

ORDINANCES

UNIVERSITY OF POONA



Ordinances as per Provisions of the Poona University Act, 1974

(As modified up to the 01.04.1992)

UNIVERSITY OF POONA

Ordinances Framed Under the University Act, 1974

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UNIVERSITY OF POONA

ORDINANCES



UNIVERSITY PUBLICATION BOARD

(Under Section 24 (5))

O. 1. There shall be a University Publication Board consisting of:

(i) The Vice-Chancellor,

(ii) Six persons appointed by the Executive Council, of whom one shall be the Dean and one shall be the Head of the University Department.

O. 2. Members of the Board shall hold office for three years. Any casual vacancy caused by death, resignation or otherwise, shall be filled up by the Executive Council by nomination. A member so nominated shall hold office only for the remaining part of that period.

O. 3. The Board shall meet annually in September, or whenever convened by the Vice-Chancellor.

O. 4. The Vice-Chancellor shall, if present, preside at meetings of the Board, & in his absence, the Board shall elect the Chairman from amongst the members present.

O. 5. All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of an equality of votes, he shall have a second or casting vote.

O. 6. The functions of the Board shall be:

- (i) to recommend to the Executive Council the publication grants of the University;
- (ii) to undertake, with the sanction of the Executive Council, the publication of:–
 - (a) the University Journal;
 - (b) any other suitable work, literary or scientific;
 - (c) Text-books.

UNIVERSITY BOARD OF SPORTS

(Under Section 24 (5))

¹O. 7 (1) University Board of Sports shall be principal Sports Body of the University which shall consist of the following:

(For the sake of brevity hereinafter referred to as Board.)

- (i) the Vice-Chancellor–Ex-officio-President;
- (ii) the Pro–Vice-Chancellor-Ex-officio-Vice-President;
- (iii) the Director, Students' Welfare;
- (iv) two nominees of the Executive Council;

1. The Substitute Ordinance has come into force with effect from 31.05.1991.

- (v) the Director, Board of Sports, Ex-officio-Secretary;
- (vi) two Directors of Physical Education, approved as such by the University, nominated by the Vice-Chancellor;
- (vii) two experts of Sports who have participated as players at Inter-University/Inter-State-tournaments nominated by the Vice-Chancellor;
- (viii) the Chairmen of Zonal Committees;

For the purpose of this Ordinance 'Board' means Board of Sports and 'Institute' means affiliated colleges and recognized institutes.

(2) Terms of office of members mentioned in Sub-Clauses No. (iv) and (vi) and (vii) of clause (1) shall be three years provided that Chairman of Zonal Committee shall cease to hold office as Member, if he ceases to be the Chairman of the concerned Zonal Committee

Only Principals of Colleges/Heads of Recognized Institutions and Chairman of the University Post-Graduate Gymkhana shall be eligible for election to the office of the Chairman of the Zonal Committee.

(3) *Objects of the Board:*

The objects of the Board shall be:

- (i) to promote, organise and control sports activities in the Poona University area;
- (ii) to inculcate and enhance sense of discipline and the spirit of true sportsmanship;
- (iii) to undertake and conduct Inter-collegiate/Inter-Zonal, Inter-University and such other tournaments as may be decided by the Board of Sports from time to time;
- (iv) to foster team spirit and sportsmanship amongst the players.

(4) *Meetings of the Board:*

The Board of Sports shall ordinarily meet thrice in a year on the days to be fixed by Director of the Board in consultation with the President of the Board. In addition to this the President, Board of Sports may, whenever he thinks fit, direct the Secretary Board of Sports to call meeting on any day fixed by him.

(5) The President shall preside over all meetings of the Board. In his absence Vice-President shall preside. In absence of President and Vice-President the meeting shall elect its own President. Four members shall form the quorum for the meeting. In the absence of quorum, the meeting may be adjourned and the adjourned meeting may commence after thirty minutes for which members present shall form the quorum.

(6) *The Powers and functions of Board:*

The powers and functions of Board shall be:

- (i) to exercise overall control over the conduct of the Inter-Zonal Tournaments;
- (ii) to decide the various Inter-University Tournaments in which the University teams should participate;
- (iii) to appoint sub-committees and such other Committees, as it deems fit and to assign duties to them and to take appropriate decisions on the recommendations of such committees;
- (iv) to appoint an Organising Committee and such other sub-committees to conduct Inter-University Tournaments as and when allotted by the Inter-University Board of Sports to this University;
- (v) to levy and receive pro-rata contribution from each Institute whether participating in the tournaments or not at the rate of Re. 1/-per student or such other rate as may be specified by the Board from time to time. The pro-rata contribution shall be collected by respective Zonal Committee and the Chairman of the Zonal Committee shall remit the same to the Board within time specified by the Board;
- (vi) to prepare the annual budget of Board for presentation to the Executive Council;
- (vii) to appoint coaches and managers for various University teams;

- (viii) to allot suitable funds to the Zonal Committees or to the colleges for organising Inter-Zonal tournaments;
- (ix) to organise coaching projects for different games;
- (x) to adjudicate on all appeals against the decisions of Zonal Committees arising out of the conduct of tournaments;
- (xi) to supervise, advise and make suggestions to colleges and Zonal Committees regarding promotion and conduct of sports;
- (xii) to do all such other acts which are incidental and conducive for the attainment of the objects of the Board.

(7) *Failure to pay pro-rata contribution:*

If Institute fails to pay pro-rata contribution within the time specified by the Board, the Board may impose one or more penalties mentioned below on defaulting institute;

- (i) non-participation in any Inter-Collegiate/Inter-Group/Inter-University or other tournaments
- (ii) fine
- (iii) such other penalty as may be specified by the University from time to time

(8) The requirements of the University Board of Sports for the conduct of tournaments and sports shall have priority over the institute with respect to the use of grounds and other sports facilities of the Institute and the Zonal Committees.

(9) *Standing Committee of the Board:*

Local members of the Board may form the Standing Committee. This Committee shall have the power to advise and decide upon urgent matters as may be specified by the Board of Sports. The President and in his absence Vice-President may call an urgent meeting of the Standing Committee to advise and decide upon such urgent matters as which are within purview of the Board.

(10) *Allowances of the Members:*

Members of the Board, Standing Committee and of the Sub-Committees appointed by the Board attending the meetings shall be eligible for traveling, halting and conveyance allowances as per rules of the University.

(11) The University area shall be divided into four zones as follows:

- | | |
|-----------------------|-------------------------|
| (i) Pune City Zone | (ii) Pune District Zone |
| (iii) Ahmednagar Zone | (iv) Nasik Zone. |

- (i) *Pune City Zone:* Comprising of Post-Graduate Gymkhana of the University and such Institutes which are within Pune Municipal Corporation area, excluding the extended areas such as Hadapsar, Yeravada and as may be specified by the Board from time to time but including Poona Cantonment Board area.

- (ii) *Pune District Zone:* Comprising of all the institutes in Pune District except those included in Pune City Zone in Clause (i) above.
- (iii) *Ahmednagar Zone:* Comprising of all institutes in Ahmednagar District.
- (iv) *Nasik Zone:* Comprising of all institutes in Nasik District.

(12) *Constitution of the Zonal Committee:*

The Zonal Committee shall consist of the Principals of Colleges, Heads of all Recognised Institutions comprised in the respective zone. In Pune City Area Zone, the Chairman of the University Post-Graduate Gymkhana shall be deemed to be the Principal for the purposes of constitution of the concerned zonal committee.

(13) The Zonal Committee may co-opt, if necessary, three experts from its area for one year. The Principal may authorise Director of Physical Education, Senior Wing, in his college and if there is no Director of Physical Education in his college, a teacher in his college to attend the meeting of the zonal committee in his absence.

(14) *Election of Chairman Secretary and Treasurer:*

Every Zonal Committee shall elect every year its Chairman, Secretary and Treasurer from amongst themselves. The Committee shall appoint an auditor.

(15) *Meeting of the Zonal Committees:*

The quorum for a meeting of the zonal committee shall be half the number of its members. If there is no quorum the meeting may be adjourned and the adjourned meeting may commence after thirty minutes for which members present shall form the quorum.

(16) Every zonal committee shall meet thrice in a year and whenever necessary on such days and at such a place as may be fixed by the Chairman.

(17) The Chairman shall preside over all the meetings and in his absence, the members present shall elect one of them to preside over the meeting.

(18) The powers and functions of the zonal committee shall be:

- (i) To elect its office-bearers;
 - (ii) To appoint such committees as may be required from time to time and to assign duties to them;
 - (iii) To conduct inter-collegiate tournaments for only such games for which Inter-University tournaments are organised. The programme of tournaments for the year shall be drawn taking into consideration the programme of the University Inter-Zonal tournaments so as to not to clash with it;
 - (iv) To appoint committee to settle all disputes arising out of the conduct of the inter-zonal tournaments. An appeal against the decision of the above committee of the respective zone shall lie with the Board; such appeal should reach the office of the Director of Board within 3 days, after the decision of the zonal committee. The decision shall be final and binding.
 - (v) To levy and receive pro-rata contribution from each Institute in the zone whether or not participating in Inter-Collegiate tournaments, within time limit prescribed by the zonal committee at the rate of Rs. 3/- per student or at such other rate as specified by Board from time to time.
- (19) The zonal committee shall finalise the accounts of the current year and the budget for the following year.

O. 8 to O. 23. Blank

THE LIBRARY COMMITTEE

(Under section 68 (3))

O. 24. The Committee shall meet once in every term and at other times when convened by the Vice-Chancellor.

O. 25. If the Vice-Chancellor is not present, the Committee shall elect its own Chairman from amongst the members present.

O. 26. All questions shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of an equality of votes, he shall have a second or casting vote.

O. 27. (i) The Library Committee shall, subject to the control of the Executive Council, manage the Library and advise the Executive Council on any matter connected with the Library referred to it by the Executive Council.

In particular and without prejudice to the generality of the foregoing power, the Committee shall have power to make recommendations, to the Executive Council (*a*) as to the administration of the funds set apart for the Library, (*b*) as to the determination of the Library staff required, (*c*) other matters connected with the Library such as the purchase and disposal of books, periodicals, etc.

(ii) The committee shall submit an annual report to the Executive Council regarding the nature and extent of library services rendered to the various categories of users and as to the purchase and disposal of books including manuscripts and periodicals.

(iii) The Library Committee shall have the power to make rules governing the use of the Library from time to time and to amend them. Such rules and any changes made therein, shall be reported to the Executive Council.

O. 28. All bills in respect of books, subscription of periodicals and any other equipment and material purchased for the Library shall be verified, checked and signed by the Librarian in attestation of their correctness and forwarded to the Registrar.

UNIVERSITY BUILDINGS AND WORKS COMMITTEE

(Under Section 24 (5))

O. 29. *Short title and commencement:*

(1) The Ordinance may be called the University Buildings & Works Committee, and Execution of University Works Ordinance, 1976.

(2) It shall come into force on such date as the Executive Council may direct in this regard.

O. 30. *Constitution of the Buildings and Works Committee:*

(1) There shall be a Buildings and Works Committee consisting of:

- (i) The Vice-Chancellor, ex-officio Chairman;
- (ii) Chief Engineer of the State Government Public Works and Housing Department in charge of region in which the University is situated;
- (iii) Superintending Engineer of the State Government Public Works and Housing Department in charge of the territorial circle in which the University is located;
- (iv) One principal or Head of the Department/Professor of Civil Engineering of an Engineering College in a conducted/constituent/affiliated college of the University to be nominated by the Chancellor;

Or

One Principal or the Head of the Department/Professor of Civil Engineering of an Engineering College in territory in which the University is located, to be nominated by the Chancellor;

- (v) One eminent engineer from private sector and [one eminent architect] to be nominated by the Chancellor.
- (vi) Two members of the Executive Council, one of whom will be Chancellor's nominee on the Executive Council and the other to be nominated by the Executive Council;

The University's Registrar will ¹act as a Secretary of the Buildings and Works Committee.

O. 30. (i) *Tenure of the Committee:*

(1) The term of the office of the members, other than ex-officio members, shall be three years. If any vacancy occurs in the office of a member of the Committee at Serial No. (iv), (v) and (vi) of 2 above, it shall be filled by the Chancellor or the Executive Council, as the case may be, by nomination. The term of such a nominated member will be for the unexpired

portion of the term of the office of the original member in whose place the new member has been nominated.

(2) No person, excepting those who are members of the Committee by virtue of the office they hold, shall be nominated as member for more than two consecutive terms of three years each.

O. 30. (ii) Procedure for meetings:

(1) The Committee shall meet as often as necessary under direction of the Vice-Chancellor;

(2) The quorum to constitute the meeting of the Committee shall be 4, one of whom at least will be out of Sr. No. (i) and (vi) (that is, the Vice-Chancellor or the Chancellor's nominee on the Executive Council), one person out of Sr. No. (ii) and (iii) (that is, the Chief Engineer or the Superintending Engineer) and one person out of Sr. No. (iv) and (v) (that is Principal or Head of the Department/Professor of Civil Engineering of an Engineering College or one eminent Engineer nominated by the Chancellor) of 2 above.

Provided that if the Committee's meeting on a particular date cannot be held for want of quorum, the Chairman shall adjourn the meeting to a future date, which will not be earlier than seven days of the date on which the meeting is being adjourned, and the Secretary of the Committee will send notice in writing of the adjourned meeting to all the members. The adjourned meeting hold on the next appointed day will transact the same agenda as was fixed for the earlier meeting will be deemed to be validly held even in absence of the quorum.

1. These words were added by amendment w.e.f. 26.04.1990.

(3) The Vice-Chancellor, when present, will preside at the meeting of the Committee, and in his/her absence, the Chancellor's nominee on the Executive Council will preside over the meeting.

(4) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least 15 days before to each member, and along with notice will be forwarded to each member the agenda and the agenda notes of the meeting.

Provided that an emergency meeting of the Committee may be called at shorter notice if it is found necessary by the Vice-Chancellor.

(5) The agenda of each meeting will be subject to approval of the Vice-Chancellor.

(6) The minutes of each meeting of the Committee will be prepared which will be confirmed at its following meeting.

(7) A copy of the minutes of every meeting of the Committee shall be submitted to the Executive Council.

O. 30. (iii) Classification of works:

The University's works will be classified as follows:

(a) *Maintenance Works:*

These will include annual works involving routine annual maintenance & repairs regardless of the total cost incurred.

(b) *Minor Works:*

These will include original works, special repairs works and works involving additions and alterations with an estimated cost up to and including rupees 3 lakhs.

(c) *Major Works:*

These will include original works, special repairs works involving additions and alteration with an estimated cost exceeding rupees 3 lakhs to be designated as "major works".

O. 30. (iv) Procedure and Agency for execution of works:

(a) *Maintenance Works:*

The University Engineer will be responsible for preparation of plans and estimates for maintenance works and also for their execution under the guidance and supervision of the Buildings and Works Committee.

(b) *Minor Works:*

(i) In respect of works falling under this category, the University Engineer shall get prepared, under the direction of the Buildings & Works Committee, plans & estimates of such work either through his staff or, where necessary, with the help of consulting Architect chosen from the panel of Architects which has been approved by the Chancellor.

(ii) Selection of a Contractor for a specific job will be made by the Buildings and Works Committee.

(c) *Major Works Costing more than Rupees 40 lakhs¹:*

(i) Works falling under this category would be entrusted to the State Public Works and Housing Department for execution on payment of agency charges as may be *fixed between the Government and the University*.

1. Amount of Rs. 40/-lakhs was substituted for Rs. 15/-lakhs w.e.f. 30.08.1991.

(ii) The plans and estimates for a work falling under this category will be got prepared through an Architect from a panel of consulting Architects, approved by the Chancellor.

Provided that if a project is estimated to cost less than Rs. 25 lakhs, the final selection of the consulting Architect shall be made by the Buildings & Works Committee.

Provided further that if a project is estimated to cost more than Rs. 25 lakhs the final selection of the consulting Architect shall be made by the Chancellor, who in case of a project costing more than Rs. 25 lakhs, and having regard to its magnitude, complexity and importance may nominate an eminent *Architect not borne or the approved panel of Consulting Architects*.

(iii) The consulting Architect nominated for any project shall be called upon to prepare layout, plans, designs, etc., which will be scrutinised and approved by the Committee.

(iv) After the plans and estimates are approved by the Buildings and Works Committee, the works will be entrusted to the State Public Works and Housing Department for execution. The Structural designs shall be finalised by the Public Works and Housing Department and the works will also be put to tender and executed by the Public Works and Housing Department on the basis of the approved plans and estimates in accordance with its own procedures.

O. 31. *Functions and Responsibilities of the Committee:*

The Committee will perform the functions and shoulder responsibilities as follows:

(i) The Committee, under direction and overall superintendance of the Executive Council, shall be responsible for the execution of all types of works, including major works to be executed through the agency of Public Works and Housing Department.

The Committee will be competent to accord administrative approval and financial sanction, subject to availability of funds in the budget, to maintenance works.

(ii) The Committee shall recommend and obtain the Executive Council's administrative approval and expenditure sanction in respect of all minor and major works.

(iii) The Committee shall recommend to the Executive Council through the Finance Committee appointed under Section 66 of the University Act, a 'Programme of Works' to be executed in the ensuing year. This programme will separately specify (a) maintenance works, (b) minor works and (c) major works on the basis of the Committee's recommendations in this regard, and subject to their final approval by the Executive Council and the Senate, a lump sum, provision will be made in the annual budget of the ensuing year for maintenance works in respect of minor and major works, however, separate provision would be made for each work in the budget.

(iv) The Committee shall prepare a panel of 5-7 Architects of proven experience and merit for the University works. Such panel will be subject to approval by the Executive Council and the Chancellor, who may make such modifications in it as deemed fit.

(v) On getting administrative approval of the Executive Council to minor and major works, it shall cause to be prepared from the University Engineer or the Architect selected for a project, borne on the panel of approved Architects of the University, plans and estimates of such works. These plans and estimates as far as possible, will be based on the schedule of rates to the Public Works Division in whose jurisdiction the work in question are located.

(vi) It will maintain a list of approved contractors on the basis of their technical experience and financial capability for execution of maintenance works and minor works

(vii) It shall be responsible, for making technical scrutiny as may be considered necessary by it.

(viii) It shall be responsible, after careful scrutiny, for the acceptance of tenders received for maintenance works and minor works, and in cases where it proposes to award a work to a Contractor whose tender is not the lowest, it will record its reasons in writing for its decisions.

(ix) It shall exercise general supervision over the work of engineering staff of the University, and in particular ensure that essential records and date, like the register of University's properties, and the works register etc. are maintained up-to-date. Likewise, it shall ensure that the rejected tenders are retained for a reasonable period and that the University Engineer certifies the completion of works in accordance with the final designs by the Architect, if appointed, in respect of maintenance works and minor works.

(x) It may associate the Consulting Architects, when appointed for a minor work or a major work, with its deliberation if it considers that necessary. The Consulting Architects will not, however, issue any direction or orders directly either to the University Engineer in case of maintenance works and minor works, or to the Public Works and Housing Department engineers in case of major works.

O. 32. Powers of the Buildings and Works Committee:

(1) The Committee shall have the power to accord necessary administrative approval and financial sanction for maintenance works, subject to availability of funds in the budget for such works.

(2) It shall have the power to settle rates not covered by tender and settle claims and disputes with Contractors in respect of maintenance works and minor works.

Provided that such rates or claims and disputes will be settled by the Public Works and Housing Department in respect of major works entrusted to that Department subject to the condition that if the decision in respect of any such claims, disputes etc. is, likely to cause excess over the approved estimated cost of the project, prior sanction of the Executive Council shall invariably be obtained by the Public Works and Housing Department to such an excess.

(3) The Chairman of the Committee will, in respect of maintenance and minor works, have the power to sanction the payment of monthly Running Account Bills of a work, subject to such a bill having been examined by the Architect, where appointed and certified as 'fit for payment' by the University Engineer. The bill so paid will be put up for approval of the Committee at its next meeting.

(4) In emergent cases, the Chairman of the Committee may exercise the powers of the Committee. Such cases shall be reported by the Chairman at the next meeting of the Committee.

RESEARCH GRANTS COMMITTEE

(Under Section 24(5))

O. 33. There shall be a Research Grants Committee consisting of the Vice-Chancellor and one member belonging to each Faculty appointed by the Executive Council. The members of the Committee shall hold office for three years.

O. 34. The Committee shall meet once during each term and at other times when convened by the Vice-Chancellor.

O. 35. The Vice-Chancellor shall preside at all meetings of the Committee, and in his absence the Committee shall elect the Chairman from amongst the members present.

O. 36. The Committee shall consider all applications for Research Grants except those that come under "Publication Grants." And make its recommendation to the Executive Council.

THE POONA UNIVERSITY INFORMATION, EMPLOYMENT AND

GUIDANCE BUREAU

(Under Section 24 (5))

O. 37. There shall be a Poona University Information, Employment and Guidance Bureau consisting of the Vice-Chancellor, who shall be its ex-officio Chairman and fourteen other members, as noted below:

(1) The Director General of Employment and Training of the Government of India, or his representative;

(2) The Director of Employment of Maharashtra State or his representative;

(3) Six representatives of different Faculties in the University to be nominated by the Executive Council of which one will be the Director of Students' Welfare;

(4) Five representatives of the Chambers of Industry and Commerce to be nominated by the Executive Council.

(5) The Member-in-Charge (Ex-officio Secretary).

O. 38. The term of Office of a member of the Bureau shall be three years, and the Executive Council shall have the power to make appointments to fill temporary vacancies caused by death, resignation, or from any other cause whatsoever. A member on retirement shall be eligible for re-appointment.

O. 39. The Bureau shall meet at least once in every quarter, and at other times when convened by the Vice-Chancellor, provided always that any quarterly meeting need not be called, if in the opinion of the Vice-Chancellor, there is not sufficient business for it.

O. 40. The Vice-Chancellor shall preside at all meetings of the Bureau and, in his absence, the members shall elect their own Chairman. Five members shall form a quorum for a meeting of the Bureau.

O. 41. The Bureau shall constitute the Standing Advisory Committee consisting of five members from amongst its local members.

This Standing Advisory Committee shall meet at least once in every quarter of the year.

This Committee shall perform such functions as are delegated by the Bureau to it.

O. 42. The functions of the Bureau shall be:

(1) to give information and advice on employment careers and competitive examinations and vocational guidance to students of the Poona University, and register, select and recommend for employment and training graduates of the University in co-operation with the National Employment Service of the Government.

(2) to answer enquires and make recommendations in regard to availability of suitable applicants on its register from prospective employers and to furnish particulars where called for.

(3) to remain in direct contact with heads of employing organisations, and to discuss students' individual problems with them;

(4) to collect statistics regarding available vacancies and of appointments effected, and to supply and other statistical information as and when called for in the manner prescribed either by the Executive Council or by the Government.

(5) to collect and furnish information and guidance to students of the Poona University in regard to entrance to and training at Universities and other Institutions in India and overseas, and directly to assist them in obtaining Scholarships and admissions thereto;

(6) to advise Executive Council on all aspects of matters related to employment, information and guidance to students and if necessary to recommend steps for improvement of their professional standard.

O. 43. (1) The Bureau shall have the power to correspond direct with such Universities, Institutions and persons concerned in India and abroad as well as with the Education Department of the Indian High Commission/Embassies abroad or with the foreign Embassies in India.

(2) The Bureau shall have the power to take a deposit from any applicant who desires expenditure to be incurred on his behalf.

(3) The Bureau shall have the power to refuse to forward any application for reason deemed by it sufficient.

Member-in-Charge of the Bureau

O.44. (1) The Member-in-Charge shall be a full-time University appointed teacher.

(2) He shall be appointed for a period of three years.

(3) He shall be paid an honorarium of Rs. 300/- (Rs. Three Hundred only) p.m. (including the amount available from the Government for the purpose).

