Centre) do hereby state on solemn affirmation as under :-

I understand that I am involved in respect of an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That in spite of the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as null and void.

In witness where of I set my hand to this undertaking

**Signature of the Candidate**

Before me

Date :

Chief Couductor of the Centre  
and Rubber Stamp of the University/College/Institution.

Date:

UNIVERSITY OF PUNE

Report of the Jr. Supervisor/Sr. Supervisor/Chief Conductor

Block No. :

Examination :

Subject :

Date :

To

The Controller of Examinations,  
University of Pune  
Ganeshkhind, Pune-411 007.

Sir

I ..... the undersigned. Jr. Supervisor appointed on the above-mentioned Block at the ..... examination held at..... college (Centre), am hereby making report against Candidate No..... Shri/Smt. ....at the examinations, as follows ;

Yours faithfully,

( Jr. Supervisor)

Date :

Time :

Name & Address of the Junior Supervisor

On the basis of the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. .... and therefore the case be forwarded to the University for investigation.

Signature of Sr. Supervisor

Name : .....

Date :

Forwarded to the Controller of Examinations, University of Pune, Ganeshkhind, Pune-411 007. for necessary action.

Seal of the College/Institution/University (Centre)

Place :

Date :

Encl :

Signature of Chief Conductor

(N.B.: Kindly enclose a copy of the relevant question paper)

To

The Inspector/Sub-Inspector,  
Police Station,  
.....

**Sub.: Complaint against the student for the alleged use of Unfairmeans at the.....examination held in the.....**

Sir,

On behalf of the University of Pune, Ganeshkhind, Pune-411 007. the..... Examination held in the First Half/Second Half of 20..... is conducted in the premises of the.....College/Institution/University. I have been authorised by the University of Pune, Ganeshkhind, Pune-411 007. vide letter No..... dated .....addressed to the Principal by.....to take action under the provisions of Maharashtra Act. XXXI of 1982, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following student/s who has/have used Unfair Means at the.....examination

1. Name of the Student : .....
2. Examination Seat No : .....
3. Name of the College/Institution through which he/she appeared for the examination : .....
4. Name of the Subject : .....  
Date and Time : .....
5. Name of the Jr. Supervisor : .....
6. Name of the Sr. Supervisor who detected the case : .....
7. Material found with the Candidate : .....
8. Other Information if any in connection with the case : .....

According to Section '7' of the Maharashtra Act XXXI of 1982-An Act to provide for preventing malpractices at University/Board and other specified examinations. Shri./Kum.....has committed the offence at the.....examination and therefore, I lodge a complaint against him/her with the Police Station (.....).

Name of the Police Station

Yours faithfully,

Chief Conductor.

Name of the Centre.....

Place :

Date:



## **Ordinance 10 : Draft of Ordinance for Central Assessment Programme Scheme**

### **Preliminary :**

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment programme is being introduced by way of Ordinance with a view to (1) declaring the results in the shortest possible time, (2) increasing the reliability of the results, (3) maintaining uniformity and consistency in the assessment, (4) increasing accuracy and efficiency in the declaration of results and (5) creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

- (i) Pre-assessment work
- (ii) Assessment and Moderation process
- (iii) Post-Assessment Work

### **I. PRE-ASSESSMENT :**

#### **1. To fix the venue of the Central Assessment Programme :**

The venue of the CAP shall be decided by the University authorities. It shall be on the University campus/in Affiliated College/Recognized Institution/any other place decided by the University authorities.

#### **2. Appointment of CAP Director :**

The Director for the Central Assessment programme shall be appointed by the University authorities from amongst the following

- (i) Principal of the Affiliated College concerned or his nominee from amongst the senior faculty members.
- (ii) Head of the Recognized Institution concerned or his nominee from amongst the senior faculty members.
- (iii) Head of the University Department concerned or his nominee not below the rank of Reader
- (iv) Any other senior person with the suitable academic and administrative experience.

