

SAVITRIBAI PHULE PUNE UNIVERSITY



IMPORTANT INSTRUCTIONS

1	The external student should follow the instructions issued separately regarding filling of the examination form. They should ensure before filling the examination forms that he/she offers subject/s for which teaching is provided in the affiliated colleges for relevant degree course/s.
2	If the last date of filling the examination forms falls on Holiday/Bank Holiday or any other holiday , the examination forms will be 1) Submitted on the next working day. 2) The Examination forms be validated & inward be done by college within Stipulated time limit. Inward facility be started from first day of submission of form by the student 3) 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 upto last date with late fee. Please note that after last date with late fee no forms will be accepted.
4	All the title of the papers will appear in the examination programme. However the question paper will be set only on 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 to declare the results of every examination conducted by departments within 30 days from the last date of examinations of per course.
8	<u>Examination Fee for backlog paper : As per Encl-I of this Schedule</u>
9	The fee for Project/ Dissertation, other than Ph.D. shall be Rs 300/- for Non-Professional course(s) and Rs.450/- for Professional course(s). This shall be in addition to the examination fee prescribed for the course(s) by the University.
10	The Examination fee of Rs.45/- for Professional courses and Rs 40/- for Non-Professional courses, per credit (For University Department only) except Performing Arts course, is prescribed wherever the credit system has been adopted for the course. However, the Examination fee for Courses in Performing Arts, B.A./M.A. (Music, Dance, Drama at Lalit Kala Kendra)(Gurukul System only) is Rs.70/- per credit is prescribed.
11	The students who have passed their University Theory Courses and yet to clear internal test, excluding B.Sc. & B.Sc. (Computer Science) will fill up the examination form with minimum fee of Rs.90/- to ensure easy process of the declaration of the result.

12	The Senior Supervisors are 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 serious medical grounds, blind or disabled and learning disabled. 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. The Senior Supervisor shall make a separate seating arrangement for the candidate and the writer .
13	For Handicapped and Learning Disabled: The Senior Supervisors are also authorized to sanction additional half an hour to handicapped and learning disable students. However students will have to submit the medical certificate of endorsing civil surgeon learning disability. The candidate application must be received through the Principal to the Senior Supervisor concerned.
14	Blind Students: The Blind students will be given an additional one hour , i.e. over and above the prescribed time.
15	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 in Circular No.377 of 1993-94 dated 30-11-93 and subsequent letter No. F/6265 dated 12.2.1994 issued by the Finance Department of the University of Pune for the purpose of following the procedure for filling the examination forms and submitting for College wise examination data to the University. 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/1025
Date: 29/10/2014

Dr. V.B.Gaikwad
I/C Controller of Examinations