The following shall be the duties and responsibilities of the Member-in-charge:

- (1) Efficient working of the Bureau and promotion of its activities by maintaining contacts with the Departments in the University and employers making recruitment of University trained personnel;
- (2) promotion of research studies through study groups, research students and Department of the University, on employment pattern of its alumni, employment potentials in different courses of studies and manpower problems in relation to University trained personnel;
- (3) Enlisting, support and Co-operation of the University for development of part-time employment opportunities for students;
- (4) Arranging job orientation programmes, seminars/discussions among Professors, Liasion Officers and the alumni and employment potentials and trends in different courses of studies at the University;
- (5) Advising and assisting students on Vocational Problems;
- (6) Co-ordinating activities of the Bureau with other allied agencies;
- (7) Setting up a liasion agency for service to affiliating Colleges/Institutions;
- (8) Convening the meeting of the Bureau and the Standing Advisory Committee and preparing their agenda and maintaining their minutes;
- (9) Conducting other activities to disseminate information about the employment pattern and problems of graduates;
- (10) Meeting and advising the students at least on one day in the week in the precincts of the Bureau;
- (11) Preparing an Annual Report on the work of the Bureau for submission to the Executive Council by the end of March every year.

THE ESTABLISHMENT COMMITTEE

(Under Section 24 (5))

- ¹**O. 45** (1) There shall be an Establishment Committee consisting of:
- (i) The Vice-Chancellor (Chairman);
 - (ii) Five members of the Executive Council, and
 - (iii) The Finance Officer.

The members of the Executive Council shall hold Office for three years.

- (2) Any vacancy occurring on the Committee during the triennium will be filled in by the Executive council, only for the remaining part of the period.
- (3) The duties and function of the Committee shall be to advise the Executive Council on all matters pertaining to the promotion, payment of allowances, and such other related matters with respect to the teaching and non-teaching staff of the University referred to by the Executive Council or the Vice-Chancellor to the Committee.

²**O.46.** Deleted.

THE PRESS ADVISORY COMMITTEE

(Under Section 24 (5))

O.47. (1) There shall be a Press Advisory Committee consisting of five members nominated by the Executive Council, at least one of whom shall be a member of the Executive Council and shall hold the Office of three years.

(2) The duties and functions of the Committee shall be:

- (i) to prepare the annual budget of the Press;
- (ii) to advise the Executive Council on all matters relating to the various item of expenditure sanctioned for the press;
- (iii) to give advise on all matters connected with the Press, whenever required by the Executive Council to do so.

1. Operation of O.45 has been suspended by the Chancellor w.e.f. 02.04.1983

2. Ord 46 deleted w.e.f. 12.06.1981.

(3) Any vacancy occurring on the Committee during the triennium will be filled in by the Executive Council, only for the remaining part of that period.

STATUTES COMMITTEE

(Under Section 24 (3))

O. 48. (1) There shall be a Statutes Committee consisting of 5¹ members nominated by the Executive Council, at least one of whom shall be a member of the Executive Council, and two of whom shall be out-side experts and shall hold office for three years.

(2) The duties and functions of the Committee shall be to consider and approve drafts of Statutes, Ordinances and Regulations for being placed before the various authorities and bodies of the University.

(3) Any vacancy occurring on the Committee during the triennium shall be filled in by the Executive Council, only for the remaining part of that period.

THE BUDGET ADVISORY COMMITTEE FOR UNIVERSITY DEPARTMENTS

Under Section 24 (5))

O. 49. (1) There shall be a Budget Advisory Committee for the University Departments in the Faculties of Arts; Mental, Moral and Social Sciences; Law; and Commerce consisting of five members nominated by the Executive Council who shall hold office for three years.

(2) Similarly, there shall be a Budget Advisory Committee for the University Departments in the Faculty of Science consisting of seven members representing the various branches in the Faculty of Science nominated by the Executive Council who shall hold office for three years.

(3) The functions of these Committees shall be to advise the Executive Council regarding the academic soundness of the Budget proposals received from the Departments concerned for the year in question.

(4) Any vacancy occurring on the Committee during the triennium will be filled in by the Executive Council, only for the remaining part of that period.

THE COMMITTEE OF DEANS

(Under Section 24 (5))

O. 50. There shall be a Committee of Deans consisting of the Deans of all the Faculties to make recommendations regarding:

- (i) Award of Free Studentships and Scholarships to students of Post- Graduate classes in the University area;
- (ii) Award of Junior and Senior Research Scholarships (Stipends) to students of Post- Graduate classes in the Poona University area;
- (iii) Such other matters as may be referred to the Committee by the Executive Council and/or by the Vice-Chancellor from time to time.

1. The number was substituted for 'three' w.e.f. 21/22.01.1983.

¹O. 50 A. (1) There shall be Standing Committee on equivalence of examinations consisting of:

- (i) The Vice-Chancellor-Ex-officio Chairman;
- (ii) The Pro-Vice-Chancellor, if any;
- (iii) The Deans of Faculties.
- (iv) The Registrar.

Meeting of the committee may be held, ordinarily twice in a year to make recommendations regarding:

- (a) Consideration of the question of equivalence of examination of other Universities, Statutory Bodies, Boards etc.
- (b) Such other related matters as may be referred to the committee by the Vice-Chancellor or other authorities/bodies of the University.

(3) The recommendations of the committee shall be placed for consideration of the Academic Council.

UNIVERSITY EXAMINATION PROCEDURE (ADVISORY) COMMITTEE

(Under Section 24 (5))

²O. 51 There shall be a University Examination Procedure (Advisory) Committee consisting of the following:

- (1) The Vice-Chancellor (Ex-officio Chairman).
- (2) *The Pro-Vice-Chancellor.*
- (3) Five members nominated by the Executive Council, one of whom shall be the Dean of Faculty and one shall be the Head of the University Department.

The meeting of the Committee shall be convened by Vice-Chancellor *or in his absence Pro-Vice-Chancellor* as and when necessary. The term of office of the members of the Committee shall be three years.

O. 52. (1) The functions of the Committee shall be:

- (i) To fix the fees for various Examinations-Theory and Practical, fees for application forms-internal and external students, centre fees, etc.
- (ii) To fix the rates of supervisory charges for all examinations and persons required for conduct of examinations.
- (iii) To sanction new examination Centres on the application from the Colleges.

1. Ordinance has come into force w.e.f. 26.04.1986.

2. Ordinance has come into force w.e.f. 26.04.1990.

- (iv) To scrutinize the Reports of the Senior Supervisors and/or Visitors on the conduct of examinations at the respective Centres.
- (v) To appoint Senior Supervisors and/or Visitors at the various Examination Centers of the University.
- (vi) To deal with other matters relevant to the conduct of examinations as may be referred to it by the Executive Council.

THE BOARD OF EXTRA-MURAL STUDIES

(Under Section 33)

O. 53. (1) The Board of Extra-Mural Studies may grant certificates to participants who satisfactorily complete the courses organised by the Board;

(2) The Board shall prepare a panel of approved experts, specialists and learned persons and shall approve the topics or subjects for their lectures;

(3) The Board shall lay down the conditions and qualifications for admission of persons to the panel of approved Extra-Mural lectures; and shall fix the remuneration per lecture to be paid to the

lecturers, in addition to addition to traveling, halting and other allowances, if any, admissible under the rules of the University.

THE STANDING ADVISORY COMMITTEE FOR BOARD OF
EXTRA-MURAL STUDIES

O. 54. (1) The Board of Extra-Mural Studies shall appoint the Standing Advisory Committee consisting of five members nominated by the Board from among its members of whom three shall be local members;

(2) The duties and functions of the Committee shall be to advise the Board on all matters dealing with the various activities of the Board requiring urgent consideration.

FUNCTIONS OF STUDENTS' COUNCIL

(in addition to the Statutes framed)

(Under Section 39 (xiv))

O. 55. The functions of the Students' Council shall be:

(1) To supervise the welfare activities of the students and advise the Executive Council on:

- (a) the medical examination of students and Health Service Scheme;
- (b) the physical training of students;
- (c) hygiene;
- (d) dietetics;
- (e) Students' hostels;
- (f) Training in Gliding;
- (g) Inter-Collegiate and Inter-University Youth Festivals;
- (h) Youth Leadership and Physical Training Camps;
- (i) Provision of facilities with regard to books, lodging, boarding medical help and part-time employments to poor students of the University;
- (j) Formation of Societies for the various students' welfare activities and working of the set-up of Students' Welfare Committee at the College and at the University Department levels;
- (k) Such other matters of students' welfare as are referred to the Board by the Executive Council from time to time.

(2) To prepare the accounts of the current year, and the budget of the succeeding year in respect of the items falling under (1) above, and to submit the same to the Registrar on or before 15th February of each year for the consideration of the Executive Council.

ADMISSION OF STUDENTS FROM OTHER UNIVERSITIES

O. 56. A student passing Higher Secondary School Certificate Examination (10+2 courses) conducted by the Higher Secondary School Certificate Examination Board of Maharashtra State shall be eligible for admission to the First Year Class of the University. He shall apply to the University in a prescribed form, for Eligibility Certificate. He shall pay Rs. 30/-¹ (Rupees Thirty only) as Eligibility Fee, alongwith the application form. This fee shall not be refunded in any circumstances.

O. 57. A student migrating from the jurisdiction of another University or Statutory Examining Body and seeking admission to this University shall apply to the Registrar of this University for a certificate of eligibility, and shall at the same time pay a fee of Rs. 60/-² (Rupees Sixty only). This fee shall not be refunded in any circumstances. No student from the jurisdiction of another University or Statutory Examining Body shall be admitted to any institution under the University except on production of a certificate of eligibility, signed by the Registrar of this University in the following form:

Certificate of Eligibility

Certified that.....having passed the.....Examination of the.....or having passed theExamination of.....University in the year 19.....after completing the prescribed course of institution at.....college which is a College maintained by or affiliated to University is eligible for admission to the.....class in the University.

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1. Amount Rs. 30/-was substituted for Rs. 20/-w.e.f. 12.02.1983.
 2. Amount Rs. 60/-was substituted for Rs. 40/-w.e.f. 12.02.1983.

Provided however, that the Registrar may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima facie eligible for admission to this University. Such provisional certificate shall entitle a student to admission to this University at his own risk, and on condition that he obtains a final certificate of eligibility before the close of the academic term in which the student is provisionally admitted to the University.

Provided further that if the Executive Council is satisfied that the delay on the part of a student in applying for an eligibility certificate was not due to any fault of his own, it may, when granting the eligibility certificate direct that it shall have retrospective effect from the date on which the student commenced to attend the institution to which he applied for admission, so that the days on which he registered attendance before the issue of the certificate can be taken into account for the purposes of Ordinances.

¹“Provided that a student coming from foreign country and seeking admission to this University shall pay Rs. 200/- (Rs. Two Hundred only) for the certificate of eligibility.”

O. 58. A student migrating to this University from any other Statutory University in the State of Maharashtra shall be required to produce a certificate of Eligibility for admission to the University, the fee for which shall be Rs. 30/-² (Rupees Thirty). This fee shall not be refunded on any account.

The terms kept by the student in the University from which he migrates shall be recognised for purposes of the examination of this University for which he proposed to appear.

O. 59. A student migrating from the jurisdiction of another University or Statutory Body and seeking admission to this University on stating in his application for the grant of an Eligibility Certificate that the result of the examination at which he has appeared has not been declared at the time of his application, may be granted provisional eligibility Certificate on the payment of the prescribed fee of Rs. 60/-³ (Rupees sixty). Such a student may be admitted provisionally to a college on the basis of the provisional eligibility certificate granted to him and shall be so admitted at his own risk and shall have to leave the college in the event of his failure to fulfil the requirements of admission to the examination concerned as laid down by this University. In all Such Cases, the fee paid shall not be refunded under any circumstances.

O. 60. It shall be the responsibility of the Principals of the Colleges/Heads of the Recognized Institutions to report the cases of students, whose Eligibility Certificates are not received before the end of the first term. Further, their Examination Forms shall not be forwarded to the University unless a special permission of the Registrar is obtained for the purpose.

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1. Proviso was inserted w.e.f. 12.02.1983.
 2. Amount “Rs. 30-” was substituted for “Rs. 20-” w.e.f. 12.02.1983
 3. Amount “Rs. 60-” was substituted for “Rs. 40-” w.e.f. 12.02.1983.

O. 61. Student migrating from the jurisdiction of another University or Statutory Body and seeking admission to this University shall submit the following Certificates in original along with a typed copy of each Certificate:

- (1) *Migration Certificate:* Certificate from the Registrar of the University or secretary of the Examining Body under which the applicant passed the examination named above permitting him to prosecute his studies in in the University of Poona. (Original Certificate will not be returned.)
- (2) *Attendance Certificate:* Certificate from the Principal of the College or Institution last attended by the applicant stating that he has passed the examination referred to above after completion of the prescribed course of instruction at such College and mentioning the period of attendance of the applicant since his passing the last preceding University Examination. The percentage of attendance in such subject will not serve the purpose.
- (3) *Passing Certificate:* Certificate signed by the Registrar or the Secretary of the Examining Body of the last examination passed by the applicant under another University or

Examining Body, stating the examination and the subjects in which the Examination was passed. A certificate of marks obtained by the applicant at the Examination will not be accepted in lieu of the passing Certificate.

(4) Statement of marks of the last qualifying examination.

(5) Degree Certificate obtained at the Convocation.

(The original Certificates, except Migration Certificate, will be returned with the final Eligibility Certificate. The original Certificates will not be returned if their copies are not attached.)

¹**O. 62.** A student, migrating from this University to other Universities shall be required to obtain a Migration Certificate from this University. The prescribed form of application (on payment of Rs. 3/-(Rupees Three) shall be sent to the Registrar, duly filled in, through the Principal of the College last attended by the applicant. The fee for obtaining Migration Certificate is Rs. 50/-(Rupees Fifty) in respect of student migrating to any University. The requisite fee for a Migration Certificate should be sent directly to the Registrar, University of Poona, mentioning specifically that the fee is being sent for Migration Certificate. The fee paid shall not be refunded under any circumstances.

1. The ordinance has come into force w.e.f. 24.02.1988.

¹**O. 63.** (i) *Foreign Students:* Every foreign student who has not studied in English medium of instruction and who seeks admission for the 1st year B.A.,B.SC. B Com. course of this University must join on or before 1st July every year, in order to enable him to attend Diagnostic test in English which is conducted by the University in the month of July every year. This examination is compulsory for the foreign student to finalise his eligibility for admission to the course.

(ii) *Late admission by the Principal:* No student from the jurisdiction of another University or Statutory Examining body seeking admission to the University shall be admitted to the college affiliated to this University after expiry of one month from the date of commencement of any term or after 15 days from the declaration of the results of Poona University Examinations, whichever is later.

O. 64. The students who have migrated from this University and are pursuing a course of study at another University, but who prior to their migration have kept terms or appeared and failed at the examination of this University and desire to appear thereat, shall be permitted to do so, provided that the University to which they have migrated has no objection to the students appearing at the examination of this University. Provided, further, that such permission be granted only on condition that the University. at which the students are pursuing their studies reciprocate with this University by giving similar permission to its students pursuing a course of studies in this University.

UNIVERSITY TERMS

O. 65. The dates for the commencement and the conclusion of both the First and Second terms in all the Faculties shall be determined by the Executive Council on the recommendations of the Deans of the respective Faculties.

O. 66. Term can be kept by only duly admitted students in the manner prescribed by O.68 at one or more the Colleges/ University Departments or Recognised Institutions.

O. 67. Terms to be kept for any University Examination shall normally be consecutive except when otherwise prescribed for the Course. The total number of terms, however, shall be kept to the satisfaction of the authorities concerned.

O. 68. For keeping a term in any Class in a College/University Department/ Recognised Institution, a student shall attend at least 75% of lectures delivered per term, in case of a Course/Courses where under keeping separate terms is prescribed, whereas in case of a Course where the terms have to be kept consecutively, 75% attendance at the lectures shall be calculated for both the terms at the end of the Second Term. Besides, the requirements for sessional work, performance thereat and attendance therein and other requirements as prescribed by the respective Board of University Teaching and Research and/or any other University authority or body, as the case may be, shall have to be satisfied for earning the terms.

1. Ordinance was substituted w.e.f. 11.03.1983.

O. 69. Since applications for University Examinations are required to be submitted to the University before the closing of the academic year, all such applications shall be deemed to have been provisionally accepted by the University for the purpose of including the applicants' names in the list of candidates appearing at the University Examinations; provided, however, that admission of applicants to the Examination concerned is liable to be cancelled or withdrawn if the Principals of Colleges/Discipline Committees in case of University Departments or Recognized Institutions concerned report to the University stating reasons, at least 15 days before the commencement of the respective examinations that the concerned applicants have not satisfactorily kept their terms for their courses.

O. 70. The Executive Council may, on account of bonafied illness, or any other compelling reasons beyond the control of the candidates, condone the shortage of attendance by 20% at the maximum on the recommendations of the Discipline Committees in case of the Post-Graduate Courses and the Principals of the Colleges in case of the Under-graduate Courses.

O. 71 In case a student is permitted to participate in the N.C.C./N.S.S. camps or to undergo a training or military duties/Inter-University/Inter-Collegiate Competitions/Sports and Games by the University or College authorities, the actual number of days spent for participation in these activities shall be counted towards the attendance of the student.

O. 72. The Principals and Heads of Institutions shall keep a Register of the daily attendance of duly admitted students.

O. 73. (a) To keep a term at a College or Recognized Institution, a student must complete to the satisfaction of the Principal or the Head of the Institution, the course of studies at the College or Institution prescribed for such terms for the Class to which the student belongs.

(b) In Colleges where facilities for N.C.C. Training are available, N.C.C. Training will be obligatory for Under-Graduate student of that College who has joined such training. Such a candidate shall have to produce, alongwith his application for admission to the examination, a Certificate from the Principal to the effect that he has undergone satisfactorily the required N.C.C. Training during the year.

This Certificate shall be issued by the Principal in consultation with the N.C.C. Authorities.

TRANSFERENCE CERTIFICATE

O.74. No student shall at any time be admitted to another College/University Department or Recognized Institutions unless he/she produces from the institution last attended a Certificate (called Transference Certificate) showing :-

- (a) The number of days attended at the College, in each term after passing his/her last University Examination.
- (b) His/Her progress at the examination.
- (c) The Class in which he/she would have been, if he/she had continued in the College/University;
- (d) that he/she has no books in his/her possession belonging to the College, University;
- (e) that nothing is due from him/her to the College/University;
- (f) that he/she bears a good moral character and conduct;
- (g) Date of Birth of the student as entered in the College/University Register;
- (h) The optional subjects and or group of subjects in which a course of instruction has been attended by the student at the College/University;
- (i) that he/she has satisfactorily carried out the practical work in the Science subjects by performing prescribed number of experiments;
- (j) that he/she has satisfactorily gone through the course of physical training prescribed by the University;
- (k) that he/she was a member of the **N.C.C.**

¹**O. 74–A** *Transference Certificate for the student who has taken admission simultaneously for more than one University Course:*

Notwithstanding anything contained in Ordinances Nos. 74 and 78, if a student seeks admission for more than one course of the University simultaneously, in the same academic year, the College, Recognized Institution, University Department, wherein he seeks second admission, shall not admit him unless the Transference Certificate from the Institution from where he obtains the basic qualifications for admission to such course has been produced.

The Institution issuing Transference Certificate shall send the same directly to the institution wherein student is seeking admission. Such an institution shall not issue more than two Transference Certificates as the University has allowed admission for only two courses simultaneously.

O. 75 In no case, shall a Transference Certificate be refused.

O. 76. In case of transfer of a student from one College to another, if a Certificate of good moral character is not given by the Principal, the final decision shall rest with the Executive Council as to whether the student may be permitted to join another College.

O. 77. The College/University/Recognised Institution shall be entitled to charge a fee Rs. 2/-² (Rupees two) for issuing a transference certificate, if the application is made within one term after he

leaves the institution. The fee of Rs. 10/-³ (Rupees ten) shall be charged in case an application is made thereafter.

O. 78. The Transference Certificate in respect of an external student shall be issued by the Registrar on a payment of Rs. 2/-² (Rs. Two) if the application is made during the first term of the academic years that has elapsed, since the applicant last appeared for the external examination. A fee of Rs. 10/-³ (Rupees ten) shall be charged in case the application is made thereafter.

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1. Ordinance No. 74-A has come into force W. e. f. 19.02.1988.
 2. Amount "Rs. 2/-" was substituted for "Re. 1/-" w. e. f. 12.02.1983.
 3. Amount "Rs. 10/-" was substituted for "Rs. 5/-" w. e. f. 12.02.1983.

O. 79. The Transference Certificate in case of external students shall contain the following particulars:

- (a) The examination for which he/she appeared as external student;
- (b) His/Her registration number at the last examination;
- (c) Last examination appeared/not appeared, passed/failed by him/her as an external student;
- (d) A.T.K.T., if obtained by the student;
- (e) That there are no dues owed by him/her to the University;
- (f) He/She bears a good moral character and conduct.

O. 80. As a general rule, a transfer from one College to another shall not be permitted during the first year of the Under-Graduate Class of during the course of the term in case of any other Class. However, such transfer may be permitted in the exceptional circumstances mentioned below:

- (i) in case the parent or guardian with whom the student has been residing is transferred to another place;
- (ii) when a change of air for the improvement of the student's health has been recommended by a recognized Medical Practitioner;
- (iii) for other reasons which appear to the Executive Council to be sufficient.

O. 81 Applications for Transference Certificate shall be made by students without delay through the Head of the Institution to which they wish to be transferred.

AFFILIATION AND RECOGNITION

(Under Section 43)

¹O.82 (1) There shall be a committee consisting of five members of the Executive Council who shall hold office for a period of three years. Any vacancy occurring in the committee during triennium will be filled in by the Executive Council only for the remaining part of the period.

- (2) The duties and functions of the Committee shall be to advise the Executive Council on:
- (i) to determine need of opening of any new college.
 - (ii) to consider applications received for affiliation, scrutinise them and determine the order of their priority.
 - (iii) to suggest appointments of Local Inquiry Committees for affiliation.
 - (iv) to scrutinise and consider reports of the Local Inquiry Committee and make recommendations to the Executive Council.

1. Ordinance was substituted for the original w. e. f. 12.06.1981.

- (v) to consider applications received for extension and/or continuation affiliation and suggest appointments of local Enquiry Committees, scrutinise their reports and make recommendations to the Executive Council.

(3) The Executive Council shall cause every affiliated colleges and recognized Institution to be inspected from time to time by a Committee consisting of one or more competent persons authorised by the Executive Council, constituted on the recommendations of the O.82 Committee.

Ordinance 83 (Under Section 46)

¹O. 83 (1) There shall be a committee to scrutinise the applications of Institutions received for recognition under Section 46. This Committee shall consist of five members of the Executive Council who shall hold office for a period of three years. Any vacancy occurring in the Committee during triennium will be filled in by the Executive Council-only for the remaining part of period.

- (2) The duties and functions of the committee shall be:
- (i) to scrutinise and determine the order of priority of the applications received for recognition, continuation and extension of the Institutions.
 - (ii) to suggest appointments of Local Inquiry Committees.
 - (iii) to scrutinise and consider the reports of Local Inquiry Committees and make recommendations to the Executive Council and the Academic Council.
- (3) The Committee shall recommend to the Executive Council formation of Local inquiry Committees for the functions prescribed in O.83.

O. 84. An inspection of every Affiliated College and Recognized Institution shall be held under Section 47, Sub-Section (2) of the Act, at least once in two years and at other times when, in the judgement of the Executive Council special reasons exists in the case of any College or Institution.

O. 85. The inspection will be directed primarily to the purpose of ascertaining if the main conditions of affiliation or recognition are maintained or not and of seeing that adequate measures are taken to ensure efficiency.

O. 86. If the report submitted by the person or persons deputed to inspect calls for any action by the Executive Council, the Executive Council shall, after full inquiry specify definitely the point or points in which it considers the College or the Institution deficient and fix a time within which the College or the Institution shall take the action necessary to rectify the deficiencies pointed out.

O. 87. Applications for fresh affiliation must reach the University Office 15 (fifteen) months before the commencement of the academic year from which affiliation is sought i.e. on or before 1st April of the previous year.