The Director shall communicate his acceptance along with the undertaking in the prescribed form (Encl-1)

#### **3. Invitation to Examiners/Moderators :**

The University authorities shall provide a list indicating number of students appearing for each subject and other relevant information to the Director. The Director/Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University authorities well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/moderators as reported by the Director, CAP, the substitute appointments of examiners/moderators shall be made by the Controller of Examinations.

#### **4. Collection of Answer books :**

It is the responsibility of the Principal of the College/Director of the Recognized Institution/Head of the University Department to see that the answer books of the examinations held at his centres are sent promptly to CAP Centre as per instructions given by the University authorities from time to time.

### 5. Preparation for CAP :

- (i) The Director of CAP shall make adequate arrangements to receive answerbooks coming from the examination centres from time to time.
- (ii) On receipt of the answerbooks at the CAP venue, the staff employed for this work shall check the number of answerbooks. Junior Supervisor/s Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Examination)/or an Officer nominated by the Controller of Examinations.
- (iii) It shall be seen and verified that all the answerbooks of the subjects, are received from all the centres of examinations. This shall be checked with the subjectwise and centrewise summaries of the examinations concerned. In case of non-receipt of answerbooks from any examination centre, the Director of CAP shall take immediate steps for receiving the said answerbooks from the examination centre concerned under intimation to the Co-ordinator/ Asstt. Co-ordinator of the CAP.
- (iv) The bundle of answerbooks so prepared shall preferably be computer coded and masked and the coded sheets shall be inserted in the bundles of answerbooks. The Junior Supervisor/s Reports shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner shall be separated and further decision regarding their evaluation shall be taken in consultation with Controller of Examinations.

### II. ASSESSMENT AND MODERATION PROCESS :

The University shall issue instructions to the concerned on the following:

- (i) Consistency and uniformity in assessment
- (ii) Remedial measures in respect of discrepancies detected/noticed in the question paper.
- (iii) Unfair means noticed during the assessment process
- (iv) Administrative, financial and organizational details
- (v) Any other details not covered under this Ordinance shall be prescribed by the University and the Central Assessment Programme shall be carried out accordingly.

### III. POST-ASSESSMENT :

The University shall issue instructions on the following:

- (i) Decoding/unmasking of assessed answerbooks.
- (ii) Scrutiny and verification of assessed answerbooks.
- (iii) Preparation and schedule of submission of mark lists to the University.



**FORM OF UNDERTAKING**

**UNIVERSITY OF PUNE**

I, Professor/Dr..... hereby give undertaking that, I solemnly and willfully accept the responsibility of carrying out the work of Central Assessment Programme as a Director, entrusted to me by the University vide its letter No.....dated..... I further declare that I shall,

1. Strictly follow the instructions issued to me from time to time by the University authorities.
2. Make all the necessary arrangements for smooth and timely conduct of the Central Assessment Work.
3. Take all the necessary steps of carrying out the pre-assessment, assessment and moderation and also post-assessment processes in strict confidential manner.
4. Forward the mark-lists duly completed and assessed answer-books back to the University office within the time limit prescribed by the University.
5. Incur the necessary expenditure within the scope of instructions issued by the University.
6. Forward the audited accounts/statements to the University authorities within the stipulated time.
7. Forward the report of the Central Assessment Programme to the University within the time stipulated.
8. Co-operate with the University officials in the manner as deemed fit.

Signed today on ..... day of .....Two thousand .....

Signature : .....

Name in full : .....

Designation : .....

Name of the College/Institution/Univ. Dept. : .....

Phone (O) : .....

(Res) : .....

(Fax) : .....