1 Ordinance was substituted for the original w. e. f. 12.06.1981.

Applications for extension or continuation of affiliation shall be entertained only if they are received 9 (nine) months before the commencement of the academic year concerned i.e. before the end of August of the previous year.

O. 88. Applications for permanent affiliation under Section 45 of the Act shall be entertained only if they are received one year before the date from the permanent affiliation of the College is sought.

RETURNS

(Under Section 24 (1) (xxv) and 51 (3))

O. 89. Every College and Recognized Institution shall submit annually by the 15 of April to the Executive Council, the following returns in the forms prescribed:

- (a) A return of the teaching staff during the preceding year.
- (b) A return finances, giving the accounts for the preceding Government financial year.
- (c) A return of the number of students attending the College or the Institution during the preceding year.
- (d) A return of the complete time-table of lectures, tutorials, practical, demonstrations, clinics, etc.

O. 90. Every College and Recognized Institution shall report to the Executive Council all changes in its teaching staff, as soon as such changes are made. In the case of Medical Colleges they shall also report the changes in the staff of the Hospitals where the students of these Colleges are required to do their clinical work. In reporting such changes the qualifications of the members of the

staff newly appointed, the conditions governing their tenure of office and the qualifications of the persons in whose place the new appointments are made, shall be given in detail.

REGISTERS

(Under Section 24 (1) (xxv) and 51 (3))

O. 91. Every College shall maintain:

- (a) a Register, giving for every student who has been admitted to the College, the date of admission, the date of birth, the name of the birth place attendance at the College examinations and the results of such examinations and a record of University career and the date of withdrawal.
- (b) a Register of daily attendance of each student.

RECOGNITION AND INSPECTION OF HOSTELS

(Section 24 (1) (xx))

O. 92. The Executive Council shall hold the inspection of the hostels of every affiliated, constituent and conducted college under section 24 (1) (xx), at least once in three years.

O. 93. In the beginning of each academic year, the Executive Council shall appoint a Committee of two members to hold the inspection.

O. 94. The Colleges in the Poona University area shall be divided into three Groups as under, for purposes of the inspection of their hostels:

- | | | |
|----|---------------|--|
| 1. | Pune Group | ..Comprising the Colleges and Recognized Institutions in the Pune area and the Pune District. |
| 2. | Nasik Group | ..Comprising the Colleges and Recognized Institutions in the Districts of Nasik and Ahmednagar |
| 3. | Jalgaon Group | ..Comprising the Colleges and Recognized Institutions in the Districts of Jalgaon and Dhule. |

O. 95. The inspection shall be directed primarily for the purpose of inspecting the conditions of accommodation, messing, health, conduct and discipline of students in the hostels.

O. 96. The management of every hostel shall submit to the Executive Council at the end of every academic year, a report on the working of the hostel for the year.

RESIDENCE, HEALTH, CONDUCT AND DISCIPLINE OF STUDENTS

(Under Section 39 (iii))

O. 97. Each College shall provide residential accommodation for such a number of its students as the Executive Council may, from time to time, decide and shall make arrangements for supervision over the students who reside in lodging approved by the authorities of the College. Resident students shall conform to rules drawn up by Principals of Colleges.

In case the hostel or lodging is not directly maintained by the College, the College may temporarily approve a hostel or lodging for the residence of students for such period as the Executive Council may permit.

Provided that the College while approving a hostel or lodging shall ensure that it can be inspected by the University authorities as and when it desires.

O. 98. Every non-resident student shall submit his name and address, where he proposes to live, to the Principal of his College.

O. 99. As soon as possible after the re-opening of a college after the long vacation, the Principal shall submit to the Director of the Students' Welfare, the following information:

- (i) The number of hostels and the number of the Superintendent;
- (ii) The number of resident students in each Hostel and approved lodging;
- (iii) The number of non-resident students living with their parents;
- (iv) The number of non-resident students living with their guardians;
- (v) The number of non-resident students living on their own.

O. 100. All Colleges shall provide adequate facilities for physical exercise for their students and shall forward a statement of the same in the required performa to the Director of Students' Welfare

O. 101 A fee Re. 1/- (Re. One) shall be charged to Post-Graduate students of the University for a Certificate regarding their attendance, character etc.

O. 102. The fee for any Certificate not provided for in any of the Ordinance is Rs. 5/- (Rs. Five).

For all duplicate copies of Certificates, a fee equal to the original fee shall be charged except in case of the duplicate copies, of the Certificate of Eligibility, for which a fee of Rs. 5/- (Rs. Five) shall be charged and except in case of the duplicate copies of the Degree Certificate, for which a fee Rs. 10/- (Rs. Ten) shall be charged.

O. 103. The fee paid by a person for obtaining a Certificate shall not be refundable if the amount of the fee is less than Rs. 5/- (Rs. Five). In case the amount is Rs. 5/- (Rs. Five) or more, half the fee shall be refunded if a Certificate is not issued.

¹**O.104.** A person who passes the examination for a Degree or Diploma of the University mentioned in Statute 405 shall apply in the prescribed form together with the fees prescribed below before the date to be notified in order to be admitted to the convocation (in person or in absentia) for the conferment of the said degree or diploma:

- | | | |
|---|----|----------|
| (a) Degree Holder | .. | Rs. 20/- |
| (b) Diploma Holder to which only Graduates are eligible for admission | .. | Rs. 20/- |
| (c) Other Diploma and Certificates | .. | Rs. 10/- |

However, application forms shall be accepted late for a period of one month from the last date prescribed by the University, on payment of late fee of Rs. 20/-.

²**O. 105.**

I. Members of the senate

Ceremonial Dress :

dqyifr] izeq[k ikqg.ks] dqyxq#] dqylfpo] fof/klHkk lnL;] dk;Zdkfj.khps lnL;] fo|k'kk[kkaps
vf/k"Bkrs&ika<&;k jaxkpk xG;ki;Zrpk dksV vkf.k ika<jh
iWUV&/kksrj&ik;tek&pq.khnrkj&ik;tek&usg# 'kVZ&xq#'kVZ&>Cck (ika<&;k jaxkpk&dzhe jaxkpk)-

Efgyk lnL;&ika<jh lkMh vkf.k ika<jk Cykmt-

(1) Chancellor:

js'keh mRrjh;&ykach 36[^]x 72[^] R;koj lksusjh tjhps dke vkf.k fo|kihBkpk eksuksxzke
(nksUgh cktwl)

(2) Vice-chancellor:

js'keh mRrjh;&ykach 36[^] x 72[^] R;koj pkanhps tjhps dke vkf.k fo|kihBkpk eksuksxzke
(nksUgh cktwl)

(3) Registrar and other Members of the Senate:

mRrjh;&ykach 36[^] x 72[^] R;koj js'keh o tjhps dke vkf.k fo|kihBkpk eksuksxzke (nksUgh
cktwl) elZjkbTM dkiM jax fioGlj nksUgh cktwl iko.ksrhu bapkapk ckWMZj- ckWMZjhe;/s ds'kjh
jax o lksusjh tj-

1. Ordinance was substituted for the original w.e.f. 11.02.1981:

2. Ordinance was substituted for the original w.e.f. 26.03.1981:

II. Chief Guest

js'keh mRrjh;&ykach 36[^]x 72[^] R;koj js'keh o tjhps dke vkf.k fo|kihBkpk eksuksxzke
(nksUgh cktwl)-

III. Graduates

(1) Uttariya having an insignia of the University of Poona with designation, Lukrd printed in
Marathi.

(2) Colours of borders for Graduates in the different Faculties:

	<i>Faculty</i>		<i>Colour</i>
(1)	(a) Arts	..	Pink
	(b) Fine Arts and Music	..	Rose
(2)	Mental, Moral and Social Sciences	..	Deep Blue
(3)	Science	..	Yellow

(4)	Law	..	Chocolate
(5)	Medicine	..	Scarlet Red
(6)	Engineering	..	Orange
(7)	Ayurvedic Medicine	..	Crimson
(8)	Commerce	..	Light Blue
(9)	Education.	..	Violet

mRrjh;&ykach 36^X 72^ lqrh] jax fioGlj (dzhe) fo|kihBkpk ekuksxzke (nksUgh cktwl)-mRRkfj;kP;k nksUgh cktwl R;k R;k fo|k'kk[ksuqlkj R;k R;k fdukjh-

Ceremionial Dress :

(1) Male Graduates :

usg# 'kVZ&xq#'kVZ&>Cck& (ika<&;k jaxkpk&dzhe jaxkpk) vkf.k /kksrj&lqjokj&ik;tek&iWV (ika<&;k jaxkph)

(2) Female Graduates :

Ikak<jh IkMh o ika<jh Cykmt&xq#dqMrk (ika<jk dzhe) lyokj [kehl (ika<jk)-

¹**O. 106.** Other members shall wear the Uttariya.

1. Ordinance was substituted for the original w.e.f. 26.03.1981:

APPOINTMENT OF EXAMINERS

(Under Section 64)

O. 107. Applications for examinerships shall be made to the Registrar in the prescribed form obtainable from the Office of the Registrar, within the date which will be notified from time to time.

O. 108. The Registrar shall send a complete list of names received for examinerships in each subject to the Board of Studies concerned, which will prepare the Panels for submission to the Committees appointed under Section 64 of the Act.

Award of Scholarships, Prizes and Medals

O. 109. No candidate shall be eligible for any Fellowship, Prize, Medal or other Award, who presents himself for the examination to which the award relates, more than two years after the expiry of minimum period prescribed by the Regulation governing that examination. The computation of the period for the purposes of this regulation shall begin from the date of the passing of preceding lower examination which qualifies the candidate to enter on the course for the higher examination.

Provided that in case of post-graduate examination in the Faculty of Medicine, no candidates shall be eligible for any Fellowship, Prize, Medal or other Award who appears at a Post-graduate Degree Examination later than three years after registration and at a Post-Graduate Diploma examination later

than two years after registration (meaning thereby that the Registration is done after the compulsory Residency in the subject or allied subject of one year as prescribed by rules).

¹[**O. 110.** No candidate who has appeared at any examination as an external student shall be eligible for any Fellowship, Prize, Medal or other award at that examination except for such Fellowship, Prizes, Medals or other awards which are exclusively instituted for external students, by the donor's expressed intention to that effect.]

O. 111. The external examination shall be conducted in such subjects as are announced by the Registrar in the beginning of the academic year.

(*Note:—*These will ordinarily be subjects for which tuition is provided for the internal students of this University No external examination will be held in subjects requiring practical work such as Geography, Experimental Psychology and Statistics, except in the subject of Archaeology at the M.A. Examination, where a candidate is required to carry out Field Work. Such a candidate shall submit. along with his application for admission to the examination a Certificate from his guide to the effect that he has done the prescribed Field Work in the subject.)

1. Ordinance was substituted for the original w.e.f. 23.02.1980

*N.B.:—*As the information regarding subjects for which tuition is provided for the internal students may not be available in June-July, external students should ascertain from the University Office, before they send in their registration forms, whether or not a particular subject/subjects could be offered by them for the examination.

Exemptions*

O. 112. Except as herein otherwise provided, a candidate who has passed a University examination in a subject or subjects in which identical papers (and practical tests) are prescribed for another examination, shall (at his option) be entitled to exemption at the other examination from such subject or subjects; provided always that standard attained at the original examination is not lower than that required at the other examination. Candidates so exempted shall not be eligible for Classes or University awards. A candidate who has passed the examination after obtaining the benefit of condonation shall be deemed to have passed in individual subjects of the examination with the minimum percentage of marks required for pass in such subjects.

O. 113. When a student who has earned exemption in one or more subjects at an examination appears, next for that examination, he must once and for all make his election whether he will avail himself of the exemption or appear for the whole examination. If he elects to appear for the whole examination then thereafter he cannot claim the benefit of the old examination. But on his appearing for the whole examination, he may again earn exemption in one or more subjects and such fresh exemption earned will again be subject to the above provision. If he elects to avail himself of the exemption, then he must appear in all the remaining subjects at the same time. It is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

O. 114. (a) If a candidate is allowed to join the next higher Class because he has obtained exemption from all subjects but one in which he has failed, he will be allowed to appear in that one subject not later than the same examination, seasons as that in which he appears at any time for the next higher Examination. But he will under no circumstances, be considered to have passed the next higher Examination or any part of it although he may have obtained the marks necessary to pass, unless

he has passed in the foresaid single subject. For passing in the single subject, the minimum percentage of marks prescribed in that subject shall be sufficient.

(b) Such a candidate on his passing in the single subject of the lower Examination in the same examination season as that in which he appears for the higher Examination will be eligible for a Class at the higher Examination to which his marks at the said Examination entitle him.

(c) A candidate referred to in (a) above, who obtains the prescribed percentage of marks at the higher Examination entitling him to be declared successful at the said Examination but fails in the single subject of the lower Examination will not be considered to have passed the said Examination and will not be permitted under any circumstances to keep terms for the next higher Examination unless, he has passed in the single subject of the lower Examination within two year of his simultaneous appear.

*Provision under O.112 and O.113 are general provisions. Under the Three Year Degree Courses and some other Courses also the provisions regarding exemptions are different.

ance at both the Examinations. A candidate passing in the single subject of the lower Examination within the period prescribed above, will be declared to have passed the higher Examination, in the year in which he passes in the single subject of the lower Examination, provided the marks obtained by him at the said Examination entitle him to be declared successful. He will not, however, be eligible for a Class at the higher Examination.

(d) A candidate passing in the single subject of the lower Examination may earn as regards the higher Examination any exemption that may be permissible under the Regulations, although he may not have passed in the whole Examination.

(e) Failure to pass in the single subject of the lower Examination within the period allowed will render the performance at the higher Examination null and void although the terms kept for the higher Examination will be available for any further appearance at the higher Examination.

O. 115. No candidate who has passed any examination of a Statutory University recognized as equivalent to the corresponding examination of this University shall be permitted to appear for that examination with the same subjects, except with respect to such examination and subject to such conditions where the permission is granted to improve the class/grade by the University authorities.

¹**O.116.** No student shall be allowed to keep terms for two different degree courses, simultaneously, in the same academic year.

Provided that the student shall be allowed to keep terms for one degree and one diploma or one Certificate Course simultaneously, in the same academic year and to appear for the examinations for the said courses in the same examination session of the University.

Provided further that no student shall be entitled to claim any change in the University Examination programme or any other concession on the ground that examinations of the said two courses are held at the same time or on any other grounds.

The above mentioned concessions shall not be available for courses included in medical faculty.

O. 117. Deleted.

O. 118. Candidates who have earned exemptions in any of the subjects at any examinations, will be allowed to claim the same at those examinations for a period of six year from the date of their earning the Same, provided the subject of exemption continues to be included in the Course concerned.

1. Ordinance was substituted for the original w. e. f. 17.2.1987:

Ex-students

O. 119. (1) An ex-student is one who has satisfied all the requirements the prescribed course of studies at his College, including the necessary minimum attendance, and is certified by the Principal as eligible for admission to an examination, and after certification does not join a College.

(2) A student falling under the definition of ex-student under rule (1) shall be entitled to receive a Certificate from the Principal of the College last attended by him as mentioned in the said rule, whether or not he appears at the examination in the year in which he is so certified.

(3) A student who has appeared at an examination and failed shall not require a fresh Certificate to be entitled to appear again at the same examination unless in the mean time he has joined a College.

(4) The Principal of a College may by a Certificate permit an ex-student who joined his College, and thereby forfeited his status as an ex-student, to appear for an examination, if he is satisfied with the candidate's conduct and progress, even though the candidate has not kept the terms as defined in O.68.

O. 120. All University examinations shall be held at such times, in such places and commencing on such dates as the Executive Council may decide from time to time.

O. 121. There shall be two examinations (a) Praveshika Examination, (b) Upadhyaya (Diploma) Examination for qualifying for the Diploma in Oriental (Sanskritic) Learning. Admission to the Examination leading to the Diploma in Oriental (Sanskritic) Learning shall be dependent on the candidate's applying to the Registrar in the prescribed form and with the prescribed Certificates at least six weeks prior to the commencement of the Examination and with the prescribed fees. These Examinations shall be held once a year at such place and shall commence on such dates as the Executive Council may decide from time to time. The fees prescribed for the Examinations shall be as follows:

(i) Praveshika Examination	Rs. 20/-
(ii) Upadhyaya (Diploma) Examination	Rs. 25/-

O. 122. The fee for Registration shall be Rs. 10/-

O. 123. There shall be two examinations (a) the First year Examination in Music and (b) the Second Year (Diploma) Examination, for qualifying for the Diploma in Music. Admission to the Examination leading to the Diploma in Music are dependent on the candidate's applying to the Registrar in the Prescribed form and with the prescribed Certificates at least six weeks prior to the commencement of the Examination and with the prescribed fees. These Examinations shall be held once a year at such place and shall commence on such dates as the Executive Council may decide from time to time. The fees prescribed for the Examinations shall be as follows:

(i) First Year Examination in Music	..Rs. 30/-
(ii) Second Year (Diploma) Examination in Music	..Rs. 40/-

O.124. The fee for Registration shall be Rs. 37/-

O. 125. There shall be two examinations leading to the Diploma in Printing

- (a) The First Year Examination in Printing and
- (b) The Second Year (Diploma) Examination in Printing.

Admission to the Examination leading to the Diploma in Printing are dependent on the candidate's applying to the Registrar, at least six weeks prior to the commencement of the Examinations in the prescribed form, with the prescribed Certificates and with the prescribed fees. These Examinations shall be held once a year at such places and shall commence on such dates as the Executive Council may decide from time to time. The fees prescribed for the Examinations shall be as follows:

- (1) The First Year Examination in Printing ..Rs. 40/-
- (2) The Second Year (Diploma) Examination in Printing ..Rs. 50/-

O. 126. There shall be an examination for the Certificate in Modern European Languages.

Admission to the Examination for the Certificate in Modern European Languages shall be dependent on the candidate's applying to the Registrar, at least six weeks prior to the commencement of the Examination, in the prescribed form and with the prescribed fees. This examination shall be held at such places and shall commence on such dates as the Executive Council may decide from time to time.

¹O. 127. Rules regarding refund of fees.

(I) The Examination fees, eligibility fees, the fees for Statement of Marks and late fee shall not be held reserved for a future examination but may be refunded in the circumstance and to the extent mentioned below:

(1) Where the candidate dies prior to the examination, the entire fees (including the fees for the statement of marks and late fee) paid him shall be refunded, provided an application for refund is made within three months from the date of the conclusion of the examination and the applicant is entitled to such refund in the opinion of the Deputy Registrar (Exams.)/(Academic).

(2) Where the candidate is excluded from appearing for the examination due to cancellation of his terms by colleges or redundancy of his appearance on account of the subsequent declaration of his results, the entire fees (including the fees for the statement of marks and late fee if any) paid by him shall be refunded.

(3) Where the candidate has paid the examination and any other fees, in excess of the prescribed rates, the fees paid in excess will be refunded in full, provided the amount of claim exceeds Rs. 5/- and the application reaches the Deputy Registrar (Examinations) / (Academic) within three months from the date of payment.

(4) When the candidate is taken ill and prevented from appearing for the examination, half of the examination fees will be refunded to him provided his application supported by medical certificate for refund of such fees reaches the Deputy Registrar (Examinations) at least twenty four hours before the time of the commencement of the examination.

(5) When a candidate remits the examination fees and/or registration fees in full but is not allowed to appear for the Examination due to his own failure-

- (a) to submit his examination and or registration forms;
- (b) to furnish full particulars and necessary information half refund of his examination fees shall be admissible. The other fees paid by him shall stand forfeited.

1. Ordinance was substituted for the original w.e.f. June 1982:

(6) (i) When a Candidate remits the examination fee and/or the registration fees in full with the prescribed forms and is not found eligible appear for examination as an external candidate, the examination/Statement of Marks fees only in full be refunded to him by forfeiting all other fees paid by him.

(ii) When a candidate remits the examination fees and/or the registration fees in full with the prescribed forms, but the same is received in the office after the last date of external registration, the examination fee/Statement of Marks fees/eligibility fees be refunded to the external candidate by forfeiting the other fees paid by him.

(II) Notwithstanding anything contained in clause (i) above full refund of all fees may be granted to such candidates as may during the period of national emergency, join Military Service or are transferred in exigences of military service, subsequent to the submission of their forms and who may apply for such refund, on production of a certificate signed by the Officer, Commanding concerned confirming that the candidate cannot appear for the examination for the reason of his military service.

Note:—No application for refund of fees will be considered unless all the documents such as challan, Medical Certificate are enclosed and application is complete in all respects

O. 127–A The examination fee, registration fee, eligibility fee and the late fee paid by the candidates will be refunded to them in the following circumstances to the extent mentioned below:

(1) Where the prescribed fee for registration from and admission to the University Examinations are paid by the candidate, but the registration and the examination admission forms are not filled in and submitted by him, the candidate will be informed immediately to send his registration/examination forms within 8 days; failing the receipt of the form within the stipulated period, 5% deduction of the fees will be made and the remaining amount will be refunded to the candidate, if claimed.

(2) Where the candidate remits the registration and examination fees in full but is not registered or allowed to appear for the Examination due to insufficient information furnished in the form or due to non-accompaniment of relevant documents, 5% deduction of the fees will be made and the remaining amount will be refunded to the candidate, if claimed.

(3) Where the registration and examination, admission forms are received by the University along with the prescribed fees but the candidate is not found eligible for registration as well as for appearance at the particular Examination or the forms are accepted partially for one year of the Three-Year Integrated Course, fees will be refunded to the candidate, if claimed.

(4) Where the registration form is rejected for late submission although the registration and examination fees are already paid by the candidate, 5% of the fee will be deducted and the remaining amount refunded to the candidate, if claimed.

(5) Where the examination fees have been paid by the candidate for admission to an Examination but is subsequently declared to have passed the said Examination or found to have already passed the said Examination refund will be made to the candidate, if claimed.

(6) Where the application form for admission to a University Examination is cancelled at the request of the candidate, 10% deduction will be made and the remaining amount refunded to the candidate.

(7) Where the examination form is filled in by the candidate twice along with the prescribed fee each time once as a regular candidate subsequently as an external student, the fee paid earlier by the candidate will be refunded.

(8) Where the result of a candidate at the M.A. Examination Part I/Part II is not declared in accordance with the option exercised by him (i.e. his result be not declared if he secures only Pass Class) and if he pays examination fees for re-appearing for the said Part but later on changes his mind and cancels his option, no refund be made to the candidate.

O. 128. When there is more than one centre for a written examination, question papers shall be given to candidates on the same day and at the same time in every Centre.

O. 129. (i) Unless otherwise specially provided for, all examinations except practical and viva-voce shall be conducted by means of printed or written papers.

(ii) Candidates must answer the question papers in English except when otherwise stated in the relevant syllabuses.

(iii) The candidates for the Diploma Examinations in Music may answer their question papers either in English or Marathi.

O. 130. No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University Examination, and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.

¹O. 131. Disciplinary action in case of use of unfair means by the students in the University Examination.

(1) *Competent authority:* The Executive Council of the University shall be competent authority to take appropriate action against the student/s using, attempting, aiding abetting instigating or allowing to use unfair means at the Examinations of the University.

(2) *Definitions:* Unless the context otherwise requires.

(a) "Student" means and includes a person who is enrolled as such by the University/College/Recognized Institution, for receiving instruction, qualifying for any degree, diploma or certificate awarded by the University.

N.B.:-It includes External Student/s also.

- (b) "Unfair Means" includes one or more of the following acts or omissions on the part of student/s during the examination period:
- (i) Possessing unfairmeans material.
 - (ii) Transcribing any unauthorised material or any other use thereof.
 - (iii) Intimidating or threatening use of violence against invigilator or person on duty in the examination or man handling him/her or leaving the examination hall without permission of the supervisor.
 - (iv) Leaving the examination hall with answer-book/s and or supplement or any part thereof either written or blank.

1. Ordinance was substituted for the original w.e.f. 01.10.1991.

- (v) Unauthorisely communicating with other examinee/s or any one else inside or outside the examination hall.
 - (vi) Making any sign on the answer-book to the effect that directly or indirectly his identity may get communicated to the examiner.
 - (vi) Causing disturbances in any manner in the examination proceedings.
 - (vii) Persuading, instigating, coercing students to leave or walk out from the examination hall or to do anything against the examination procedure or orders of the examination authorities, or not to do anything required to be done in connection with Examination or intimidating them for such purpose.
 - (ix) Or any other similar act/s and or omission/s which may be considered as unfairmeans by the competent Authority.
- (c) "Unfairmeans relating to examination" means and includes directly or indirectly committing or threatening to commit any act of coercion, undueinfluence or fraud with a view to obtain wrongful gain to him or to any other person orcausing wrongful loss to other person/s.
- (d) "Unfairmeans material" means and include any material whatsoever, related to the subject of the examination, printed, typed, written or otherwise on the person of the examinee or on, wood or other material, in any manner or in the form of a chart, diagram, map or drawing or Electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfairmeans material by a student" means having any unauthorised material on his person or desk or chair or table or at any place within his 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 unfairmeans material, by Junior Supervisor, Senior Supervisor, member of the vigilance committee or any other person authorised for the purpose, in this behalf, even if the unfairmeans material is not produced as evidence because of its 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 Senior Supervisor to the Registrar or an 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) "Senior Supervisor" means and includes Principal of the College concerned/ Head of the Recognized Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or a person appointed as in-charge of Examination, by the authority competent to appoint as such.

(3) During Examination, Examinee and other students shall be under disciplinary control of the Senior Supervisor/s.

(4) Senior Supervisor/of the Examination Centre shall in the case of unfairmeans, follow the procedure as under:

- (i) The Examinee shall be called upon to surrender to the Senior Supervisor, unfairmeans material found in his or her possession, if any and his/her answer book and
- (ii) Signature of the concerned student shall be obtained on the relevant papers and on the list thereon, concerned Junior Supervisor and Senior Supervisor shall sign all the relevant documents.
- (iii) Statement of the examinee and of the concerned Junior Supervisor shall be recorded in writing by the Senior Supervisor. If the student refuses to sign any such material or refuses to make statement, Senior Supervisor shall record accordingly, under his signature
- (iv) Senior Supervisor shall take one of the following decisions depending upon seriousness/gravity of the case:

(1) Expel the concerned student from the Examination and not allow him to appear appear for remaining Examination.

OR

(2) Expel the concerned student from the Examination and not allow him to complete the paper/practical etc. as the case may be during the course of which he was caught.

OR

(3) Confiscate his answer-books, mark it as "suspected answer-books" and issue him fresh answer-book duly marked.

(v) All the material and list of material mentioned in sub-clause (i) and the statement of the examinee and that of the Junior Supervisor as mentioned in Clause No (ii) & (iii) and the answer-book/s shall be forwarded by the Senior Supervisor, along with his report, to the Registrar, in a separate and confidential sealed envelope marked 'suspected unfairmeans'.

(vi) In case of unfairmeans of oral type the Junior and Senior Supervisor or concerned authorised person shall record the fact in writing and shall report the same to the Registrar of the University.

Procedure to be followed by Examiner during Assessment:

(5) If the examiner at the time of assessment of answer-books suspects, that there is a prima-facie evidence that the examinee/s whose answer-book/s he is assessing appears to have resorted to unfairmeans in the Examination he shall forward his report along with the evidence to the Registrar with his opinion in separate confidential sealed envelopes, marked 'suspected unfairmeans'.

(6) Cases of Unfairmeans reported to the Registrar by the Senior Supervisor/s and or Examiners shall be inquired into by the committee/s appointed by Executive Council. The cases of unfairmeans reported through any other source shall be scrutinised by the Registrar and if he is satisfied that there is prima-facie case, he shall place the same before the committee for further proceedings.

(7) Result/s of the concerned examination of student/s involved in such cases may be held in reserve till the competent authority takes final decision in the matter.

(8) The Executive Council shall appoint committee/s to hold inquiry regarding cases of unfairmeans.

Every such committee/s shall consist of following members:

- (1) Member of the Executive Council-Chairman
- (2) Two Principals of the Colleges
- (3) Two teachers having 15 years or more teaching experience
- (4) The Committee may co-opt one member with legal knowledge preferably practicing advocate with ten years standing.

No person shall be a member of the inquiry committee who has worked as member of the Vigilance Committee during the examination concerned.

(9) *Procedure of the Committee should be as under:*

- (i) Officer of the University (authorised by the Executive Council/Registrar in this behalf) shall inform the student, in writing, act of unfairmeans alleged to have been committed by him.
- (ii) The student charged, shall be required to submit his or her written explanation, within 10 days, from receipt of the letter and to state in writing whether or not he/she admits the charge/s put against him/her.
- (iii) If the student fails to submit the written explanation within the stipulated period, the committee may proceed with the enquiry further.
- (iv) An opportunity for making oral hearing may be granted.
- (v) The documents that are being taken into consideration or are to be relied upon for the purposes of proving the charge or charges, against the student may be shown to him, if student, presents himself before the committee.
- (vi) The Committee shall submit its report to the Executive Council along with its recommendations regarding punishments to be inflicted or otherwise.
- (vii) The Committee should follow the above procedure in the spirit of principles of natural justice.

(10) The Executive Council after taking into consideration report of the Committee, shall pass such orders as it deems fit.

(11) The Executive Council may impose any one or more of the following punishment/s on the student /s, found guilty of using unfairmeans:–

- (i) Cancellation of the performance of the examinee in that examination/s,
- (ii) Debarring student/s from appearing for any examination/s of the University for stipulated period not more than 5 year or
- (iii) Debarring student/s from taking admission for any course in the University /College/Recognized Institution for the stipulated period not more than 5 years.
- (iv) Cancellation of University Scholarship/s or award/s, prize/s, medal/s, etc. awarded to him by the University, in that Examination.
- (v) The Executive Council in addition to the above mentioned punishments, may impose the fine not exceeding Rs.300/- on the student declared guilty.

(12) The procedure laid down in Clause No.9 may not be followed al1d all or any of its provisions may be waived in the following circumstances:

- (i) When the student charged admits the charge/s in writing.

- (ii) When the order of punishment is to be passed on facts which have led to the conviction of the student charged in criminal court.
- (iii) When the student has absconded on for any other reason it is not possible to contact the student.

O. 132 The Executive Council shall have power to exclude any candidate from a University examination, on being satisfied that he is suffering from infectious or contagious disease. Whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

O. 133. As soon as practicable after the conclusion of an examination, the Executive Council shall publish a list of the names of successful candidates being arranged in alphabetical order under each centre, according to the subjects offered.

O. 134. When the examination is by Thesis, a list of successful candidates arranged in alphabetical order will alone be published.

¹O. 134-A A candidate at the University examinations may be eligible to apply for revaluation of his/her answer-books of the subject/s or paper/s or head/s of passing of the University Examinations, subject to following conditions:

1. (a) A candidate passing in at least 50% of the subject/s or paper/s or head/s of passing at the University examinations and failing in one or more subject/s or paper/s or head/s of passing in which the candidate has appeared in the University examination shall be held eligible to apply for revaluation in those subject/s or paper/s or head/s provided such candidate has secured 25% of the marks-required for passing in subject/s or paper/s or head/s or passing of minimum 'C' grade in cases where grades are awarded.

Provided further that if the candidate fails in the head of passing which is included in the another head of passing his/her failure in such head of passing shall not be taken into account for the purpose of computing 50% of the total number of subject/s or paper/s or head/s of passing.

A candidate who has applied for verification of marks and as a result of that verification becomes eligible as per clause 1 (a) of this ordinance will be allowed to apply for revaluation within 15 days from the date of declaration of verification result.

- (b) (i) A candidate who has passed the examination may also be held eligible for revaluation in 50% of the subject/s or paper/s or head/s of passing in which he/she has appeared provided such candidate is failing short of 5% of the aggregate marks required for Second Class or 55% First Class or first class with distinction as the case may be.

1. Revised Ordinance was applicable to the examination held in the first session of year 1992 and onwards.

- (ii) A candidate having passed in individual subject/s or paper/s or head/s of passing but had failed only in the aggregate shall also be held eligible to apply for Revaluation in not more than half of the total number of subject/s or paper/s or head/s of passing in which he/she appeared at the University Examinations.

(2) The Revaluation includes the process of Verification. If on Verification marks, it is found that the marks-originally, shown in the marklist issued to a candidate have changed, as a result of verification, the changed marks shall be considered as original marks for the purpose of Revaluation.

(3) The revaluation of the answer-books, however, shall not be permitted in respects of scripts of practical examination/Term Work/Internal Assessment/Sessional Marks/Dissertation/Thesis and Viva-voce etc.

(4) A candidate shall submit an application only in the prescribed form to the Registrar or Deputy Registrar (Exam.), University of Poona for—

- (i) Verification

OR

- (ii) Verification and Revaluation, along with the payment of fee of Rs.50/- for verification and fee of Rs.150/- for Verification and Revaluation per paper/subject/course/head of passing within 3 weeks from the date of declaration of the University result, through the Principal of respective college. The external students should apply directly to the University following regular procedure. No application for Verification or Verification and Revaluation will be entertained unless:

- (i) A Xerox copy of the statement of Marks at the examination concerned is enclosed to the application.
- (ii) Seat Number, nomenclature of paper/s, date of examination and examination centre are correctly filled in.
- (iii) Exact amount of fee as prescribed in the rule is remitted along with the application form.
- (iv) This fee shall not be refunded in any case

5. The Principal of concerned college should collect the application forms of Verification of Marks/Revaluation of answer-books along with prescribed fee of verification of Marks/Revaluation of answer-books and send the same to the University in one lot with demand draft of the amount of Verification/Revaluation of fee collected.

6. A candidate applying for revaluation to note that the result of the revaluation of his answer-book shall be binding on him/her and that he/she shall accept the revised marks to his/her paper/s after revaluation.

7. The benefit of the revaluation shall be given to a candidate if the average of the original marks and the marks obtained after revaluation exceed or recede by 5% or more of the maximum marks of the paper and only this average marks will be accepted by the University and binding on the candidate. However in extreme cases, the Vice-Chancellor may use his discretion for getting second opinion for revaluation. For the purpose of computing the 5% difference in marks, half percent of the marks assigned to the paper or a part thereof shall be taken into account.

8. The revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for the purpose of amendment of his/her result in accordance with the rules of the University made on that behalf.

9. For the purpose of this ordinance, revaluation of the answer-books shall be deemed to be an additional facility provided to the students with a view to improving upon their results at the preceding University examination, it being understood that delay in the declaration of revaluation result for any reason whatsoever shall not confer any right upon them for admission to higher class which matter shall always be regulated in accordance with the relevant ordinance and rules or-regulations framed by the University in that behalf.

10. If candidate whose answer-books have been reassessed become eligible for medals or prizes or any other awards, the same shall be granted to such candidates after canceling the award previously made.

If as a result of revaluation, the candidate attracts the provision of condonation of deficiency the same shall be applied to him.

Mode of Revaluation:

(1) The procedure or Revaluation should also be as per the procedure laid down at the University examination.

(2) The answer-books be re-examined by a separate examiner of the choice of the Vice-Chancellor.

¹O. 135. Grace Marks for Getting Distinction in the Subject only.

A candidate who passes in all the Subjects/Heads of passing in the examination 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 up to three in each subject.

Note: Benefit of 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:

O. 136: Grace Marks for Getting Higher Class:

A candidate who passess in all the Subjects and heads of passing in the examination and whose total number of marks falls short for getting. second class or first class or first class with distinction or (next) final grade, by marks, not more than 1% of the aggregate marks of that examination or up to 10 marks whichever is less, shall be given the required marks to get next higher class/grade.

Provided that benefits of above mentioned grace marks shall not be given, if a candidate fails to secure necessary passing marks in the head of passing under aggregate number of marks of all the subjects, if such head of passing is provided for the concerned examination

Provided further benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision for award of class has been prescribed.

O. 137: Condonation:

If a candidate fails in only one head of passing, having passed in all other heads of passing, his deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination of 10% of the total number of marks of the head of passing in which he is failing, whichever is less.

1. Revised ordinances from 135 to 139 were substituted for the original w.e.f. University Examination session of October 1988:

O.138 : Condonation on the Basis of Higher Marks.

If a candidate fails in only one head of passing, having passed in all other heads of passing in the examination, his deficiency of marks in that head of passing may be condoned as follows:

- (a) Up to 10% of the total number of marks of the concerned Head of passing if the percentage of marks obtained by the candidate in all the subject/courses taken together exceeds by 10% over minimum percentage of marks required for passing.
- (b) Upto 15% of the total number of marks of the concerned head of passing if the percentage of marks obtained by the candidate in all the subjects/courses taken together exceeds by 15% over minimum percentage of marks required for passing.

Illustration :

If the total number marks required for passing, in all the subjects/courses taken together comes to 40% of aggregate marks, the total number of marks obtained by the candidate in all the subjects/courses taken together should be at least 50% of the aggregate marks for application of Ordinance 138 (a) and 55% of the aggregate marks for application of Ordinance No. 138 (b).

Notes for ordinances from 135 to 138 :

- 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 for each head in accordance with the above paragraph.

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 benefits of not more than one Ordinance shall only be given for one examination of one course.
4. The benefits under above mentioned Ordinances shall not be available for internal assessment.
5. The benefits of above mentioned Ordinance may be given to the candidates appearing in the examination with backlog and/or exemption whenever such a exemption/system or backlog has been provided.
6. The benefits under above mentioned Ordinance shall be given at the time of declaration of final examination only.
7. Final examination for the purposes of this Ordinance means and includes such examination/s on the basis of marks on which class/grade is awarded.

O.139. Benefits of grace marks for M.B.B.S. Examination and post-Graduates Degree and Diploma Examinations of M.B.B.S.

Notwithstanding anything contained in Ordinance Nos. 135 to 138 there shall be no benefits of condonation of marks for M.B.B.S. Examination and Post-Graduate Degree and Diploma Examination of M.B.B.S. Benefits of grace marks for such examinations shall be as follows:

1. Examinee shall be eligible to get grace marks upto 1% of total number of marks of examination. Such grace marks may be divided in such heads of passing in which examinee has failed.
 Provided such grace marks shall not exceeds 10% of the total number of marks of any head of passing in which examinee is failing and for which grace marks are to be awarded.
 Provided further such grace marks shall be awarded only if such grace marks enables the examinee to pass in the examination.
2. The examinee shall be eligible to get grace marks in the examination, not more than three, in each subject only if such grace marks enable him to obtain benefits of exemption in the subject/s. Grace marks may be divided in theory, clinical and practicals.

If any difficulty arises in giving effect to provisions of Ordinances from 135 to 139, the Vice-Chancellor in consultation with the Dean of the concerned faculty shall take decision in the matter which shall not be inconsistent with the objects of these ordinances and his decision shall be final.

- Note:*
- (1) The benefits under not more than one, Clause only shall be given to the examinee for one examinations.
 - (2) The benefits under O.135 shall be available for the above mentioned examination.

¹**O. 139 A.** Notwithstanding anything contained in the Ordinance from 137 to 139 candidate may waive the benefits contained therein as follows:

(1) If a student is declared to have passed in the University Examination with benefits contained in Ordinance Nos. 137 to 139.

(2) He may submit an application in the prescribed form within 45 clear days from the date of declaration of result of his examination in the University along with copy of statement of marks and with fee of Rs. 50/- requesting to declare his result without benefits provided in Ordinance Nos. 137 to 139.

(3) The University may declare the result accordingly which shall be final and no changes therein shall be permitted thereafter.

O. 140. No candidate shall be entitled for the benefit of gracing or condonation permissible under more than one Ordinance at one examination.

²**O. 140-A.** Notwithstanding anything contained in any other ordinance when a candidate appears for the same subject of the same examination of the University, more than once the marks, obtained by him in the latest attempt (ignoring the marks of the earlier attempt) shall be given effect to, at the time of declaration of result of the final year.

Provided effect to the highest number of marks obtained by the candidate in any such attempt may be given, if the candidate concerned submits an application for the purpose along with attested copies of the relevant mark-sheets and Rs. 50/- as an administrative charges within the period of 30 clear days from the date of the declaration of the result of the final year.

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1. Ordinance has come into force 19.02.1990.
 2. Ordinance has come into force w.e.f. 26.04.1986.

O.141. Except at the Three-Year Integrated B.A., B.Sc. and B.Com. Degree Examinations, where a candidate fails in one head of passing, having passed in all other heads of passing by not more than 1% of the aggregate of marks for the whole examination his case shall be placed for consideration and decision before the relevant ad-hoc Committee. The decision of the Committee in his case shall be final.

For the purpose of determining the percentage of such deficiency, the fraction of half or more than half shall be computed as one.

O.142. Except in the case of Pre-Professional Examination, Classes shall not be awarded at the Part I Examination.

(1) Results of the Part I examination shall be declared as follows:

(a) Candidates who pass in all heads of passing of the Part I Examination shall be declared to have passed the Part I Examination.

(b) Candidates fulfilling the following conditions shall be allowed to enter upon the respective Part II Course :

(i) Passing in four Papers at the B.A. Part I Examination or in three Papers with 45% in each of them at the said Examination.

(ii) Passing in the three Science Subjects (including Practicals, wherever prescribed) at the B.Sc. Part I/Pre-Professional Examination;

(iii) Passing in at least five Papers at the B.Com. Part I Examination.

(c) In the case of a candidate promoted under (b) above, his result will be declared only at the Final Examination.

(2) Ordinances governing condonation of failure viz, O. 139, O. 140 and O. 141 shall be made applicable for passing the Part I Examination only under (a) above, and not to candidates falling under (b) O. 139, O. 140 and O. 141 will be made applicable for the Part I Examination on the basis of marks of the Papers scheduled for the Part I Examination. At the final appearance, when the result of the Degree Examination is declared, if a candidate appears for some Papers scheduled for the Part I Examination. O. 139, O.140 and O. 141 will only apply on the basis of marks of all the Papers scheduled for the Three-Year Integrated Degree Course. If he has already passed in all the Papers scheduled for Part I Examination O. 139, O. 140 and O. 141 will apply on the basis of the total marks of the Papers scheduled for the Second and Third Year of the Course.

O. 143. No candidate shall be eligible for any of the Scholarships Medals or Prizes to be awarded to candidates, successful at any of the University Examinations who has a deficiency of marks in any of the heads of the examination condoned under the rules Laid down in that behalf.

O. 144. Failure to pass an examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application beign forwarded and a fresh fee paid, and subject to the restrictions contained in the respective course Pamphlets.

O.145. A Certificate will be given to those who pass an examination.

O. 146. In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other course of whatsoever nature, the Executive Council shall have power to amend such result in such manner as shall be in accord with the true position and to make such declaration as the Executive Council shall consider necessary in that behalf. Provided, that but subject to O. 147, no result shall be amended after the expiration of six months from the date of publication of the said result.

O. 147. 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 malpractice, fraud, or any other improper conduct whereby an examinee has benefited and that such examinee, has, in the opinion of the Executive Council been party of privy to, or connived at such malpractice, fraud or improper conduct, the Executive Council shall have power at any time, notwithstanding the issue of the Certificate of the award of a Prize of Scholarship to amend the result of such examinee and to make such declaration as the Executive Council considers necessary in that behalf.

O. 148. A statement in printed form, showing the marks obtained by a candidate in each head of passing will be supplied to him on payment of a fee of Rs. 5/- (Rs. Three) per

examination. Marks obtained by a candidate in individual Papers will also be supplied on payment of a fee of Rs. 5/- (Rs. Five) per examination, provided an application is made within six months after the date of the declaration of the results. Marks obtained by a candidate in individual questions or in Sections of a Paper will not be supplied.

¹O. 149

- (1) The candidates at the University Examination may apply to the Registrar in the prescribed form, for verification of marks of his answer-books.
- (2) The application form must be accompanied with fee of Rs. 30/- per subject/course/head of passing.
- (3) The application may be entertained by the University, only if it is received within period of 30 clear days from the date of declaration of the concerned examination result, in the University Office.
- (4) On receipt of application for verification, following factors may be verified:–
 - (i) The answer-book contains the number of supplements recorded.
 - (ii) All the answers of the questions are assessed by the examiner.
 - (iii) The total of the marks is correctly counted and recorded.
- (5) For verification of marks in respect of script of practical and oral examination, marks on the record only may be verified.
- (6) The result of the verification of marks may ordinarily be communicated to the candidate concerned, within a period of 21 clear days from the last date for receipt of application by the University.
- (7) The marks obtained by the candidate in any individual question or section of the subject/course/paper/head of passing shall not be communicated.
- (8) The fee of candidate may be refundable only if there is change in the marks after verification.

1. **O**rdinance was applied to the examination results of October 1989 and onwards.

- (9) The candidate may be allowed to submit applications for verification of marks and revaluation of answer-books at one and same time.

¹**O.150.** Registration of External Students to various University Examinations for the Academic Year 1983-84 and onwards.

(A) *Three-Year B.A./B.Com. Degree Course:*

(1) A student desirous to undergo a Three-Year Degree Course of B.A. or B.Com., under the Reforms and Semester Systems, as an External Student, shall register his name only once and shall pay a Registration fee of Rs. 150/- (Rupees One hundred and fifty only) alongwith the prescribed Registration Form. The Registration shall be valid for a period of five years from such Registration, provided he does not join another course.

(2) A student already registered for Three-Year Degree Course of B.A. or B.Com., under the Reforms and Semesters Systems, as an External Student, or a student desirous to changes his status from Regular student to External Student, and has to complete the courses of any two years of Three-Year Degree course shall register his name only once and shall pay a Registration fee of Rs. 100/- (Rupees one hundred only) alongwith the prescribed Registration Form. The Registration shall be valid for a period of four years from such Registration provided he does not join another course.

(3) A student already registered for Three-Year Degree Course of B.A. or B.Com., under the Reforms and Semesters Systems, as an External Student or a student desirous to change his status from Regular Student to External Student, and has to complete the courses of one year of Three-Year Degree Course, shall register his name only once and shall pay a Registration fee Rs. 50/- (Rupees fifty only) alongwith the prescribed Registration Form. The Registration shall be valid for a period of two years from such Registration provided he does not join another course.

(4) A student desirous to undergo two years M.A., M.Com., LL.M. or M.A./M.Sc. (Mathematics), Post-Graduate Course under Refroms and Semester Systems, as an External Student, shall register his name only once for whole Post-Graduate Course and shall pay Registration Fee of Rs. 200/- (Rupees two hundred only) alongwith the prescribed Registration Form.

The Registration shall be valid for a period of four years from the date of such Registration, provided he does not join another course.

(5) A student already registered for two years M.A., M.Com., LL.M. or M.A./ M.Sc. (Mathematics), Post-Graduate Course under Reforms and Semester Systems, as an External Student, or a student desirous a changing his status from regular student to external student, and has only one year's courses to be cleared, shall register his name only once, and shall pay Registration fee of Rs. 100/- (Rupees one hundred only) alongwith the prescribed Registration form. The Registration shall be valid for a period of two years from such Registration, provided he does not join another course.

(6) The student registered under the scheme shall be issued with a Registration Card which shall be valid for the period specified thereon as above.

(7) If the candidate fails to pass his Degree Course within the period stipulated in (1),(2),(3),(4) or (5) as above, he shall have to re-register his name by remitting fresh fee and fresh Registration Form as required in (1),(2),(3),(4) or (5) above as the case may be.

1. The ordinance came into force w.e.f. 12.02.1983.

(8) During the period of registration, or each Examination, the External student shall submit Examination form alongwith necessary Examination Fee within the prescribed time as may be fixed for each such examination for External students.

(9) The External Student admitted to the Examination shall be issued an Admit Card for such Examination and the candidate shall be entitled to appear at the Examination provided he carries the Registration Card and the Admit Card.

O. 151. 1. As a general rule, no expenditure shall be incurred or any liability unless a provision for the same exists in the Financial Estimates sanctioned by the senate or the same is sanctioned by the competent authority.