**Facultywise list of Professional Courses :****1. Faculty of Arts**

- 1.1 Diploma in Translation.
- 1.2 Diploma in Foreign Languages
- 1.3 Certificate of Proficiency in Foreign Languages.
- 1.4 M.A. in Modern European and Other Foreign Languages.
- 1.5 M.Phil.
- 1.6 M.A.Linguistics

**2. Faculty of Social Sciences**

- 2.1 B.Lib. & Information Science.
- 2.2 M.Lib. & Information Science.
- 2.3 B.J.C. (Journalism & Communications)
- 2.4 M.J.C. (Journalism & Communications)
- 2.5 B.S.W.
- 2.6 M.S.W.
- 2.7 Diploma/Cert. In Women's/ Gender Studies
- 2.8 M.Phil
- 2.9 Diploma in Population Education
- 2.10 Diploma in Adult Education
- 2.11 Master of Tourism
- 2.12 Diploma in Tourism
- 2.13 Diploma in Research Methodology
- 2.14 M.A.Communication Science/Studies

**3. Faculty of Science**

- 3.1 B.C.S. (Bachelor of Computer Science)
- 3.2 M.Sc. (Computer Science)
- 3.3 M.C.A. (Master of Computer Applications)
- 3.4 D.C.P. (Diploma of Computer Programming)
- 3.5 M.Sc.
  - 3.5.1 Electronics
  - 3.5.2 Applied Electronics
  - 3.5.3 Electronic Sciences
  - 3.5.4 Industrial Chemistry
  - 3.5.5. Polymer Chemistry
  - 3.5.6. Environment Science
  - 3.5.7. Bio-Chemistry
  - 3.5.8 Microbiology
  - 3.5.9. Bio-technology
  - 3.5.10. Bio-informatics
  - 3.5.11. Sericulture
  - 3.5.12. Agro-Chemicals and Pest Management
  - 3.5.13. Health Sciences
  - 3.5.14. Biometry
  - 3.5.15. Communication Science

#### 4. Faculty of Commerce/Management Studies

- 4.1 B.B.A. (Bachelor of Business Admns.)
- 4.2 B.B.M. (Bachelor of Business Management)
- 4.3 M.B.A. (Finance, Material, Marketing, Personnel, HRD etc.)
- 4.4 D.B.M.
- 4.5 M.C.A.
- 4.6 M.C.M.
- 4.7 M.E.M. (Environmental Management)
- 4.8 D.C.A. (Diploma in Computer Applications)
- 4.9 D.C.P. (Diploma in Computer Programming)
- 4.10 Diploma in Taxation
- 4.11 Diploma in Labour Relations and Management
- 4.12 M.P.W. (Master of Personnel Management)
- 4.13 P.G.Diploma
  - 4.13.1 Environmental Management
  - 4.13.2 Hotel Management
  - 4.13.3 Hospital Management
  - 4.13.4 Financial Services
  - 4.13.5 Foreign Trade
- 4.14 M.P.A.C.M. (Masters Programme in Advertising and Communications Management).

#### 5. Faculty of Law

- 5.1 LL.B. (Five Years Integrated Course)
- 5.2 LL.B. (Three Years Old Course)
- 5.3 LL.M.
- 5.4 Diploma in Labour Laws
- 5.5 Diploma in Taxation Laws
- 5.6 Diploma in L.R.M. (Legal Research Methods)

#### 6. Faculty of Education

- 6.1 B.Ed.
- 6.2 M.Ed.
- 6.3 B.P.Ed.
- 6.4 M.P.Ed.
- 6.5 Diploma in Population Education
- 6.6 Diploma in Adult Education
- 6.7 Diploma in Environmental Education
- 6.8 Diploma in Educational Technology
- 6.9 B.A.B.Ed. (Four Years Integrated Course)
- 6.10 M.Phil.