2. The monthly bills of Establishment charges of the university employees, Remuneration to examiners, Honorarium, T. A. and other recurring payment as per sanctioned schedules after they are pre-audited shall be passed for payment as per prescribed rules by the Deputy Finance Officer or in his absence by the Asstt. Finance Officer.

¹3. (a) The authority to incur expenditure on items other than those mentioned in (2) above, shall be exercised as below:

<i>Officer / Authority</i>	<i>Recurring Rs.</i>	<i>Non-Recurring Rs.</i>
(1) Executive Council	Above 50,000/-	Above 25,000/-
(2) Vice-Chancellor	Up to 50,000/-	Up to 25,000/-
(3) (a) Registrar	}	
(b) Head of teaching	}	
Department of University	}	Up to 10,000/-
(c) Chairman Institute of	}	
Open Education	}	
(4) Finance Officer	Up to 10,000/-	Up to 5,000/-
(5) (a) Executive Engineer	}	
(b) Estate Manager (Civil)	}	
(c) Estate Manager	}	
(Electrical)	}	500/-
(d) Resident Medical Officer	}	

- (e) Workshop }
 Superintendent
 (f) Press Manager }

(b) The bills for expenditure incurred after the grant of financial sanction as on (a) above will be passed for payment by the officers as mentioned below :

<i>Particulars</i>	<i>Officer Passing the Bills</i>
(i) Bills up to a limits of Rs.5000/-	..Dy. Finance Officer/Asstt. Finance Officer.
(ii) Bills in excess of Rs.5000/- but less than Rs.10,000/-	..Finance Officer.
(iii) Bills in excess of Rs.10,000/-	..Registrar.

[Note :-The Executive Engineer and the Estate Manager are authorised to sanction and incur expenditure upto Rs. 500/- towards purchases and to pass the bills thereof.]

1. Clause 3 (a) was substituted for the original w.e.f. 10.06.1988

4. Except as otherwise provided elsewhere in this Ordinance, tender shall ordinarily be invited from prospective dealers for the supply of material or goods or for the execution of work. In the case of articles of fixed specifications which can be procured at printed prices and on published trade terms directly from the sole manufactures or their sole of representatives or from firms of repute tenders may not be invited.

5. Officers competent to sanction expenditure shall have the authority to accept any tender for the purchase of articles of stationary, furniture, equipment, machinery and other stores etc. upto the limits laid down on (3) (a) above at one time, in pursuance of the tender notice which appear to them upon a view of all circumstances to be the most advantageous to the University or to reject all the tenders submitted to them without specifying any reason. They will also have the authority to make such purchases under the provisions of Clause (4) above, under which tenders are not invited. Sanction of the Executive Council would be necessary for expenditure in excess of Rs. 50,000/- in case of recurring expenditure and Rs. 25,000/- in case of non-recurring expenditure at a time.

FINANCE COMMITTEE

(Under Section 66)

O. 152. Any vacancy occurring on the Finance Committee during the triennium will be filled in, only for the remaining part of that period.

¹O. 153. No candidate shall be admitted to the Diploma Course in Rural Development unless he has passed the Bachelor's degree in any Faculty including Engineering, Medicine,

Agriculture, Commerce etc. of this University or a Bachelor's degree of any other University or Statutory Body recognized as equivalent by this University.

The candidate desiring to register himself for the said course shall be required to apply in the prescribed form together with the fee of Rs. 10/- The registration fee shall not be refundable.

The fees for the Diploma Course shall be Rs. 600/- and Rs. 200/- for two field tours.

O. 154 to 156. Blank

O. 157. A Diploma in Medical Laboratory Technology Course

There shall be a full time Diploma in Medical Laboratory Technology (D.M.L.T)

Eligibility :

(1) The candidate who has passed B.Sc. examination of this University or any other University recognized as equivalent by this University in any of following subjects: Botany, Chemistry, Microbiology, Zoology.

OR

(2) The candidate who has passed XII standard examination conducted by the Board of Higher Secondary Education or equivalent Board taking Elementary Laboratory Technology as one of the subjects both at the XIth and XIIth standards shall be eligible for the admission

1. Ordinance has come in to force w.e.f. 23.05.1983.

(3) The duration of Diploma in Medical Laboratory Technology course shall be of one calendar year commencing on 15th June of every year for the categories of the students mentioned in Sub-clause one.

(4) And duration of the course for the students mentioned in sub-clause Two shall be of two calendar years.

The examination for the diploma shall be held at the end of the course.

¹O. 157. Maintenance of discipline and good conduct by students

(Under section 87 and Section 39 (III) of the Poona University Act, 1974).

1. Every student, during term of the course, shall be under disciplinary jurisdiction of the Competent Authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.

2. Definitions :-In this Ordinance unless the context otherwise requires,

(i) 'Student' means and includes a person who is enrolled as such by the University, Affiliated College or Recognized Institution, for receiving instructions and or qualifying for any degree or diploma or certificate of the University.

Note :-This includes External Students also.

(ii) 'Institution' means and includes University/Affiliated College/Recognized Institutions as the case may be, inclusive of Campus, Hostels, Play-grounds, Laboratory, Libraries, Gymnasium thereof.

(iii) 'Competent Authority' for the purposes of this ordinance means and includes Head of the Teaching Department of the University, Principal of the Affiliated College, Head of the Recognized Institution, for the concerned students as such other persons, vested with the authority by Vice-Chancellor for external students.

Provided in respect of mis-conduct regarding University examination, Executive Council Shall only be Competent Authority.

3. *Obligations of the Students : Every student, shall all times,*

- (i) Conduct himself properly,
- (ii) Maintain proper behaviour,
- (iii) Observe strict discipline both within the campus of the Institution, Hostel and also outside, in Buses, Railways-Trains or at public places, or at picnic Educational Trips arranged by the Institution or at Play Grounds.
- (iv) Ensure that no act of this consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrepute.
- ²(v) Deleted.

4. Any act of a student which is contrary to the provisions of clause (3) Shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others, any one or more of the acts jointly or severally, mentioned hereinafter, namely :

- (i) Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- (ii) Habitual un-punctuality in attending lectures, practicals, tutorials, and other courses as may be prescribed.
- (iii) Repeated absence from lectures, tutorials, practicals, and other courses as prescribed.
- ³(iv) Deleted.

(v) Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hired by the institution, without prior permissions from the Competent Authority.

1 .The Ordinance has come into force w.e.f. 20.05.1988.

2 & 3. Clauses were deleted w.e.f. 28.07.1989.

- (vi) Permitting or conniving with any person not authorised to occupy any hostel-room, residential quarter, or any accommodation or any part thereof of the Institution.
- (vii) Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts or information.
- (viii) Obstruction to any student or group of students in his or their legitimate activities as such, whether in the classroom, laboratories, fields, play-grounds, gymnasium or places of social and cultural activity within the campus of the Institution.
- (xi) Suppressing material information or supply of false information to the Institution, for seeking any privilege.
- (x) Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the Institution.
- (xi) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the Institution.
- (xii) Ragging, bullying or harrasing any student in Institution or outside thereof.
- (xiii) Indulging in any act as would cause annoyance, embarrassment to any other student, or member of the authority of the Institution, to staff member or any member of the family of the staff.

- (xiv) Indulging in any act of violence, assault, intimidation or threatening in the Institution or Hostels or outside thereof.
- (xv) Destroying or attempting to destroy or tamper with any official record or document of the Institution.
- (xvi) Conduct, unbecoming of the student, at any meeting or special functions or sports and cultural activities arranged by the Institutions or at any other public place.
- (xvii) Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
- (xviii) Instigating violence or participating in any violent demonstrations or violent agitation or violent strike in the Institution.
- (xix) Instigating or participating in any gherao of any official or staff member of the Institution.
- (xx) Violation of any of the Rules and Regulations of the Institutions or orders of the Competent Authority.
- (xxi) Gambling in any form in the Institution.
- (xxii) Disorderly behaviour in any form or any act specifically forbidden by the Competent Authority.
- (xxiii) Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority with respect to a charge against him.
- (xxiv) Any act violating any provision of the Poona University Act, 1974, Statutes, Ordinances, Rules made thereunder.
- (xxv) Conviction, in the Court of Law for criminal offence, involving moral turpitude.
- (xxvi) Any other act not specifically mentioned hereto before which, whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and/or indiscipline.

(5) The Competent Authority may impose any one or more of the following punishment/s on the students found guilty of misconduct, indiscipline, in proportion thereof:

- (i) Warning/Censure/Reprimand.
- (ii) Fine not exceeding Rs. 300/-
- (iii) Cancellation of the scholarship/award/prize/medal, awarded to the student by the concerned Institution, with prospective effect.
- (iv) Expulsion from the concerned Institution,
- (v) Debarring from admission to a course or courses of study in the concerned Institution

Debarring from appearing for examination or examinations, conducted by the Institution concerned, for a specific period, not exceeding five years.

- (vi) Cancellation of the result of the student concerned in the examination of the concerned Institution, in which he has appeared.
- (vii) Rustication from the Institution for the period. not exceeding five years.

6. If the Competent Authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in Clause No. 5, may itself or through other person/ persons, authorised by it, for this purpose, shall make enquiry, in following manner :

- (i) Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- (ii) Student charged shall be required within 15 days of the notice to submit his written representation about such charge/s.
- (iii) If the student fails to submit his written representation within specified time limit, the enquiry may be held exparte.
- (iv) If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
- (v) If the student charged, desires to see the relevant documents, such of the documents, as are being taken into consideration or are to be relied upon for purposes of are proving the charge or charges, may at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub-clause (1) above is furnished to him.
- (vi) The student charged shall be required to produce documents, if any, in support of his defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
- (vii) Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceedings before the Enquiry Authority.
- (viii) Enquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reasons for such findings and submit the report along with proceedings to the Competent Authority.
- (ix) The Competent Authority on the basis of findings, shall pass such orders as it deems fit.

7. Provided procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:–

- (i) When the student charged admits the charges in writing.
- (ii) When the order of punishment is to be based on facts which have led to the conviction of the student charged, for the offence involving moral turpitude.

- (iii) When the student charged has absconded or for any other reasons it is impracticable to communicate with him.
- (iv) If in the opinion of the Competent Authority, a punishment or fine not exceeding Rs. 50/- or Reprimand Censure, Warning is sufficient.

(8) If the punishment of rustication is imposed on a student by Principal of the College/Head of the Institution/Head of the Teaching Department of such other person in whom the authority is vested by the Vice-Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice-Chancellor, if the punishment is imposed by the Vice-Chancellor, student shall be entitled to prefer an appeal to the Executive Council of the University within thirty days of the receipt of the notice of the punishment.

(9) In respect of such student, Head of the Institution shall maintain record of the punishment.

(10) The Institution shall on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent Under a Certificate of Posting, the fact of such imposition to the parent or guardian of such student on the address available in the college records.

(11) A copy of these rules shall be supplied to each student at the time of his admission to the Institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record of admission of the student.

(12) If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to concerned foreign embassy and department of external affairs.

O.158. Blank.

O.159. The Tuition, Gymkhana, Laboratory and other fees of the Under-Graduate, Post-Graduate Classes, examination fees for the various University Examinations and fees for the Hostels maintained by the University w.e.f. the academic year 1979-80 onwards shall be as given below:

TUITION AND OTHER FEES				
(i)	Class	Fees	1979-80	1980 and onwards
	B.C.S. (F.Y./S.Y./T.Y.)	Tuition Fee		600.00
	B.A. (F.Y./S.Y./T.Y.)	Tuition Fee	350.00	400.00
	B.Sc. (F.Y./S.Y./T.Y.)	Gymkhana Fee	20.00	20.00
	B.Com. (F.Y./S.Y./T.Y.)	Library Fee	20.00	20.00
	LL.B. (Ist/IIInd/IIIrd)			
	B.Lib.			
	B.Journalism			
	B.Ed. Pt. I/Pt. II	Students Activities and Students Welfare	10.00	10.00
	Diploma in Labour Laws			
	Diploma in Taxation Laws			
	Diploma in Educational Evaluation	Medical Checkup etc. Social Service		
	Diploma in Educational Research and Statistical Methods	Magazine	5.00	5.00
			402.00	455.00

Diploma in Work Experience	}	For B.C.S.	655.00
Diploma in Primary Education	}		
Diploma in Educational Administration	}	(1) In addition Laboratory Fee of Rs.125/- per student shall be charged for B.A./B.Sc./B.Com. courses, where practicals are conducted.	
Diploma in Banking	}		
Diploma in Company Secretaryship	}		
Diploma in Office Management	}		

- (1) *So also laboratory fee of Rs. 3000/- (including soft-ware and material expenses shall be charged for B.C.S. Course with effect from 01.06.1990.*
- (2) In addition fee of Rs. 5/- shall be charged as fee for Student's Comprehensive Health Service Scheme to the first year students of all the courses and residents of the hostels of University and Affiliated Colleges/Recognised Institutions.
 - (a) Rs. 3/- shall be retained by the concerned college for conduction of the medical check-up, payment of Honorarium to Honorary-Medical Officer and other medical persons associated with the scheme.
 - (b) Rs. 2/- shall be remitted to the University for the administration of the scheme.
- (3) In addition fee of Rs. 10/-, Rs. 20/- shall be charged under Students' Welfare Scheme to all students of Under-Graduate and Post-Graduate Courses respectively.

A fee of Rs. 10/- shall be charged to every student enrolled in an Affiliated College/Recognised Institute for a Degree Course for Students' Welfare" Activities from the year 1984–85.

Provided that out of the said fee Rs. 10/- the College shall retain Rs. 7/- for students' welfare activities and shall remit Rs. 3/- to the University.

N.B.:-(1) If the rate of tuition fees being actually charged by a College is higher than the rate indicated above, it should continue to charge such actual higher rate. I

(2) In addition to the Tutorial and other fees noted above, the Colleges may charge fees up to:–

- (a) Admission Fee of Rs. 10/- p.a.
- (b) Internal Examination including tutorials Seminars and Symposiums etc. fee of Rs. 25/- p.a.
- (c) Students' Aid Fund of Rs. 2/- p.a.

II (A)	<i>Class</i>	<i>Fees</i>	<i>Rs.</i>
	M.A./M.Sc./M.Com.	Tuition Fee	600/-
	M.Ed./LL.M.	Gymkhana Fee	20/-
		Library Fee	50/-
	M.Lib./M.A.Sc.	Students Activities and	10/-
	Master of Computer Applications	Students Amenities	
		Medical checkup, Social Services, etc.	
		Magazine	5/-
		Total	685/-

In addition a Laboratory fee of Rs. 300/-p.a shall be charged for M.A./M.Sc. Courses where practicals are conducted.

N.B.:-In addition to the Tuition and other fees noted above students will be required to pay the following fees:-

- (1) Admission Fee of Rs.10/-p.a.
 - (2) Fee for Internal Examination including Tutorials, Seminars, Symposiums etc. Rs. 25/-p.a.
 - (3) Student Aid Fund of Rs. 2/-p.a
- (ii) M.Sc. (Partly by Research and Partly by Papers) } Rs. 50/- once only of Rs.
} 50/-once only.
M.A. (by Papers) }

(*Note*:-Tuition Fee per course is to be paid at the place where the student attends the classes.)

M.Phil Tuition Rs. 600/-

(Fee of Rs. 100/- will be charged for every additional Semester, if extension is granted.)

Notwithstanding anything contained above Tuition and Laboratory fees for courses conducted without salary grant from the Government shall be as follows:-

Name of the Course	Tuition Fees p.a. Rs.	Laboratory Fees p.a. Rs.	Laboratory Deposit fee p.a. Rs.
(1) Master of Arts, Master of Commerce	800/-	—	—
(2) Master of Science	800/-	(a) 2,500/- For Science Subject (except Mathematics statistics, and Geography) (b) 600/- For Statistics	1000/- For Science Subject (except Mathematics statistics, and Geography)
(3) Bachelor of science	600/-	2,500/-	—

	(Physical Education, Health Education, Sports)	
(4)	B.Sc. (Applied) (B.M. Tech.)	2,500/-

Note:—Fees other than those mentioned above such as Gymkhana, Library, etc. shall be same for courses conducted on grant basis and on grant basis.

	<i>Class</i>	<i>Fees</i>	<i>Rs.</i>
(1)	M.S.W.	Tuition	1200/-
(2)	M.P.M.	Tuition	1200/-
(3)	D.B.M.	Tuition	1500/-
(4)	M.B.A.	Tuition	1500/-
(5)	M.M.S.	Tuition	1500/-

(Besides, an extra fee will be charged for library, gymkhana, factory visits and other miscellaneous item M.B.A. and M.M.S. Courses.)

N.B.:—In addition to the Tuition and other fees noted above the students will be required to pay the following fees:

- (1) Admission fee of Rs.10/-p.a.
- (2) Fee for Internal Examination including Tutorials, Seminars, Symposiums etc. Rs.25/-p.a.
- (3) Students' Aid Fund of Rs.2/-p.a.

Note:—A fee of Rs. 20/- shall be charged to every P.G. Students enrolled in an Affiliated College/Institute, University Department for a Post-Graduate Degree Courses from the years 1984-85. Provided that out of said fees of Rs. 20/- the colleges shall retain Rs.10/- for Students' welfare Activities and shall remit Rs.10/- to the University.

<i>Ph. D.</i>	<i>Fees</i>	<i>Rs.</i>
(Faculty of Science)	Ist Year	600-00
	IIInd Year	600-00
	IIIrd Year	300-00
	IVth Year	300-00
	Vth Year	300-00
	VIth year and onwards per year	450-00
	Registration fee	100-00

The fees prescribed for Ph.D. Courses including Registration, Tuition, Gymkhana, Library and the services etc.

Note:—(A) *For the First Two Years:*

- (i) For the students working in the Institutions Rs. 400/- for the institution where the student is working and Rs. 200/- for the University.
- (ii) For the student working in the University, the entire amount of Rs. 600/- for the first two years as also the entire amount from the 3rd years onwards Institution/University, will go to the University.

		<i>Rs.</i>	
(4)	Ph.D. (Other than the Faculty of Science and M.E. Research	Ist Year	400-00
		IIInd Year	400-00
		IIrd Year	200-00

IVth Year	200-00
Vth Year	200-00
Vith Year and onwards per year	300-00

Note:-(B) For the First Two Years:-

- (i) For the student working in the institution Rs. 300/- for the institution where the student is working and Rs.100/- for the University.
 - (ii) For the student working in the University the entire amount of Rs. 400/- for first two years as also the entire amount from the 3rd year onwards, (Institution/University) will go to the University.
- (5) Ph.D. Independent of Guide Registration Fee Rs. 100-00
(Once only)

*N.B.:-*The fees prescribed for Ph.D. Course including Registration, Tuition, Gymkhana, Library other services, etc.

<i>Class</i>	<i>Fees</i>	<i>Rs.</i>
Degree courses in Fine Arts	Tuition Fee Per Years	500/-
	Laboratory and Workshop Fee per Year	200/-
	Gymkhana Fee per year	20/-
	Library Fee per Year	20/-
	Students' Amenities Magazine	10/-
		5/-
	Admission Fee per year	10/-
	Seminar, Symposium, Int. Exam, etc.	25/-
	Students' Aid Fund per annum	2/-

Examination Fees is to charger for various University Examinations from

Second Half of 1985 and onwards

Sr. No.	Name of the Examination	Examination Fees in Rs.	Revised Fee
1.	B.Ed. General Education Part I	100/-	
2.	B.Ed. General Education Part II	100/-	
3.	B.Ed. Physical Education Part I	120/-	
4.	B.Ed. Physical Education part II	120/-	
5.	First LL.B.	125/-	
6.	Second LL.B.	125/-	
7.	Third LL.B.	125/-	
8.	New Five Years Law Courses	125/-	
*9.	F.Y.B.A. 85 Pattern Non-Semester (Annual)	90/- whole exam. (50 upto 3 papers)	
*10.	S.Y.B.A. 85 Pattern, Non-Semester (Annual)	90/-whole exam. (50 upto 3 papers)	
*11.	T.Y.B.A. 85 Pattern, Non-Semester (Annual)	100/- whole exam.	

*12.	F.Y.B.Sc. 85 Pattern, Non-Semester (Annual)	(50 upto 3 papers 110/- whole exam.
*13.	S.Y.B.Sc. 85 Pattern, Non-Semester (Annual)	(50 upto 3 papers) 110/- whole exam.
*14.	T.Y.B.Sc. 85 Pattern, Non-Semester (Annual)	(50 upto 3 Papers) 125/-whole exam.
*15.	B.Sc. Applied Petroleum Tech.	(50 upto 3 Papers) 25/- per paper.
*16.	F.Y.B.Com. 85 Pattern, Non- Semester (Annual)	90/-whole exam. (50 upto 3 Papers)

Term –End Examination Fees:–B.A.-3paper: Rs. 30/-

B.Com. B.Sc., B.C.S.–

More than three paper : Rs. 50/-

1	2	3	4
		Rs.	
*17.	S.Y.B.Com. 85 Pattern, Non-Semester (Annual)	90/-whole exam (50/-upto 3 papers)	
*18.	T.Y.B. Com. 85 Pattern, Non-Semester (Annual)	100/-whole exam. (50/-upto 3 papers)	
19.	First M.B.B.S.	250/-	
20.	Second M.B.B.S.	250/-	
21.	Third M.B.B.S.	300/-	
22.	First Year B.Sc. (Nursing)	250/-	
23.	Second Year B.Sc. (Nursing)	250/-	
24.	Third Year B.Sc. (Nursing)	250/-	
25.	Fourth Year B.Sc. (Nursing)	300/-	
*26.	Post Certificate B.Sc. (Nursing)	200/-each semester	
27.	Pre-Ayurveda	100/-	
28.	First B.A.M.S.	100/-	
29.	Second B.A.M.S.	120/-	
30.	Third B.A.M.S.	150/-	
31.	Fourth B.A.M.S.	150/-	
32.	Fifth B.A.M.S.	250/-	
*33.	First B.A.M.S. (Under Revised Course)	250/-	
*34.	Second B.A.M.S. (Under Revised Course)	300/-	
*35.	Third B.A.M.S. (Under Revised course)	350/-	
36.	First B.H.M.S.	150/-	
*37.	Second B.H.M.S.	250/-	
*38.	Third B.H.M.S.	350/-	
39.	Final B.H.M.S.	350/-	
40.	B.H.M.S.(Graded)	300/-each exam.	

*41.	Pre-Tib.	250/-
*42.	F.Y.B.U.M.S.	300/-
*43.	S.Y.B.U.M.S.	350/-
*44.	T.Y.B.U.M.S.	350/-
*45.	Fourth B.U.M.S.	450/-/-
46.	Fifth B.U.M.S.	500/-
47.	M.Com. Semester VII to X	20/- per Uni. Exam Course
*48.	M.A. and M.Com. 85 Pattern non-semester (Annual)	120/-
49.	M.A (All Subjects) (Excepts, Maths., Statas., Geography, Biometry and Anthropology)	20/- per Univ. Exam. Course
50.	M.A./M.Sc. Semester VII to X (Maths, Stat., Biometry and Geography)	25/- per Univ. Exam. Course

Team End Exam. ..80/-

1	2	3	4
51.	M.A./M.Sc. Semester VII to X (Anthropology)	Rs. 20/- per Univ. Exam. Course	
52.	M.Sc. Semester VII to X (Physics, Chemistry, Botany, Zoology Geology, and Microbiology, Environment mental Science)	25/- per Univ. Exam. Course	
53.	Diploma in Public Administration	20/- per Univ. Exam. Course	
54.	LL.M. Semester VII to X	25/- per Univ. Exam. Course	
*55.	Master of Labour Laws and Labour Welfare	125/-	
56.	Diploma in Taxation Laws	125/-	
*57	Diploma in Criminology	125/-	
58	Diploma in Labour Laws	125/-	
*59	Diploma in Co-op. Laws	125/-	
60.	M.B.A. Semester I to IV	25/-per Univ. Exam. Course (Also Rs. 25/-each for Project and Viva)	
61.	M.P.M. Semester I to IV	25/-per Univ. Exam. Course (Also Rs. 25/-each for Project and Viva)	
62.	M.S.W. 85 Pattern, Non-Semester	25/-per Univ. Exam. Course (upto 1989 end)	
63.	M.M.S.	25/- per Univ. Exam. Course	
64.	D.B.M. Part I and II	25/-per Univ. Exam. Course for each part	
65.	Post Graduate Diploma in Banking	75/-	
66.	Diploma in Salesmanship and Advertisement	75/-	
67.	Diploma in Office Management	75/-	
68.	Diploma in Company Secretaryship	75/-	
69.	Diploma in Computer Management	500/- (Now 250/- as per ECR 62PK-A-55/88 dated	

		24-2-88)
70.	M.D. (All Branches)	}
71.	M.S. (All Branches)	}600/-
72.	M.Sc. (Medical) (Microbiology)	}
73.	M.Sc. (Non-Medical) Pharmacology	}
74.	M.Sc. (Medical Human Physiology }	600/-

1	2	3	4
		Rs.	
*75.	M.Sc. (Medical) Human Anatomy	600/-	
76.	M.Sc. Bio-Chem.	600/-	
*77.	M.H.A.	750/-	
78.	M.Ch. (Plastic Surgery and Cardio Thoracic Surgery)	750/-	
79.	D.M. (Cardiology)	750/-	
80.	D.M.L.T.	300/-	
81.	All Diplomas in the Faculty of Medicine	450/-for each Exam.	
82.	First Year B.Pharm.	150/-	
83.	Second Year B.Pharm.	150/-	
84.	Third Year B.Pharm.	200/-	
85.	Fourth Year B.Pharm	200/-	
86.	M. Pharm	300/- each Semester	
87.	M.A.Sc. part II	300/-	
		(Course has been Closed)	
88.	Ayurveda Vachaspati (M.D. Ayurveda) (Preliminary)	600/-	
89.	Ayurveda Vachaspati (M.D. Ayurveda) (Final)	600/-	
90.	D.P.C. (Ayurveda)	600/-	
91.	D.H.E. Part I	80/-	
92.	D.H.E. Part II	80/-	
93.	M.Ed. (General)	200/-	
94.	M.Ed. (Physical Education)	250/-	
*95.	Diploma in Deaf Education	100/-	
96.	Bachelor of Journalism	200/-	
97.	Certificate Course in Journalism	40/-	
*98.	Diploma Course in Journalism	100/-	
99.	Bachelor of Library Science	125/-	
100.	Master of Library Science	150/-	
101.	F.Y. Examination in Music (Diploma)	100/-	
102.	S.Y. Examination in Music (Diploma)	100/-	
103.	Diploma Course in M.E.L. (New)	250/-	
104.	Advanced Diploma in M.E.L. (New)	250/-	
105.	Certificate Course in M.E.L.	250/-	
106.	Certificate Course in English	40/-	
107.	Certificate Course in Sanskrit	40/-	
108.	Certificate Course in Pali	40/- and 100/- (for foreign Students)	
*109.	Certificate Course in Prakrit	40/-	
*110.	Diploma Course in Madhymic Hindi Adhyapan	60/-	
*111.	Diploma Course in Prayjan Mulkh Hindi Padvika	60/-	

1	2	3	4
		Rs.	
*112.	Diploma Course in Hindi Anuvad Padvika	60/-	
*113.	Jr. Diploma in Pali	40/-	
*114.	Higher Diploma in Pali	60/-	
115.	F.E. (Revised Course) 1977 and F.E. (Instrumentation) (Computer Engineering) etc.	(\$)	
116.	S.E. (All Branches) (old) and (New Course) and S.E. (Instrumentation) S.E. (Polymer Engineering) Chemical Engineering (Petroleum and Petrochemical Engineering) S.E. (Production Engg.) etc.	(\$)	
117.	T.E. (All Branches) (Four-Year Course) T.E. (Instrumentation) etc.	(\$)	
118.	B.E.(All Branches) (Four-Year Course) and B.E. (Instrumentation) etc.	(\$)	
119.	M.E. (All Branches) and (Town Planning)	(\$)	
120.	Previous Year of B.F.A. (Painting)	200/-	
121.	F.Y.B.F.A. (Painting)	225/-	
122.	S.Y.B.F.A. (Painting)	250/-	
*123.	T.Y.B.F.A. (Painting)	350/-	
124.	F.Y.B. Arch. Semester I and II		
125.	S.Y.B. Arch. Semester III and IV		
126.	T.Y.B. Arch. Semester V and VI		
127.	Fourth Year B. Arch. Semester VII and VIII	**	
128.	Fifth Year B. Arch. Semester IX and X		
129.	Diploma in Rural Development	200/-	
130.	Diploma in Tribal Development	200/-	
131.	Junior Diploma in Sanskrit	40/-	
132.	Higher Diploma in Sanskrit	60/-	
133.	Diploma in Development Planning	200/-per Sem.	
*134.	Diploma in Hospital Management	200/-each Exam.	
*135.	Certificate Course in Radio and T.V Servicing	105/-(100+5/-)	
*136	Diploma in Industrial Electronics	200/-	
1	2	3	4
		Rs.	
*137.	S.Y.B.Sc. Physical Education (annual)	110/-Whole exam.	

*138.	F.Y.B.C.S. (Annual)	(50/-upto 3 papers) 110/-whole exam.
*139.	S.Y.B.C.S. (Annual)	(50/-upto 3 papers) 110/-whole exam.
*140.	T.Y.B.C.S. (Annual)	(50/-upto 3 papers) 125/-whole exam.

* New Examinations.

¹**O.159. A-**

- (1) Rs.50/- per annum shall be charged as Development Fee from the student taking admission for any course in University Department, Affiliated College/Recognised Institution.
- (2) Out of Rs. 50/- collected by the Affiliated Colleges/Recognised Institutions Rs. 10/- shall be remitted to the University.
- (3) The University/Affiliated College/Recognised Institution should use the development fee for its development only.
- (4) This amount should be primarily to provide amenities to the students such as hostels, recreation centre, cycle, stand, drinking water, sanitary arrangement etc.
- (5) Accounts of the development fee shall be made available for inspection to the members of the Local Enquiry Committee/Biennial Inspection Committee.

O. 160 to 161. Blank

²**O. 162. Professor Emeritus.**

(Under Sec. 4 (6) and Sec. 24 (1) (xxx) and (xxx-a))

- (1) The Executive Council may appoint a person as Professor Emeritus who:
 - (i) is a retired teacher of the University/Colleges/Recognised Institutions of the University of Poona.
 - (ii) has put in a fairly long period of service.
 - (iii) has acquired distinction as a scholar by virtue of outstanding contribution in his discipline through his published research work and teaching
- (2) The Professor to be appointed as Professor Emeritus shall be recommended by the Vice-Chancellor to the Academic Council The recommendation shall first be agreed to by the Academic Council and then by the Executive Council.

(3) Professor Emeritus will be free to do academic work in the Department to which he is attached; adequate facilities for the purpose will be provided by the Department concerned and by the Library, etc.

(4) Professor Emeritus shall not draw any salary or honorarium from the University nor shall he be provided with any living accommodation by the University.

He shall, ordinarily, not participate in the regular teaching of the Department. He may, however, deliver a course of special lectures on the subject of his study or research and guide the research work of such students as may be accepted by him.

1. The Ordinance has come into force w.e.f. 11.07.1990.

2. The Ordinance has come into force with effect from 23.08.1980.

¹O.163 . Grant of additional marks for extra-curricular activities.

(1) Notwithstanding anything contained in any other Ordinance, five additional marks may be granted to candidate appearing for University examination of any degree, diploma or certificate, as an incentive, for his Participation in any one or more of the following activities.

(a) National Cadet Corps:

(b) National Service Scheme:

(c) Inter-University, National/International Sports tournaments/debating /elocution/ dramatics/moot court & such other competitions as approved by the Executive Council from time to time:

(d) National Physical efficiency drive:

(e) Adult Education Programme of Poona University

(2) The additional marks shall be added

(a) to any head/s of passing or to any subject/s, as case may be, in the examination if the student has failed in such head/s of passing/ subject/s & if such additional marks enable the student to get necessary passing marks or;

(b) to any subject if such additional marks enable the student to get benefits of exemption. Such additional marks only as are required for examination, shall be given.

If after the grant of additional marks under clauses (a) and (b) above, if there is any balance of marks, it shall be added to the total number of marks of the examination.

OR

- (c) to the total number of marks, secured by the candidate in the examination.

Provided that the additional marks shall not be taken into consideration for the purpose of award of any prize, scholarship, meritlist or for such other similar purposes.

- (3) The additional marks shall be granted to the candidate only for that examination during the course of which the candidate has participated in the activities mentioned in Clause No.1.

Note: The candidate shall be eligible to get maximum five additional only marks once, for any of the activities mentioned above, if performed by him in any year, and only for an examination of one course.

Illustration: Candidate has taken admission for LL.B. and Diploma in Taxation Law Courses, simultaneously in the year 1987. He has Participated in the Inter-University elocation competition in the 1987. Such a candidate shall be eligible to get benefits of the five marks on the basis of said elocation competition either for the examination of L.L.B. Course or for Diploma in Taxation Law for which he the taken admission in 1987.

The Ordinance has come into force w.e.f. 20.05.1988.

- (4) The additional marks shall be granted to the student subject to the conditions mentioned hereunder:

(a) NCC: Candidate enrolled in NCC must have passed 'B' and/or 'C' certificate examination.

¹[and or candidate enrolled in NCC must have attended 75% parades out of total No. of parades and one camp prescribed for NCC.]

(b) NSS: Candidate enrolled in NSS must have completed 120 house of effective work and attended the necessary number of camps, as required under NSS Programme.

(c) National Physical Efficiency/Drive: Candidate enrolled in National Physical Efficiency Drive must have acquired three stars under the programme.

(d) Inter-University Tournaments/Competition: Candidate must have participated in the Inter-University Tournaments/Competition as a Representative of this University.

(e) National International Tournaments/Competition: Candidate must have participated as a representative of State of Maharashtra/India.

(f) Adult Education Programme, Poona University: A candidate must have completed at least 200 clock hours work to the satisfaction of the project in-charge and secured necessary certificate of the course.

(5) A student shall submit an application before the date of commencement of his examination along with fee of Rs.10/- for the grant of additional marks along with necessary original certificate or copies thereof countersigned by the Principal of the College/Head of the Recognised Institution. No application received after commencement of examination shall be entertained by the University.

(6) If any difficulty arises in giving effect to provisions of this ordinance, the Vice-Chancellor may in consultation with the Dean of the Faculty concerned give his decision in such a particular case. The decision of the Vice-Chancellor shall be final and binding in such matters.

1. Amendment has come into force with effect from the exams. to be held in the month of March/April and onwards.

Proforma for Grant of Certificate under Ordinance No.163

This is to certify that Shri/Smt.....of University
Department...../.....College/.....Recognized Institution.

- (a) was enrolled in NCC and has passed 'B' and /or 'C' certificate examination and/or was enrolled in N.C.C. and has attended 75% parades out of total No. of parades and one came prescribed for N.C.C.
- (b) was enrolled in NSS and have completed 120 hours of effective work and attended the necessary number of camps as required under NSS programme.

- (c) was enrolled in National Physical Efficiency Drive and has acquired three stars under the programme.
- (d) participated in Inter–University Tournaments/Competition of as a representative of the University of Poona.
- (e) participated in National/Inter-national Tournaments/Competition ofas a representative of State of Maharashtra/India.
- (f) has joined Adult Education Programme of the University and completed 200 clock hours work to the satisfaction of the Project In–Charge Shri/Smt.....has participated/completed above mentioned activity of.....during the year.....and is therefore entitled to grant of additional marks under Ordinance No.163 of the University of Poona for the examination of April/October.....199 for the course of.....

Authority Incharge of the Activity :

Principal of the College/

Head of the Recognised Institution/

University Department.

(Strike off whichever is not applicable)

O.164. (1) The Executive Council of the University shall be the competent authority to take disciplinary action for committing mal-practices in the University Examinations, against.

- (i) Paper-setter/s, Examiner/s, Invigilator/s and any other teaching or non-teaching employee/s of the University/Affiliated College/Recognised Institution, to whom the work, in respect of the University Examination is assigned.

(2) For the purposes of this Ordinance the act of mal-practice means and includes

:

- (i) Supply of question paper or a copy thereof or communication of the contents of such a paper to any person or giving publicity thereto in any manner except in accordance with the instructions given by the Competent Authority/person for consideration or otherwise.

1. Ordinance has come into force w.e.f. 26.04.1986.

- (ii) Supply of answer/s fully or partly to the question/s set in question paper/s before or during the Examination to the Examinee/s.
- (iii) Performing the assigned duty in respect of examination in negligent manner or not using reasonable care and caution in the performance thereof such as not submitting the assessed answer/books manuscript/s of the examination within the prescribed time.
- (iv) Assessment of the answer book/s of the examinee on the basis of any consideration other than merit.
- (v) Use of any other unfair means.

(3) The following punishment/s may be imposed.

- (a) Debarring the person/s from participating in any manner in the University Examination for a stipulated time.
- (b) Forfeiture of the amount of remuneration of the Examination in part or full.
- (c) Fine not exceeding the amount of remuneration .

4) Procedure for imposing penalty:

- (i) Due notice shall be given to the person about his alleged act of malpractice/unfair means.
- (ii) Persons charged shall be required to submit his/her written representation Within 15 days of the receipt of the notice
- (iii) If he/she fails to submit his/her written representation within the time stipulated above, the enquiry authority may proceed with the enquiry ex parte.
- (iv) If the person requests for an opportunity for making any oral statements in addition to any written representation submitted by him and if the Enquiry Authority deems it necessary the opportunity of oral hearing may be given to him.
- (v) The Enquiry Authority shall record the findings on each charge of malpractice/unfair means and the reasons for such findings and submit the report to the Executive Council.
- (vi) The Executive Council on the basis of the findings shall pass such orders as it deems fit.

(5) The procedure laid down in clause No.4 may not be followed and all or any of its provisions may be waived in the following circumstances:

- (a) When the person charged admits the charges in writing.

(b) When the order of punishment is to be passed on facts which have led to the conviction of the person charged in criminal court.

¹**O.165. Qualifications for Appointment to the Teaching Posts :**

1. No person shall be appointed to teaching posts in the University or in any College affiliated to the University or Institution recognised by the University, if he/she does not fulfil required qualifications for the appropriate subject, as prescribed by University Grants Commission/University form to time.

1. Ordinance has come into force w.e.f .28.08.1986.

(a) If no candidate with prescribed qualifications is available for such appointment for the particular post in the University/affiliated College/recognised Institution, necessary relaxation may be made with the prior approval of University Grants Commission, if qualifications are prescribed by University Grants Commission and with prior approval of University, if qualifications are prescribed by University, with respect to the available candidate.

(b) In such a case competent authority may grant the approval to the appointment for one year only, at a time.

2. Management of the concerned College/recognised Institution, University Office, as the case may be, shall re-advertise the post within a period of 6 months, from the date of such temporary appointment for the selection of proper candidate, suitable to the post concerned.

3. No person shall be appointed to the post of Principal in any College affiliated to the University unless he/she has, atleast 10 years teaching experience, in the senior college, as an approved teacher, in the concerned faculty.

4. If no candidate with the requisite teaching experience of 10 years is available for appointment to the post of Principal in the Affiliated College, necessary relaxation in the teaching experience may be made with the prior approval of the University.

5. In such a case temporary approval to the appointment of the Principal for a period of not more than 1 year at a time may be accorded by the Vice-Chancellor.

6. Management of the concerned Affiliated College shall readvertise the post within a period of 6 months from the date of such temporary appointment for the selection of proper candidate

7. Once the appointment of any person as a teacher is approved by the University, no fresh approval shall be necessary for his appointment in the same cadre.

¹**O.166** (1) Flying Squads may be appointed by the Vice-Chancellor to visit the Centres of University Examinations to-

- (i) ensure that the University Examinations are conducted as per norms laid down
- (ii) check whether the Senior Supervisors and Block-Supervisors are following 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 case to the University.

(2) The Flying Squads are authorised to visit any centre of University Examinations without prior intimation of the visit to the office of Senior Supervisor; and enteany block/s of examination for checking the candidates identity card, fee receipts, hall tickets etc. to ascertain that duly authorised candidates have only appeared for the examinations. The Flying Squad is invested with the necessary authority to take any action towards detecting use of malpractices and unfairmeans in the University Examination.

1. Ordinance came into force w.e.f. the exams. to be held in first session of year 1992 and onwards.

(3) The Senior Teachers of College/Institution can be the members of the Flying Squad.

(4) The University Teachers can be the members of the Flying Squad.

(5) The Vice-Chancellor may include as one of the members of non-teaching staff of the Registrar/Deputy Registrar/University Librarian/Director of Physical Education of University/College/Director of Students' Welfare/Director of Extra-Mural Studies as one of the members of the Flying Squad

(6) The Flying Squads will submit their reports on surprise visits directly to the Vice-Chancellor. The Flying Squad can make suggestions in the matter of proper conduct of examinations, if necessary.

¹**O. 167. Distance Education Scheme**

:

(1) *Definitions:* For the purpose of this ordinance

- (a) "Study Centre" means centre in a College or in a Recognised Institution, established as per provisions of Clause 2.
- (b) "Director" means the person appointed as such by the University for the Distance Education Scheme of the University.
- (c) "Principal" means the Principal of the College or Head of the Recognised Institution to which' Study-centre under Distance Education Scheme has been allotted.
- (d) " Co-ordinator" means a teacher of Study-centre incharge of the academic and. extra-curricular activities of the Study-centre.
- (e) "Teacher Counsellor" means the' teacher of the Study-centre appointed as such.
- (f) "Contact Hour" means the period varying between one clock hour to one and half hour during which contents of the syllabi of a given subject are taught through different media of education by the teacher of the Study-centre

(2) *Establishment of Study-centre:* - Principal of the College/Head of the Recognised Institution, desirous of opening Study-centre may apply to the Registrar in the prescribed form, along with fee of Rs.100/-before 31st March of the year. The Vice-Chancellor, after scrutiny of the application and any further necessary enquiries, as he deems fit, may decide to allot Study-centre to the College concerned and his decision in this matter shall be final.

(3) *Eligibility for Admission:* No person shall be eligible for admission to courses covered under Distance Education Scheme, University of Poona, unless he—

- (I) has passed the twelfth standard examination of H.S.C. Board or its equivalent with English as one of the subjects.
- (II) has completed 21 years of age on or before the last date prescribed for admission and has passed the prescribed Entrance Examination for the concerned course.

1. Ordinance has come into force w.e.f. 24.02.1988.

Admission:

- (4) The candidates may apply to the Registrar for admission before the prescribed date in a prescribed form along with prescribed fees.
- (5) *Student of the Study-centre* :-Candidate shall be eligible to appear for the University

examination of the concerned course only if he/she-

- (a) has attended the prescribed number of Contact Hours in a Study-centre in which he has been enrolled
 - (b) has fulfilled other conditions prescribed and approved by the University authority and
 - (c) has submitted certificate from the Co-ordinator of the concerned Study-centre about satisfactory completion of the course, through concerned Principal who in turn shall forward the same, to the Director.
- (6) *Qualifications and Appointments of teachers* :-
- (a) No person shall be appointed as a Co-ordinator/Teacher Counsellor unless he holds requisite academic qualifications for teaching a particular subject as prescribed by the University Grants Commission/University Authorities from time to time.
 - (b) Appointment of the Co-ordinator, Teacher Counsellors shall be made by the Principal of the centre, provided that only teacher of the College/Recognised Institution to which Study-centre has been allotted shall be appointed as Co-ordinator.
 - (c) Appointment of Co-ordinator/Teacher Counsellor made by the Principal shall be subject to the approval of the Vice-Chancellor.

(7) *Student to be considered as on par with regular student of the College*:-

For all purposes, Distance Education Student shall be considered as on par with internal student of the College concerned.

(8) *Statutes, Ordinances and Regulations shall be binding*:-

Statutes, Ordinances, Regulations, and Rules made by the University and Rules made by the Distance Education Centre and approved by the University authority from time to time shall be binding on the students, councellors, co-ordinators, principals and other teaching and non-teaching staff appointed in the study-centre.

(9) Fees for courses taught under Distance Education Scheme shall be as mentioned in the Schedule below to this ordinance.

Fees:-

	F.Y.B.A.		F.Y.B.Com.		F.Y.B.Sc.	
	Term		Term		Term	
	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND
Admission Fee	10		10		10	
Registration Fee	50		50		50	
Tuition Fee	120	120	120	120	120	120
Materil Fee	120	120	120	120	120	120
Eligibility Fee	30		30		30	
Total Rs.	330	240	330	240	330	240

	S.Y.B.A.		S.Y.B.Com.		S.Y.B.Sc.	
	Term		Term		Term	
	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND
Admission Fee	10		10		10	

Registration Fee	50		50		50	
Tuition Fee	120	120	120	120	120	120
Materil Fee	120	120	120	120	120	120
Total Rs.	300	240	300	240	300	240

	T.Y.B.A.		T.Y.B.Com.		T.Y.B.Sc.	
	Term		Term		Term	
	1 ST	2 ND	1 ST	2 ND	1 ST	2 ND
Admission Fee	10		10		10	
Registration Fee	50		50		50	
Tuition Fee	120	120	120	120	120	120
Materil Fee	120	120	120	120	120	120
Total Rs.	300	240	300	240	300	240

Post-Graduate Courses

	M.A.				M.Com			
	1 ST Year		2 nd Year		1 ST Year		2 nd Year	
	Term		Term		Term		Term	
	1 ST	2 nd	1 ST	2 nd	1 ST	2 nd	1 ST	2 nd
Admission Fee	10		10		10		10	
Registration Fee	50		50		50		50	
Tuition Fee	150	150	150	150	150	150	150	150
Materil Fee	125	125	125	125	125	125	125	125
Total Rs.	335	275	335	275	335	275	335	275

In addition Laboratory fee of Rs. 125/-per term shall be charged for B.A./B.Com./B.Sc. courses where course of practical has been prescribed.

UNIVERSITY OF PUNE



CIRCULARS OF AMENDED ORDINANCES

UNIVERSITY OF PUNE



CIRCULAR NO.246OF 2008

It is hereby notified for information of all concerned that the new Estate Works Ordinance No. 30 has come into force with effect from 30.04.2008.

ESTATE WORKS ORDINANCE NO. 30:

(A) Constitution of the Buildings and Works Committee:

- i) The Vice-Chancellor-Ex-Officio Chairman;
- ii) Superintending Engineer of the State Government Public Works Department in charge of the territorial circle in which the University is located;
- iii) One Principal or Head of the Department/Professor of Civil Engineering of an Engineering College in a conducted/constituent/ affiliated College of the University to be nominated by the Chancellor;

OR

- One Principal or Head of the Department/Professor of Civil Engineering of an Engineering College in territory in which the University is located, to be nominated by the Chancellor;
- iv) One eminent engineer and one eminent architect from private sector to be nominated by the Chancellor
- v) Two members of the Management Council, one of whom will be Chancellor's nominee on the Management Council and the other to be nominated by the Management Council.
- vi) Registrar-Member Secretary

The Executive Engineer of the University shall be the permanent invitee. The Finance and Accounts Officer of the University will call as special invitee of the Buildings and Works Committee, as and when necessary.

(B) Constitution of the Buildings Advisory Committee:

- i) Member of the Management Council on the Buildings and Works Committee, to be nominated by the Vice-Chancellor as Chairman.
- ii) Superintending Engineer of the State Government Public Works Departments in charge of the territorial circle in which the University is located, is member of Buildings and Works Committee.
- iii) One eminent Engineer or one eminent Architect from the private sector nominated by the Chancellor on the Buildings and Works Committee.

The Executive Engineer of the University shall act as a Secretary and the Finance and Accounts officer or his representative of the University will be called as a Special Invitee of the Buildings Advisory Committee as and when necessary.