**7. Faculty of Engineering/Technology.**

- 7.1 B.E.
- 7.2 M.E.
- 7.3 B.Textiles
- 7.4 M.Textiles
- 7.5 M.C.A.
- 7.6 B.Chem. Tech. (U.D.C.T.) Mumbai University, and L.I.T.Nagpur University
- 7.7 D.C.A.T. (Diploma in Computer Applications and Technology)
- 7.8 D.C.P. (Diploma in Computer Programming)
- 7.9 B.Arch. (Architecture)
- 7.10 M.Arch.
- 7.11 Diploma in Computer Science
- 7.12 All Diplomas of Polytechnic under SNDT Women's University, Mumbai.

**8. Faculty of Medicine**

- 8.1 M.B.B.S.
- 8.2 M.S.
- 8.3 M.D.
- 8.4 B.Sc. (Nursing)
- 8.5 B.D.S.
- 8.6 D.P.H.
- 8.7 D.P.M.
- 8.8 D.M.R.D.
- 8.9 D.M.M.
- 8.10 D.M.L.T.
- 8.11 All other PG Medical Diplomas
- 8.12 M.Ch.

**9. Faculty of Ayurvedic and Homeopathic Medicine**

- 9.1 B.A.M.S.
- 9.2 B.H.M.S.
- 9.3 M.D.
- 9.4 B.U.M.S. (Unani)
- 9.5 B.Sc. (Nursing)

**10. Faculty of Arts/Performing Arts and / or Interdisciplinary Studies.**

- 10.1 M.A.Music (Vocal)
- 10.2 M.A.Music (Instrumental)
- 10.3 Diploma in Light Classical Music
- 10.4 Diploma in Dance
- 10.5 Diploma in Painting
- 10.6 M.A.Dramatics
- 10.7 Diploma in Dramatics
- 10.8 Diploma in Interior Decoration & Design
- 10.9 B.D.F.C.
- 10.10 Bachelor of Food Technology and Management.

**11. Faculty of Home Science**

- 11.1 B.Sc. Home Science
- 11.2 M.Sc. Home Science
- 11.3 Diploma in Home Science
- 11.4 B.Sc. Nursing
- 11.5 Diploma in Interior Decoration & Design
- 11.6 All other Diplomas-such as in Dress Design, Fashions, Catering etc.

**12. Faculty of Pharmacy**

- 12.1 B.Pharm
- 12.2 M.Pharm.

- \* The list of Courses/Degrees/Diplomas and Certificates examinations mentioned above in this addends has been prepared on the basis of information received from the following University.
- \* Dr. Babasaheb Ambedkar Marathwada University.
- \* University of Mumbai
- \* North Maharashtra University
- \* University of Pune
- \* SNDT Women's University
- \* Swami Ramanand Teerth Marathwada University
- \* The list of professional courses/degrees above is only illustrative and not exhaustive, and it will differ facultywise from one University to another.

**SAVITRIBAI PHULE PUNE UNIVERSITY**



**Circular No. 118 of 2016**

**ORDER**

WHEREAS the Management Council, in its meeting held on 19<sup>th</sup> 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);

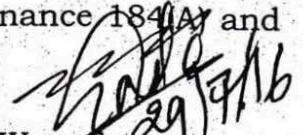
THEREFORE, I, Dr. Wasudeo N. Gade, Vice-Chancellor of the Savitribai Phule Pune University, by and under the powers vested in me under Sub-Section 8 of Section 14 of the Maharashtra Universities Act, 1994, hereby issue the following directives:

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. फोटो कॉपी/फेर व पुन/२०१६/४८९

Date: 29.7.2016

  
Dr. Wasudeo N. Gade  
Vice-Chancellor

# **Savitribai Phule Pune University**

(Formerly University of Pune)



## **Rules and Regulations for Credit and Semester System in Post-Graduate Departments of the University w.e. f. Academic Year 2018-2019**

### **I. General Administration of the Credit & Semester System**

1. There shall be a coordination committee for Credit & Semester system, with Pro-Vice-Chancellor as its chairperson, consisting of not less than three Professors and two Associate/Assistant Professors from Teaching Departments across faculties. This committee will, from time to time, take appropriate policy decisions regarding the functioning of the Credit & Semester system and give instructions to the Examination Section, PG Admission Section, IT Cell and the academic departments on the campus. All matters regarding the conduct of Credit & Semester System shall be referred to this Coordination Committee for decision. Ordinarily, the duration of this Committee shall be for three years.
2. Any issues arising out of the implementation of the Credit and Semester System which are of a specific nature relating to any particular department shall be resolved by the concerned Departmental Committee and reported to the Coordination Committee.
3. The Coordination Committee shall from time to time consider suggestions received from, faculty, students and the examination section and wherever the matter pertains to the overall functioning of the Credit and Semester System, shall recommend new rules, modifications in the existing rules or clarifications thereof.

### **II. Admission and Conduct of the Credit System**

1. Postgraduate courses are conducted under four different faculties, viz. Humanities, Science and Technology, Commerce and Management and Interdisciplinary faculty and the requirement of credits to be completed for degree courses under each of these faculties is different.
2. The M.A. degree (Humanities) will be awarded to students who complete a total of 64 credits in a minimum of two years by completing on an average 16 credits per semester. The M.Sc. degree (Science and Technology) will be awarded to students who complete a total of 80 credits (120 credits; 200 credits; 240 credits) in a minimum of two (three; five; six) years by completing on an average 20 credits per semester. The M.Tech. degree (Science and Technology) will be awarded to students who complete a total of 70 (72) credits in a minimum of two years as per the AICTE guidelines by completing on an average 17-18 credits per semester. For the postgraduate degrees from Commerce and Management Faculties and the Interdisciplinary Faculty, the requisite number of credits that need to be completed in the minimum duration are specified in Table 1.

3. Except practical credits wherever applicable, students may be allowed to complete less courses per semester on a condition they complete the two-year degree in a maximum of four years, a three year degree in a maximum of five years, a five year degree in a maximum of seven years and a six year degree in a maximum of eight years. This facility will be available subject to the availability of concerned courses in a given semester.
4. A student may opt for courses equivalent to 25 percent credits from any other department than the one where he/she is registered. In case a student wishes to take all courses from the parent department he/she can also do so.
5. Of the 75 percent credits to be earned from the parent department, student is expected to successfully complete the core courses of the parent department to get the degree. For remaining credits he/she can choose courses from electives offered by the department.
6. Each credit will be equivalent to 15 clock hours of teaching.
7. The department can announce Seminar Courses to introduce students to recent advances in research. Seminar credits are to be conducted through discussion and presentation by the student and the personal guidance by the teacher. Seminars shall not exceed a maximum of two credits.
8. Each department should decide the minimum eligibility for all the credits including the seminar credits.
9. The duly constituted Departmental Committee consisting of teachers in the department
  - a. will nominate the faculty for each course to be taught in the department;
  - b. will approve the plan for the evaluation prepared by the faculty for the credits concerned as internal continuous assessment of 50 percent from among the nine options given in the III.12 below. Ordinarily the teacher may opt for an internal assessment procedure other than written exams;
  - c. will evolve the norms for evaluating oral examinations whenever necessary in relation to term paper/assignments;
  - d. will constitute the Departmental Examination Committee (DEC) that will nominate the faculty concerned as the paper setter and examiner for the semester-end examination (50 percent component);
  - e. will decide eligibility norms for students from other departments opting for the courses at the department;
  - f. will identify the core credits that a student registered in the department must necessarily earn to obtain a post-graduate degree in that subject;
  - g. will announce at the commencement of each semester which credits are available to students from other departments;