(c) Tenure of the Building and Works Committee:

- i) The term of the office of the members, other than ex-officio members, shall be five years. If any vacancy occurs in the office of a member of the committee at Serial No.(iii), (iv) and (v) of (A) above, it shall be filled in by the Chancellor, or the Management Council, as the case may be, by nomination. The term of such a nominated member will be for the unexpired portion of the term of the office of the original member in whose place the new member has been nominated.
- ii) No person except those who are members of the committee by virtue of the office they hold, shall be nominated as a member for more than two consecutive terms of five years each.

(D) Tenure of the Buildings Advisory Committee:

The members of Buildings Advisory Committee shall hold the office till the date of continuation of their membership of Buildings and Works Committee.

(E) Procedure for Meetings of Buildings and Works Committee:

- i) The Committee shall meet as often as necessary under the directions of the Vice-Chancellor.
- ii) The quorum for a meeting of the Committee shall be one third of the total number of members, one of whom at least shall be out of Serial No. (i) and (v) (i.e. the Vice-Chancellor or the Chancellor's nominee on the Management Council), and two of whom at least shall be out Serial No.(ii) to (iv) of Clause (A) above.

If there is no quorum, the meeting shall be adjourned by the Chairman for one hour. No quorum shall be necessary for such adjourned meeting.

- iii) The Chairman, when present shall preside over the meeting of the Committee and in his absence, the Chancellor's nominee on the Management Council, will preside over the meeting.
- iv) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least 7 days before the date of the meeting to each to member along with the agenda and agenda notes of the meeting. Provided that an emergency meeting of the Committee may be called at a Shorter notice if it is found necessary by the Vice-Chancellor.
- v) The agenda of each meeting will be subject to the approval of the Chairman of the Committee.
- vi) The minutes of each meeting of the Committee will be prepared which will be confirmed as its following meeting.
- vii) A copy of the minutes of every meeting of the Committee shall be submitted to the Management Council.

(F) Procedure for meetings of the Buildings Advisory Committee.

- i) The Committee shall meet as often as necessary under the directions of the Chairman, Buildings Advisory Committee.
- ii) The quorum for a meeting of the Committee shall be 1/3 of the total number of members one of whom at least shall be out of Serial No. (i) and (ii) (i.e. member of the Management Council on the Buildings and Works Committee or Superintending Engineer). If there is no quorum, the meeting shall be adjourned by the Chairman for one hour. No quorum shall be necessary for such adjourned meeting.
- iii) The Chairman when present, shall preside over the meeting of the Committee and in his absence, the superintending Engineer of the State Government Public Works and Housing Department Will preside over the meeting.
- iv) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least 5 days before the date of the meeting, to each member along with the agenda and agenda notes of the meeting. Provided that an emergency meeting of the Committee may be called at a shorter notice of it is found necessary by the Chairman of the Committee.
- v) The agenda of each meeting will be subject to the approval of the Chairman of the Committee.
- vi) The minutes of each meeting of the Committee will be prepared and the same will be confirmed in its following meeting.
- vii) A copy of the minutes of every meeting of the Committee shall be submitted to the Building and Works Committee.

(G) Classification of Works:

Works will be classified as follows:

- i) Maintenance Works:

These will include annual works involving routine annual and other maintenance and repairs regardless of the total cost incurred.

ii) Minor Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost up to and including Rs. 50 Lakh.

iii) Major Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost exceeding Rs. 50 Lakh.

(H) Procedure and Agency for Execution of Works

1. General Procedure:

- i) The Executive Engineer, the Estate Manager (Electrical) & the Estate Manager (Civil) are permitted to undertake all urgent minor works and maintenance works up to Rs. 20,000/- without calling quotations for maximum 3 times in a single calendar week.
- ii) Quotations from minimum 3 contractors shall be called for by the Executive Engineer for the minor works and maintenance works costing Rs. 20,000/- to Rs. 5,00,000/-
- iii) Tenders shall be called by displaying tender notice on the notice board of Estate Office and on the University Web site from the contractors on the University panel, for the minor works and maintenance works costing between Rs. 5,00,000/- to Rs.10,00,000/- by Executive Engineer.
- iv) Tender shall be called by publishing advertisement in the News paper for the works costing above Rs. 10,00,000/- by the Executive Engineer.
- v) The Committee consisting of the Registrar, the Finance and Accounts Officer and the Executive Engineer, shall scrutinize all tenders for minor, maintenance and major works and also job contracts costing more than Rs. 5,00,000/-

2. Maintenance Works:

- i) The Executive Engineer shall get the plans and estimates prepared, for maintenance works, under the guidance and supervision of the Buildings and Works Committee or Buildings Advisory Committee, as the case may be. These plans and estimates as far as possible, will

be based on the schedule of rates of the Public Works Division in whose jurisdiction the works in question are located. The Executive Engineer shall be responsible for the execution of the maintenance works, under the guidance and supervision of the Buildings and Works Committee or Buildings Advisory Committee, as the case may be.

- ii) If the project is estimated to cost less than 50 Lakh, the selection of the Contractor shall be made by the Buildings Advisory Committee. The Buildings Advisory Committee shall report to the Buildings and Works Committee the Contractor so selected. If the project is estimated to cost more than 50 Lakh, the selection of the Contractor shall be made by the Buildings and Works Committee. The Buildings Advisory Committee and the Buildings and Works Committee, as the case may be, may negotiate with the contractors, if required.

- iii) Maintenance Works costing more than 250 lakh

- a) If an individual work is estimated to cost more than 250 Lakh, it would be entrusted to the State Public Works on payment of agency charges as may be fixed between the Government and the University.
- b) The plans and estimates for a work falling under this category will be got prepared through an Architect from a panel of consulting Architects, approved by the Chancellor.

Provided further that if a project is estimated to cost more than Rs. 250 lakh, the final selection of the consulting Architect shall be made by the University which having regard to the magnitude, complexity and importance of the project, may appoint an eminent Architect not borne on the approved panel of Consulting Architects. However, approval of the Chancellor to the appointment of such an Architect shall be obtained by the University.

- iv) The authority to accord administrative approval and expenditure sanction for the Maintenance Works shall be as follows:

(i) Management Council	Above Rs. 250 Lakh
(ii) Buildings and Works Committee	Above Rs. 50 Lakh up to Rs. 250 Lakh
(iii) Buildings Advisory Committee	Up to Rs. 50 Lakh

3. Minor Works:

- i) The Executive Engineer shall get prepared, the plans and estimates for the minor works under the guidance and supervision of the Buildings Advisory Committee. These plans and estimates as far as possible, will be based on the schedule of rates of the Public Works Division in whose

jurisdiction the works in question are located. The Executive Engineer shall be responsible for the execution of the minor works, under the guidance and supervision of the Buildings Advisory Committee.

- ii) Selection of a Contractor for a specific job under this category, shall be made by the Buildings Advisory Committee. The Buildings Advisory Committee shall report to the Buildings and Works Committee of the contractor so selected. The Buildings Advisory Committee may negotiate with the contractors, if required.
- iii) The Buildings Advisory Committee will be competent to accord administrative approval and expenditure sanction in respect of minor works.

4. Major Works:

- i) The Executive Engineer shall get prepared the plans and estimates for the major works with the help of an architect chosen from a panel of architects, under guidance and supervision of the Buildings and Works Committee. These plans and estimates as far as possible will be based on the schedule of rates of the Public Works Division in whose jurisdiction the works in question are located. The Executive Engineer shall be responsible for the execution of the major works, under the guidance and supervision of the Buildings and Works Committee.
- ii) The final selection of the Contractor for a specific job under this category estimating up to Rs. 250 lakh, shall be made by the Buildings and Works Committee. The Buildings and Works Committee may negotiate with the Contractors, if required.
- iii) The Architect nominated for any project shall be called upon to prepare layouts, plans, designs, etc. which shall be scrutinized and approved by the Buildings and Works Committee.
- iv) Major Works costing more than 250 lakh
 - a) If an individual work is estimated to cost more than 250 Lakh, it would be entrusted to the State Public Works Department on payment of agency charges as may be fixed between the Government and the University.
 - b) The plans and estimates for a work falling under this category will be got prepared through an Architect from a panel of consulting Architects, approved by the Chancellor.

Provided further that if a project is estimated to cost more than Rs. 250 lakh, the final selection of the consulting Architect shall be made by the University which regard to its magnitude, complexity and importance of such work, may appoint an eminent Architect not

borne on the approved panel of Consulting Architects. However, approval of the Chancellor to the appointment of such an Architect shall be obtained by the University.

- v) The authority to accord administrative approval and expenditure sanction for the Major Works shall be as follows:-

(i) Management Council	Above Rs. 250 Lakh
(ii) Buildings and Works Committee	Above Rs. 50 Lakh up to Rs. 250 Lakh

(I) Powers and Functions of the Buildings and Works Committee:

The Buildings and Works Committee shall exercise the following powers and perform the following functions:

- i) The Committee, under the direction and overall superintendence of the Management Council, shall be responsible for execution of all types of works.
- ii) The Committee shall have the power to accord administrative approval and financial sanction to maintenance works estimating above Rs. 50 Lakh up to Rs. 250 Lakh and major works estimating above Rs. 50 Lakh upto Rs. 250 Lakh, subject to availability of funds in the budget.
- iii) The Committee shall have power to select a contractor for carrying out the major works estimating above Rs. 50 lakh up to Rs. 250 lakh.
- iv) The Committee shall recommend to the Management Council, the maintenance works estimating above Rs. 50 Lakh up to Rs. 250 Lakh and major works estimating above Rs. 50 Lakh up to Rs. 250 Lakh, for administrative approval and financial sanction.
- v) The Committee shall recommend to the Management Council through the Finance and Accounts Committee appointed under Section 75(2) of the Maharashtra Universities Act, 1994, a programme of works to be executed in the ensuing year. This programme will separately specify Maintenance Works, Minor Works and Major Works on the basis of the recommendations of the Committee in this regard. Separate provisions shall be made for

each type of work in the annual budget of the ensuing year, subject to the financial approval of the Management Council.

- vi) The Committee shall prepare a panel of 10-12 architects and other Specialized Consultants of proven experience and merit for the University works. Such panel shall be approved by the Management Council and the Chancellor, who may make such modification in it as deemed fit.
- vii) The Committee shall be responsible for making technical scrutiny, as may be considered necessary for it.
- viii) The Committee shall be responsible, for the acceptance of the tenders received for maintenance works estimating above Rs. 50 Lakh and major work estimating above Rs. 50 Lakh. In cases, where it proposes to award the work to a contractor whose tender is not the lowest, it shall record its reasons in writing for its decision.
- ix) The committee shall have the power to settle rates not covered by the tender if the variation in the rate of each item exceeds 5%.
- x) The Committee shall have the power to settle the claims and disputes with Contractor in respect of all types of works.
- xi) In emergency, the Chairman of the Committee may exercise the powers of the Committee. Such cases shall be reported by the Chairman at the next meeting of the Committee.

(J) Powers and Functions of the Buildings Advisory Committee:

- i) The Committee, under the direction and overall superintendence of the Buildings and Works Committee, shall be responsible for execution of the maintenance works estimating up to Rs. 50 Lakh and minor works.

- ii) The Committee shall have the power to accord administrative approval and financial sanction to the maintenance works estimating upto Rs. 15 Lakh and minor works, subject to the availability of funds in the budget.

- iii) The Committee shall be responsible for making technical scrutiny, as may be considered necessary by it.

- vi) The Committee shall be responsible for the acceptance of for the maintenance work estimating upto Rs. 50 Lakh and minor works. In cases, where it proposes to award a work to a contractor whose tender is not the lowest, it shall record its reasons in writing for its decision.

(K) Payment of Bills:

- i) The Chairman of the Building and Works Committee shall have the power to sanction the payment of the Final Bills of each type of work, after the same are certified for payment by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.

- ii) All Running Accounts Bills shall be approved for payment by the Finance and Accounts Officer, after the same are certified for payment by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information, at its next meeting.

(L) Removal of Difficulties:

If any difficulty arises in application of this Ordinance, the Vice-Chancellor shall be competent to take the decision and his decision shall be final and binding.

Ordinance No. 31: Repealed

Ordinance No. 32: Repealed

Ref. No.: Law/2008/502
Date: 11.07.2008

Sd/-
Registrar

Copy for information to:

- 1) The Heads of University Departments
- 2) The Heads of Sections in the University Offices

UNIVERSITY OF PUNE



CIRCULAR NO.123 OF 2008

It is hereby notified for information of all concerned that the new Ordinance No. 182 as regards supply of the photo copy/ies of assessed and/or moderated theory subject/s answer book/s to the examinees, This Ordinance shall be made applicable from March/ April, 2008 examination session.

ORDINANCE NO. 182

1. The photo copy/ies of assessed and/or moderated theory subject/s answer book/s of the current examination will be supplied to the examinee/s. The photo copy/ies of answer books of practical examination, sessional marks, marks of viva-voce/dissertation/ thesis/project, Common Entrance Test conducted by University etc. shall not be supplied to the examinee/s.

2. An examinee may apply for the photo copy/ies of the answer-book/s in 50% of theory subjects/papers or maximum three of theory subjects/papers, whichever is less, for which he/she has appeared at the University examination.

3. The prescribed application form for demand of photo copy/ies of answer book/s will be available at the Publication Unit of the University or from Regional center, on payment of Rs.20/- for Non-professional Course and Rs.30/- for Professional Course.

4. The photo copy/ies shall be supplied on the payment of nonrefundable fees as follows:
 - a) Non- Professional course-Rs.250/- per answer book of theory paper.

 - b) Professional course-Rs.3001/- per answer book of theory paper.

5. The prescribed application form shall have to be filled in and signed by the examinee only and shall be submitted to the Principal of the college concerned along with the requisite fees, within 10 days (both days inclusive) from the date of declaration of results of the examination concerned. Incomplete or Incorrect application form shall be rejected without assigning any reasons and fees paid along with application form shall not be refunded. The external students should apply directly to the Controller of Examinations of the University along with the requisite fees, within 10 days (both days inclusive) from the date of declaration of results of the examination concerned.

6. The Principal of the college shall forward all such applications collectively to the Controller of Examinations, University of Pune within 15 days (both days inclusive) from the date of declaration of results of the examination concerned.

7. In clause 5 & 6 above, if the last day happens to be the holiday to the college/ University, the next working day will be treated as the last day.

8. Out of the fees collected for supply of photo copy/ies, a sum of Rs.10/- (Rs. Ten only) per examinee shall be deducted by the college concerned towards administrative charges and D. D. commission and remaining amount shall be sent by Demand Draft in favour of Registrar, University of Pune along with the application forms & statements of fees collected/remitted.

9. Upon receipt of the application forms by the University from the college, "The Photo Copies Cell of the University" ('hereinafter referred to as the cell') shall scrutinize the answer-book/s and shall verify the following:

a) Whether the total marks in the given paper awarded to the examinee on the statement of marks matches with the marks awarded to the examinee on the cover page of the answer book/s?

b) Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over to the cover page?

c) Whether the total of the question-wise marks on the cover page is correct?

d) Whether all the answers or parts thereof in the answer book have been assessed by the examiner?

10. Discrepancy, if any on any, of the count as mentioned in clause 9 above, noted by the Cell, shall be corrected by the Cell.

11. If any question or part thereof in the answer book is found to be unvalued/unassessed, the same shall be got valued from the examiner and additional marks awarded, if any, shall then be carried, and added on the cover page and accordingly, the total of the marks shall be corrected.

12. The change, if any, on the counts mentioned in clause 9 above, shall be informed to the examinee and corrected statement of marks shall also be issued to the examinee on his/her surrendering the original statement of marks to the University through the college concerned, without charging fees.

13. The photo copy/ies of the answer book/s shall be made available to the examinee after making corrections, if any, in the marks on the cover page and after awarding grace marks, if any, and concealing the identity of the examiner and moderator. The designated officer shall certify on main page of the answer book by placing the seal. In no case, the identity of the examiner/s, moderator/s shall be disclosed.

14. The photo copy/ies of only written part of answer book/s shall be provided. No photo copy/ies of blank pages of answer book/s shall be provided.

15. The photo copy/ies of the answer book/s shall be sent to the Principal/s of College/s concerned for further issuance of the same to the examinee/s concerned. The Principal of the college concerned shall obtain from the examinee, a written acknowledgement of the receipt of photo copy/ies of answer book/s.

16. The University shall supply the photo copy/ies within 45 days from the date of receipt of application through the Principal of the College concerned.

17. Upon receipt of photo copy/ies of answer book/s, an examinee may apply for Revaluation within seven days from the date of the receipt of the answer book/s (both days inclusive) through his/her college. The external student/s concerned shall apply directly to the University. The Principal of the college concerned shall forward all such applications to the University within three days. (both days inclusive). The fees for revaluation shall be as follows:

a) Non-professional course-Rs.180/- per subject /course/head of passing of the theory paper.

b) Professional course-Rs.245/- per subject/course/head of passing of the theory paper.

The said fees may be revised, by the University from time to time.

18. An examinee may apply separately for Verification & Revaluation of answer book/s as per Ordinance 149 and Ordinance 134 A & B and for photo copy/ies of answer-book/s as per this ordinance simultaneously. An examinee, upon the receipt of the photo copy/ies of answer-book/s, may also apply for revaluation as mentioned in clause 17 above subject to following conditions:

a) An examinee will not be eligible to apply for Revaluation again for the subjects for which he/she has applied to get photo copies and Revaluation was also carried out for the same subjects initially as per his application.

b) An examinee who has initially applied for Revaluation Separately and who also applies for Revaluation after the receipt of Photo copies of answer books, may also applies for Revaluation of answer books of theory papers for maximum 50% heads of passing in theory subjects or maximum three head of passing in theory subjects whichever is less in both the modes of Revaluation taken together.

19. Photo copy/ies of answer book/s after revaluation, shall not be provided.

20. The supply of photo copy/ies of answer books is an additional facility made available to the candidates. The University shall not be liable for failure or delay in supplying the photo copy/ies of the answer book/s due to any reason beyond the control of the University.

21. An examinee who is found to have indulged in any malpractice/s as per the Ordinance 9 relating to the conduct of examinations and/or has been punished on account of malpractices in the examination/s, shall not be eligible to apply for photo copy/ies of answer book/s of any of the subjects/papers of that examination.

22. The examinee shall be sole custodian of the photo copy/ies so supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever. The examinee shall further refrain himself from putting such photo copy/ies to any misuse that might jeopardize the reputation of the University.

23. In case of misused of photo copy/ies by the examinee, University Authority will take action against such a candidates as per the provision of Section 32(6) (a) of Maharashtra Universities Act, 1994.

24. If any difficulty arises in application of this Ordinance, the Vice-Chancellor shall be competent to take the decision and his decision shall be final and binding.

Ref.No. Law/2008/105

Date:12.03.2008

Sd/-

Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO.122 OF 2008

Ordinance No.181

In pursuance of provisions of Section 53 (i) and Section 65 of the Maharashtra Universities Act,1994, University of Pune hereby makes following Ordinance for admissions of students to Post-Graduate Courses in the Faculties of Arts, Fine and Performing Arts, Mental, Moral and Social Sciences, Science,

Law, Commerce, Management and Education conducted in the Departments/Institutions of the University of Pune.

1. Short Title and Commencement:

1.1 This Ordinance may be called 'Ordinance for admissions of students to the post-Graduate courses in the University Departments/ Institutions'.

1.2 This Ordinance shall be applicable for admissions from the academic year 2008-2009.

2. Applicability:

This Ordinance shall be applicable to the admissions of the students to the post- Graduate courses in the faculties of Arts, Fine Arts and Performing Arts; Mental, Moral and Social Sciences, Science; Law, Commerce; Management; and Education conducted in the Departments/Institutions of the University of pune.

3. Definitions:

In this Ordinance unless the context otherwise requires,

- a) "Director" means a Head of an Institution including Centre, or School of the University as designated by the Vice-Chancellor.
- b) "Head of the Department" means the Head of the Department of the University.
- c) "Institution" means a centre, a school or an institute established and maintained by the University.
- d) "Integrated Course" means a course after passing Higher Secondary Examination (H.S.C.) (10+2)
- e) "Post-Graduate Course" means a regular Post-Graduate course excluding the courses conducted partly by papers and partly by research.
- f) "University" means the University of Pune

g) "Vice-Chancellor" means the Vice-Chancellor of the University.

4. Admissions:

1.1 Advertisement for the purpose of giving admissions to all Post-Graduate/Integrated courses shall be Duly published every year by the competent authorities conducting the courses.

1.2 Directives issued by the Government of Maharashtra, from time to time, regarding reservation, shall be followed by the University.

1.3 Admissions of all students to all Post-Graduate/Integrated courses shall be made in accordance with provisions of this Ordinance.

Provided, the model rules regarding admissions to the courses covered under this Ordinance, as may be made from time to time, by the

Government of Maharashtra and adopted by the University, shall prevail over this Ordinance.

1.4 The conditions of the eligibility for admission to various Post-Graduate/ Integrated courses shall be as prescribed by the University, from time to time.

5. Percentage of Quota:

5.1 For the purpose of admissions to the post-graduate courses, 70% seats of the total approved intake capacity shall be reserved for the students who have passed the qualifying examination of the University. The students who desire to seek admission under this Quota, shall fulfill the following conditions:-

(a) He should have passed the qualifying examination of the university and,

(b) He should be domicile of the State of Maharashtra or should have completed Maharashtra State Board of Secondary School Certificate Education (S.S.C.) and Higher Education thereafter from the State of Maharashtra and,

(c) He should have fulfilled the eligibility criteria laid down by the University, from time to time.

5.2 Out of these 70% seats, 50% seats (i.e. 35% seats of the total approved intake capacity) shall be reserved for the students belonging to various reserved categories.

5.3 (a) For the purpose of admissions to the post graduate courses, 30% of the total approved intake capacity shall be reserved for the students who have passed the qualifying examination of the University/examining body other than the University and have fulfilled the eligibility criteria laid down by the University, from time to time. Out of which, 50% seats (i.e. 15% of the total approved intake capacity) shall be reserved for the students belonging to various reserved categories from the State of Maharashtra and who have passed the qualifying examination of any other University/examining body. Remaining 50% seats of 30% seats of the total approved intake capacity (i.e. 15% seats of the total approved intake capacity) shall be reserved as follows:

i) 50% seats (i.e. 7.5% seats of the total approved intake capacity) shall be reserved for the students domicile of State of Maharashtra and passing the qualifying examination other than the University. However, the admissions of such students shall be made on the basis of University-wise merit to ensure that the students admitted are not necessarily from the same University.

ii) 50% seats (i.e. 7.5% seats of the total approved intake capacity) shall be reserved for the students outside the State of Maharashtra and passing the qualifying examination from the University/any recognized University/Examining Body. However, the admissions of such students shall be made on the basis of State-wise

merit to ensure that the students admitted are not necessarily from the same state or union territory.

- (b) Notwithstanding anything contained hereinabove, the reservation policy laid down by the Govt. of Maharashtra, from time to time, as regards reservation for the persons with disabilities shall be followed while making admissions.

5.4 For the purpose of admissions to the integrated courses, the students shall fulfill the following conditions:

- (a) He should have passed the qualifying examination and,
- (b) He should be the domicile of the State of Maharashtra or should have completed Maharashtra State Board of Secondary School Certificate Education (S.S.C.) and Higher Education thereafter from the State of Maharashtra and,
- (c) He should have fulfilled the eligibility criteria laid down by the University, from time to time.

5.5 For the purpose of admission to the integrated courses, the percentage of quota shall be as under:

- (a) 50% of the total approved intake capacity shall be reserved for the students belonging to the various reserved categories of the State of Maharashtra and fulfilling the condition as mentioned in Clause 5.3 above.
- (b) Out of the remaining 50% seats of the total approved intake capacity, 70% seats (i.e. 35% of the total approved intake capacity)

shall be reserved for the students of the State of Maharashtra and fulfilling the conditions mentioned in Clause 5.3 above.