- h. will take appropriate decisions in the cases of readmissions of students during transition from old to revised syllabus by deciding which credits from the revised syllabus are equivalent to credits from the old syllabus;
  - i. will revise the syllabus at least every three years;
10. Regular Students can also audit courses if the departmental committee agrees. A student must, at the commencement of the semester communicate which credits he/she is going to audit. Students can also audit courses from other departments with prior approval from that department. Such audited credits will be mentioned separately in the grade sheet. For audit course, student will have to pay tuition fees however he/she will not be evaluated.
11. Regular students can take extra credit courses from their own department or from other departments. In such cases, students shall specify the extra credits and this will be so noted on their grade sheets. The CGPA of a student will be computed on the basis of
- a. his/her performance in the core courses from parent department
  - b. best performance of the required no. of credits from all elective courses opted by him/her.
11. University departments will also permit students to be admitted as casual students (students who may not be currently registered as PG students on the campus) and enroll themselves for the courses being conducted by the departments in the respective semesters. Casual students will have to pay the tuition fees. In case, these students wish to receive a certificate for the completion of the course, they will be evaluated after payment of the examination fee for the corresponding subject.
12. Students may opt for credits from diploma/certificate credit courses offered by the university departments as elective credits.

### **III. EXAMINATION RULES**

1. A student cannot appear for semester end examination unless he/she has maintained 75% attendance during the teaching period of that course. If a student fails to maintain attendance upto 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be permitted to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
2. Each credit will be evaluated for 25 marks.
3. Each course will have

- a. 50% of marks as semester-end examination of minimum 30 minutes to maximum 45 minutes per credit and
  - b. 50% marks for internal (i.e. in-semester) assessment.
4. To pass a course, the student has to obtain forty percent marks in the combined examination of in-semester assessment and semester-end assessment with a minimum of thirty percent in both these separately.
  5. If a student misses an internal assessment examination in the Semester, he/she will have a second chance with the permission of the teacher concerned.
  6. In case student fails in internal assessment he/she can still be permitted to appear for Semester End Examination. However, final result of such student would be "Failed" in that subject.
  7. Such student can attempt to clear his/her internal and end semester examination by registering for the course in the semester when the course is offered by the concerned department.

A student who has cleared internal assessment but failed in semester end examination and who wants to improve his/her performance in the internal assessment, may be permitted to register again for the course when that course is being offered.

Whenever student registers for the course he/she will have to pay tuition fees.

Department Heads shall inform to IT Cell regarding such students so that the students would be able to pay tuition fees.

8. Students who have cleared the Internal Assessment but have failed in the Semester-End Exam may reappear for the Semester-End Exam in the subsequent period. The student will be finally declared as failed if he/she does not earn all required credits within a total period of four years in case of two year courses, five years in case of three year courses, seven years in case of five year courses, and eight years in case of six year courses. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time if they wish to continue.
9. A student cannot register for the third semester, if he/she fails to complete 50% credits of the total credits expected to be ordinarily completed within the first two semesters. In this case, a student can seek admission to first or second semester in order to complete the requisite number of credits and to be able to seek admission in the third semester. Information regarding such students should be sent to PG section so that IT cell can be informed to open the form for paying tuition fees.
10. There shall be revaluation of the answer scripts of semester-end examination but not of internal assessment papers as per Ordinance no 134 A and B. While marks will be given

for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.

11. Except for the technology faculty, in subjects or departments where project work is part of the credits, the project will consist of not more than ten percent of the total credits for the degree course.
12. Each credit will have an internal (continuous) assessment of 50% of marks and a teacher must select a variety of procedures for examination such as:
  - a. Written Test and/or Mid Term Test (not more than one for each course);
  - b. Term paper;
  - c. Journal/lecture/library notes;
  - d. Seminar presentation;
  - e. Short quizzes;
  - f. Assignments;
  - g. Extension work;
  - h. Research Project by individual students or group of students
  - i. Open book test (with the concerned teacher deciding what books are to be allowed for this purpose.)
13. The system of evaluation will be as follows: Each assignment/test will be evaluated; marks of all internal assessments would be compiled to generate the final score of internal assessment. For every course, the score for internal assessment and the semester-end examination will be added together and then converted into a grade and a grade point average. Results will be declared for each semester and the final grade-sheet will give total grades and grade point as per the table given below.

Marks	Grade	Grade Points
80-100	O: Outstanding	10
70-79	A+: Excellent	9
60-69	A: Very Good	8
55-59	B+: Good	7
50-54	B: Above Average	6
45-49	C: Average	5
40-44	P: Pass	4
0-39	F: Fail	0
-	Ab: Absent	0

14. Cumulative Grade Point Average =

$$\frac{\text{Total of Grade Points Earned for a course} \times \text{Credit hrs for each course}}{\text{Total Credits Hours}}$$

$$CGPA = \frac{\sum_{i=1}^n P_i \times C_i}{\sum_{i=1}^n C_i}$$

where,

n = Total number of courses

P<sub>i</sub> = Grade points earned in i<sup>th</sup> course

C<sub>i</sub> = Number of credits in i<sup>th</sup> course

15. The formula for CGPA will be based on weighted average as mentioned above. The final CGPA will not be printed unless a student passes courses equivalent to the requisite number of credits for the concerned degree.
16. A ten point grade system [UGC Circular, vide D. O. No. F. 1- 1/2014 (Secy) dated 12th November, 2014] will be followed uniformly for all the four faculties. The corresponding grade table is detailed below.

Final Grade Point Average	Final Grade
09.00-10.00	O
08.50-08.99	A+
07.50-08.49	A
06.50-07.49	B+
05.50-06.49	B
04.25-05.49	C
04.00-04.24	P
00.00-03.99	F

17. If the CGPA is higher than the indicated upper limit in the three decimal digits, then the student be awarded higher final grade (e.g. a student getting CGPA of 8.492 may be awarded 'A+' grade).
18. While declaring the FINAL result, ordinances O2 (grace for getting a higher grade) and O4 (grace marks for passing in case a student has failed in only one head of passing) are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10% marks and in the grade of the course.
19. The formula for conversion of CGPA to percentages is given in the following table.

Grade	CGPA Range	Formula
O	09.00-10.00	20 x CGPA - 100
A+	08.50-08.99	20 x CGPA - 100
A	07.50-08.49	10 x CGPA - 15
B+	06.50-07.49	5 x CGPA + 22.5
B	05.50-06.49	5 x CGPA + 22.5
C	04.25-05.49	4 x CGPA + 28
P	04.00-04.24	20 x CGPA - 40

20. For grade improvement a student will have to take minimum 30% of the requisite number of credits for the concerned degree. These courses will be theory courses from the parent department. A student can opt for the grade improvement programme only after the declaration of the result for his/her final semester exam, and within two years of completion of the degree and only once.
21. The explanation of the grades is provided below.

**O: Outstanding: Excellent analysis of the topic (80% and above)**

Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, Neat and systematic organization of content, elegant and lucid style;

**A+ : Excellent : Excellent analysis of the topic (70 to 79%)**

Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

**A: Very Good: Good analysis and treatment of the topic (60 to 69%)**

Almost accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Fair and systematic organization of content, effective and clear expression;

B+: Good: Good analysis and treatment of the topic (55 to 59%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;

B: Above Average: Some important points covered (50 to 54%)

Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, good language or expression;

C: Average: Some points discussed (45 to 49%)

Basic knowledge of the primary material, some organization, acceptable language or expression;

P: Pass: Any two of the above (40 to 44%)

F: Fail: None of the above (0 to 39%)

22. Every student registered for PG course has to pass ten credits (Human rights education - 2 credits; Cyber security- 4 credits; Skill development- 4 credits) as per UGC rules. Performance in these credits will not be considered for calculation of CGPA.
23. Payment of examination fees: Examination fees should be paid online as per the Challan generated in the system.

Dr. N.S. Umarani  
Pro-Vice-Chancellor

**Pro-Vice-Chancellor**  
**Savitribai Phule Pune University**  
**Pune - 411007**