- (c) Out of the remaining 50% seats of the total approved intake capacity, 30% seats (i.e. 15% of the total approved intake capacity) shall be reserved for the students from outside the State of Maharashtra. However, the admission of such students shall be made on the basis of State-wise merit, to ensure that the students admitted are not necessarily from the same State or Union Territory.
- (d) Notwithstanding anything contained hereinabove, the reservation policy laid down by the Govt. of Maharashtra, from time to time, as regards reservation for women and for the persons with disabilities shall be followed while making admissions.
- 5.6 The seats for foreign students/foreign nationals, People of Indian Origin shall be filled in as Supernumerary Seats (i.e. over and above the sanctioned intake capacity) up to 15% of the total approved intake capacity as per merit on the basis of guidelines/criteria laid down by the UGC/AICTE/ Govt. of India, as the case may be.
- 5.7 Subject to the availability, 3% of the seats over and above the approved intake capacity shall be reserved for the students participating at the National level/State level/University level Sports and Cultural competitions.
- 5.8 Notwithstanding anything contained hereinabove, in case of the University Departments /Institutions receiving special assistance under SAP, DSA and other programmes of the University Grants Commission or Central Councils, reservation of seats for the students of other Universities/States shall be as per directions issued by the University Grants Commission or the respective Central Council, as the case may be, from time to time. Before effecting the provisions of this clause, the prior sanction of the Vice-Chancellor for the same, shall be obtained.

6. Vacancy in the Seats of the candidates:

- 1.0 If the seats reserved for the students belonging to the Reserved Categories in the University quota remain vacant, the same can be filled in by the students belonging to the respective Reserved Categories from other Universities in the State of Maharashtra and if the seats reserved for the students belonging to the Reserved Categories from other Universities remain vacant the same shall be filled in by the students belonging to the respective reserved categories of the University. If the seats reserved for the students belonging to the Reserved categories still remain vacant, the same shall be filled in by applying the rules/norms of inter changeability of categories as laid down by the State of Maharashtra.
- 2.0 If the seats reserved for students outside the University remain vacant, the students of the University may be admitted from the waiting list in such vacant seats or if the seats reserved for students of the University remain vacant, the students from other Universities, within the state of Maharashtra from the waiting list, may be admitted in such vacant seats.

7. **Weightage of Marks:**

- 1.0 Admissions shall be made on the basis of merit.
- 2.0 Admission without Entrance Examination: Admissions shall be made on the basis of the marks obtained by the students in the qualifying examination.
- 3.0 Admission through the Entrance examination: Equal weightage shall be given to the marks obtained in the University Entrance Examination and the qualifying examination. In case of the students other than the students of the University, the admissions shall be made on basis of marks obtained in the Entrance Examination only
- 4.0 Admissions to any Post-Graduate/Integrated course in the University Department/ Institution made through the Entrance Examination held on State/All India basis, shall be made on the basis of marks obtained by the students in such Entrance Examination. But for

the students of the state of Maharashtra [as referred to in Clause 5.1 (b)], there shall not be any cut off marks in such Entrance Examination.

- 5.0 The admissions to the post-graduate courses in the University Department/Institution shall be given to the students who have passed qualifying examination with the subject concerned at the principal level. For this purpose, the marks obtained by the students in the second year and the third year of the qualifying examination shall be taken into consideration. If the seats remain vacant after giving admissions to the students who have passed qualifying examination with the subject concerned at the principal level, the students who have passed the qualifying examination with the subject concerned at the subsidiary level may be given admission. If two or more students seeking admission to any Post-Graduate course have obtained equal number of marks in the subject concerned, the students who has secured more marks in the aggregate in the final year of qualifying examination shall be given priority. If still, seats remain vacant, other eligible students may be considered for admission.
- 6.0 Admission to any Post-Graduate course in the University Department/Institution in a subject, which is not taught at the principal level in any affiliated college of the University, shall be made through the entrance examination.
- 7.0 Admission to any integrated course in the University Department/Institution shall be made through the entrance examination

8. Admissions to Inter Disciplinary Courses:

Admissions to the inter disciplinary courses shall be made through the Entrance Examination only.

9. Admission Committee:

9.0 There shall be an Admission Committee to make admissions to the various Post-Graduate/Integrated courses in the University Departments/Institutions.

9.0 Constitution of the Admission Committees shall be as under:

- (6) The Head of the Department concerned - Chairperson
- (7) Not more than two Professors in the Department nominated by the Vice-Chancellor.
- (8) One Reader nominated by the Departmental Committee.
- (9) One Lecturer nominated by the Departmental Committee.
- (10) Deputy Registrar of the Reservation Cell or any other person belonging to the Reserved Category nominated by the Vice-Chancellor.

10. Removal of Difficulties:

If any difficulty arises in giving effect to provisions of this Ordinance, the Vice-Chancellor shall take decision for removing difficulty in the matter which shall not be inconsistent with the objects and purposes of this Ordinance and his decision shall be final.

Ref. No. Law/2008/104

Date: 12.03.2008

Sd/-

Registrar

Copy for information to:

- 1) The Heads of University Departments
- 2) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 178 OF 2008

It is hereby notified for the information of all concerned that the amended Ordinance 104-A regarding permission to apply for degree/diplomas in various faculties, after convocation shall come into force with effect from 29.01. 2008.

ORDINANCE NO. 104-A

The Management Council under provisions of Section 28(n) on the recommendations of the Academic Council under Section 96(1) of the Maharashtra Universities Act, 1994, confer the Degrees/Diplomas/Certificates and other academic distinction at the University Convocation.

The Candidates examined and found eligible for degrees/diplomas in different faculties but could not apply for admission to the convocation held, would be permitted to apply even after the convocation. Such degrees/diplomas will be issued to them as per procedure laid down below:

- (a) The candidates must have passed the examination before the date of convocation held in the year and must have been qualified for the award of the degree/diploma concerned before the said date.
- (b) Such candidates will have to apply to the University in the prescribed form. He/She will have to pay the prescribed fee and an additional prescribed fee as a special fee, along with the application.
- (c) Such candidates can apply for degree/diploma certificates through out the year. The certificates will be issued through out the year except the period of 30 days before regular Convocation of the year.

- (d) (i) Candidates residing in Pune will have to collect certificates from the University Office one month after the submission of application in exchange of the fee receipt.
- (ii) For candidates residing outside Pune, certificates will be sent by Registered post
- (iii) For Candidates residing abroad, certificates will be sent by registered post on payment of Rs. 150/- in addition to the prescribed fee and additional fee.
- (e) Degree/Diploma/Certificate issued after Convocation under the provision of this ordinance will bear the signature of the Hon'ble Vice-Chancellor in the Chair.

Sd/-

Ref No.: Law/2008/135

Date: 29.03.2008

Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 8 OF 2008

It is hereby notified for information of all concerned that the amendment to Ordinance No.134 A and B into force with effect from October/November 2007 Examination Session.

ORDINANCE NO.134 A & B

A candidate at the University Examinations may be eligible to apply for revaluation of his/her answer-book/s of the theory paper/s of the University examinations, subject to the following conditions:

- 1) A Candidate may apply for revaluation in 50% of heads of passing in theory subject/s or maximum three heads of passing in theory subject/s whichever is less, at the University examination in which he/she has appeared at the said University examination.
- 2) The revaluation includes the process of verification. If on verification of marks, it is found that the marks originally shown in the marklist issued to a candidate have changed as a result of verification, the changed marks shall be considered as Original marks for the purpose of revaluation.
- 3) The revaluation of the answer-books, however, shall not be permitted in respect of scripts of practical Examination/Term Work/Internal Assessment/Sessional Marks/Dissertation/Thesis/Clinical/MCQ (Multiple choices question in practical examination) and Viva-Voce etc.
- 4) A candidate shall submit an application only in the prescribed form to the Controller of Examinations of University of Pune for:
 - i) Verification under ordinance 149 along with fees for verification, prescribed from time to time, per subject/course/paper/head of passing of theory paper

OR

ii) Revaluation, along with the fee prescribed from time to time for Revaluation, per subject/course/paper/head of passing of theory paper, within 10 days from the date of declaration of the University result, through the Principal of respective college. The external students shall apply directly to the University following the regular procedure.

5) No application for verification and revaluation shall be entertained unless:

i) A Xerox copy of the statement of marks at the examinations concerned is enclosed with the application.

ii) Seat number, nomenclature of theory paper/s, date of examination and examination center are correctly filled in.

iii) Exact amount of fee as prescribed in the rule is remitted along with the application form.

iv) This fee shall not be refunded in case of those whose application is processed for revaluation. However, the fee for revaluation can be refunded,

(a) If the application is not entertained and not processed for revaluation under the provision of this Ordinance, and if the candidate concerned submits his request for refund in this behalf accordingly.

(b) If the Difference between original marks and the marks obtained after revaluation exceeds by 5% or more, of the maximum marks of theory paper/s, 50% revaluation fee of the theory paper/s concerned shall be refunded to the candidate.

6) The principal of college concerned shall collect the application forms of verification of marks/revaluation of answer-books of the theory paper/s along with prescribed fee of verification of marks/revaluation of the answer-books of the theory paper/s and send the same to the

University in one lot with demand draft of the amount of fees collected for verification/revaluation.

- 7) A candidate applying for revaluation shall note that the result of the revaluation of his/her answer-book/s of the theory paper/s shall be binding on him/her and that he/she shall accept the revised marks obtained his/her theory paper/s after Revaluation.
- 8) The benefit of the revaluation shall be given to a candidate if the difference between original marks and the marks obtained after revaluation exceeds by 5% or more, of the maximum marks of the theory paper/s these marks will be accepted by the University and will be binding on the candidate. However, in Extreme cases the Vice-Chancellor may use his discretion for getting second opinion for revaluation. For the purpose of computing the 5% difference in marks half per cent of the marks assigned to the paper or a part thereof shall be taken in to account and rounded off for next successive higher integer.
- 9) The Revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for the purpose of amendment of his/her Result in accordance with the rules of the University made on that behalf.
- 10) For the purpose of this Ordinance revaluation of the answer-book/s of the theory paper/s shall be deemed to be an additional facility provided to the students with a view to improve upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason whatsoever shall not confer any right upon them for admission to the next higher class and such matter shall always be regulated in accordance with the relevant ordinances and rules or regulations framed by the University in that behalf. If as a result of revaluation, the candidate attracts the provision of condonation of deficiency the same shall be applied to him.

B) Mode of Revaluation:

The answer-book shall be re-examined by a separate examiner of the choice of the Vice-Chancellor.

Ref. No. Law/2008/9

Date: 09.01.2008

Registrar

University Of Pune
Pune-7

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO.383 OF 2007

It is hereby notified for information of all concerned that the amended Ordinance 168 shall come into force with effect from 07.11.2007.

ORDINANCE NO. 168

IMPROVEMENT OF CLASS/GRADE

(1) A Candidate who has passed the B.A./B.Com/ B.Sc/ LL.B./ B.E./B.Arch/ B.Pharm / B.Lib&I.Sc/M.A./M.Com/M.Sc/M.C.S./LL.M/M.E./M.Pharm./M.Ed./M.B.A./ M.P.M./ M.C.M./M.M.S / M.Lib.&I.Sc. / M.C.J./M.M.M./M.B.A.(Bio-technology)/ M.C.A. (Management Faculty)/P.G.D.B.M./P.G.D.F.S/P.G.D.H.M./P.G.D.C.M.M./B.H.M.C.T./ P.G.D.C.A. / P.G.D.C.M./ P.G.D.E.M./ P.G.D.M.M./ P.G.D.M.L.M./ P.G.D.IE.M./ B.Sc Hospitality Management Degree examinations of this University with class mentioned in Column No. I and who desires to improve the class as show in Column No. II below will be permitted at his/her option to appear again for the same examination without being required to keep any terms.

Column I	Column II
Pass Class or Second Class or Higher Second Class or First Class, as the case may be	Second Class or Higher Second Class or First Class or First Class with Distinction, as the case may be.

(2) A Candidate who has re-appeared for the above examination/s under the provision of this Ordinance fails to improve his/her class/grade, his/her performance at such re-appearance shall be ignored.

(3) A candidate will be allowed to re-appear for the Examination for improvement of class/grade within a period of five years from the date of his/her passing the P.G. Diploma Bachelor's/Master's degree examination. A candidate who has passed the Bachelor's/Master's degree examination prior to the commencements of this Ordinance will also be allowed to improve his/her class/grade within a period of five years from the date of

Commencement of this Ordinance. (Date of commencement of this Ordinance 27.01.1994)

(4) A candidate shall have to reappear for minimum 1/3 and or maximum all the University theory courses at a time on which the class is awarded.

(5) A candidate will be allowed maximum three attempts for the improvement of his/her class/grade within the stipulated period of five years.

(6) A candidate appearing for the improvement of class/grade, shall not be entitled to get benefit of any rules/Ordinance of the University regarding condonation.

(7) A candidate appearing for the improvement of class/grade, shall not be entitled to get any prize/medal/scholarship/award etc.

(8) A candidate who desires to apply for improvement of class/grade should submit his/her examination application form for improvement of class from the College/ Department of University/Recognized Institution from which he/she has obtained the original degree. The external student shall register his/her name with external Section of University and submit his/her examination form through External Section.

(9) A candidate who has reappeared for the examination under the provisions of this Ordinance for improvement of his/her class/grade and improves his/her class/grade by such re-appearance, will have to surrender his/her original degree, statement of marks and passing certificate etc. to the University. In the revised degree certificate, statement of marks and passing certificate, which will be issued to the candidate, mention will be made of the fact that he/she improved his/her class/grade under this Ordinance.

Sd/-

Ref No.: Law/2007/473
Date: 7.11.2007

Registrar

Copy for information to:

1. The Heads of University Departments
2. The Heads of Sections in the University
3. Principals of the Affiliated Colleges

4. Heads of the Recognized Institutions

UNIVERSITY OF PUNE



CIRCULAR NO. 381 OF 2007

It is hereby notified for information of all concerned that the amended Ordinance 151 shall come into force with effect from 5.11.2007. This Ordinance shall be applicable to all types of expenditure except those mentioned in the Estate Works Ordinance No. 30.

ORDINANCE NO. 151

1. No expenditure as a general rule, shall be incurred unless a provision for the same exists in the Annual Financial Estimates (Budget) approved by the Senate for the respective year.
2. No expenditure as a general rule, shall be incurred unless it is sanctioned by the competent authority.
3. The expenditure to be incurred against receipt during the respective financial year need not be budgeted and corresponding sanction for the expenditure shall be obtained from the Competent Authority as mentioned in clause 5 below. The said receipts/expenditure shall be budgeted in the revised budget of that financial year.
4. (i) All payments above Rs.50000/-after they are pre-audited by the Deputy Finance Officer / internal Auditor / Assistant Finance Officer of the Finance & Accounts Department, shall be passed for payment by the Finance & Accounts Officer.

(ii) All payments up to Rs.50000/- of the Teaching Departments and Non Teaching Sections shall be passed by the In-charge of the Decentralized Finance Unit after they are scrutinized, approved and sanctioned by the Head of the Department/Director/Head of the Non-Teaching Sections concerned.

- (iii) All payments up to Rs.50000/- of the Central Finance Section shall be passed by the Deputy Finance Officer/ Internal Auditor/Assistant Finance officer of the Finance & Accounts Department.
- (iv) All payments shall be pre-audited and passed after the compliance of various laws and rules and regulations made thereunder, provisions of various Statutes, ordinances, Government Resolutions as have been adopted by the University, from time to time.

5. The authorities competent to accord administrative approval and sanction the expenditure shall be as follows:

- (i) **MANAGEMENT COUNCIL:-**
Revenue Expenditure above Rs.10,00,000/-
Capital Expenditure above Rs.20,00,000/-
- (ii) **VICE CHANCELLOR:-**
Revenue Expenditure up to Rs.10,00,000/-
Capital Expenditure up to Rs.20,00,000/-
- (iii) **PRO-VICE CHANCELLOR:-**
Revenue Expenditure up to Rs.5,00,000/-
Capital Expenditure up to Rs.10,00,000/-
- (iv) a) REGISTRAR
b) DIRECTOR, B.C.U.D. }
c) FINANCE & ACCOUNTS OFFICER } Revenue Expenditure up to
d) CONTROLLER OF EXAMINATION } Rs.1,00,000/-
e) HEAD OF THE DEPARTMENT UNDER FACULTY OF }
SCIENCE }}
f) DIRECTOR/ CO-ORDINATOR OF THE } Capital Expenditure up to
CENTRE/SCHOOL/INSTITUTE UNDER FACULTY OF } Rs.5,00,000/-
SCIENCE }
g) DIRECTOR, ACADEMIC STAFF COLLEGE }
- (v) a) HEAD OF THE DEPARTMENT }
NOT COVERED UNDER } Revenue Expenditure up to
FACULTY OF SCIENCE } Rs.50,000/-
} }
b) DIRECTOR/CO-ORDINATOR }
OF THE CENTRE/SCHOOL/ } Capital Expenditure up to
INSTITUTE NOT COVERED } Rs.1,00,000/-
UNDER FACULTY OF SCIENCE }
- (vi) Executive Engineer Revenue Expenditure up to Rs.50,000/-
Capital Expenditure up to Rs.50,000/-
- (vii) House Manager Revenue Expenditure up to Rs.50,000/-
- (viii) a) Director, Students' Welfare }

- | | | | |
|----|--|---|---------------------------|
| b) | Director, International Students Centre | } | Revenue Expenditure up to |
| c) | Resident Medical Officer/Medical officer | } | Rs.25,000/- |
| d) | Co-ordinator NSS | } | |
| e) | Director, Board of Sports | } | Capital Expenditure up to |
| f) | Director, Extra Mural Board | } | Rs.25,000/- |
| g) | Chief Rector, Hostels | } | |
- (ix) Deputy Registrar & Equivalent Revenue Expenditure up to Rs.25,000/-
Capital Expenditure up to Rs.25,000/-
- (x) Assistant Registrar & Equivalent Revenue Expenditure up to Rs.10,000/-
Capital Expenditure up to Rs.10,000/-
- (xi) Estate Manager (Civil) Estate Manager (Electrical) Revenue Expenditure up to Rs.10,000/-
Capital Expenditure up to Rs.10,000/-

6. Cheque signing powers are as under:

a) Up to any Amount:

i) Registrar

ii) Finance & Accounts Officer

iii) Controller & Examinations

iii) Head of the Department

iv) Director/Co-ordinator of the Centre/School/Institution

v) Director, Academic Staff College

vii) Director, Students' Welfare

viii) Director, Board of Sports

ix) Co-ordinator, National Service Scheme (NSS)

x) Jointly by Deputy Finance Officer & Assistant Finance Officer

b) Deputy Finance Officer up to Rs.1,00,000/-

Assistant Finance Officer up to Rs.50,000/-

7. a. Cash/Credit expenditure up to Rs.20,000/- can be effected at a time and maximum three times in a week, without calling quotations.

- b. Expenditure estimating Rs.20,001/- to Rs.10,00,000/- shall be made calling quotations. Quotations shall be called from at least three different authorised dealers / manufacturers in the field.
- c. Expenditure estimating above Rs.10,00,000/- for the purchase of items other than scientific equipment and chemicals, shall be made inviting tenders by giving an advertisement in the local newspaper.
- d. Purchases of scientific equipments, chemicals estimating Rs.10,00,001/- to Rs. 25,00,000/-, shall be made by publishing an advertisement on the website and calling quotations from the authorised dealers/ manufacturers in the field.
- e. Purchases of scientific equipment, chemicals estimating above Rs.25,00,000/-, shall be made by inviting tenders by giving an advertisement in the local newspaper.
8. All purchases of items where individual cost of each item exceeds Rs. 10,00,000/- at a time, shall be approved by the Purchase Committee.
9. The Purchase Committee may waive the tendering process in case of purchases of scientific equipment.
10. If any difficulty arises in application of this Ordinance, Vice-Chancellor shall be competent to take decision and his decision shall be final and binding.

Sd/-

Ref No.: Law/2007/463
Date: 05.11.2007

Registrar

Copy for information to:

- 1) The Heads of University Departments
- 2) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO.164 OF 2004

It is hereby notified for information of all concerned that the amendment to Ordinance No.159 as regards increase in the tuition and other fees for Unaided MBA (Biotechnology), B.A./M.A.(Performing Arts) courses conducted by the University Departments has come into force with effect from the academic year 2004-05.

ORDINANCE NO. 159

FACULTY OF MANAGEMENT SCIENCES

Tuition & Other fees for the MBA (Biotechnology) course

	Head Of Fees	Merit	Foreign Nationals/ Foreign Students/PIO
1	Tuition Fee (For SAARC countries) (Except Pakistan & Bangladesh)	Rs. 15,000	Rs. 50,000
2	Development Fee	Rs. 17,500	Rs. 10,00,000
3	Admission Fees, Identity Card, University Eligibility.	Rs. 250	Rs. 250
4	Library Fees	Rs. 750	Rs. 750

5	Gymkhana & Students Welfare, Annual Medical Check-up	Rs. 500	Rs. 500
6	Placement Activities	Rs. 2,000	Rs. 2,000
7	Seminar	Rs. 1,000	Rs. 1,000
8	Supply of Study Material, Computer Facility	Rs. 400	Rs. 500
9	Internet	Rs. 600	Rs. 600
10	Miscellaneous	Rs. 1,000	Rs. 400
11	Caution Money Deposit (Refundable)	Rs. 500	Rs. 500
	Total	Rs. 39,500	Rs. 1,56,500

FACULTY OF ARTS, FINE ARTS & PERFORMING ARTS

Tuition & Other Fees for the B.A. (Three Year) Degree course and M.A. (Three Years) Post-Degree Performing Arts course

Sr.No.	Head Of Fees	B.A.Course	M.A. Course
1	Tuition Fees	Rs. 5,000	Rs. 8,000
2	Laboratory fees	Rs. 3,000 per sem.	Rs. 5,000 per sem.
3	Admission fees	Rs. 50	Rs. 50
4	Library fees	Rs. 150	Rs. 300
5	Student Aid fund	Rs. 10	Rs. 20
6	Internal Test etc.	Rs. 50	Rs. 100
7	Student Activities	Rs. 100	Rs. 100
8	Administrative Charges	Rs. 300	Rs. 300
9	Gymkhana	Rs. 100	Rs. 100
10	Student welfare fund	Rs. 100	Rs. 100
11	Medical Exam (for First year only)	Rs. 20	-----
12	Computerisation Fee	Rs. 40	Rs. 400
13	Contribution to Ashvamedh	Rs. 10	Rs. 10
14	Disaster Management	Rs. 10	Rs. 10
15	Development Fee	Rs. 500	Rs. 500
16	Internet & Computer Access	Rs. 100	Rs. 150
17	Registration fees	Rs. 600	Rs. 600
18	Students group security insurance	Rs. 2	Rs. 2
	Total	Rs. 13,142	Rs. 20,382.

Ref.No.Law/2004/145

Date: 29.04. 2004

Sd/-

Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO.54 OF 2004

It is hereby notified for information of all concerned that the amendment to Ordinance No.178 as regards deleting the provision prescribing the maximum permissible number of chances and the period to pass the First year M.B.B.S. Examination, has come into force with effect from 23.12.2003.

ORDINANCE NO. 178:

The first 18 months of undergraduate Medical Course (M.B.B.S.) shall be occupied in the study of the Phase-I (Pre-clinical subjects) and introduction to Clinical Orientation and no students shall be permitted to join the Phase II (Para-Clinical group of subjects) until he has passed in all the Phase-1-Pre-Clinical subjects.

Ref.No.Law/2004/63

Sd/-

Date:16.02.2004

Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 1) The Heads of Recognized Institutions
- 2) The Heads of University Departments
- 3) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 83 OF 2003

It is hereby notified for the information of all concerned that the University is pleased to amend the Ordinance No.50.

The said amended Ordinance has come into force with effect from 08.02.2003.

ORDINANCE NO. 50

There shall be a Committee of Deans consisting of the Deans of all the Faculties and **the Director, Board of College and University Development (B.C.U.D.)** to make recommendations regarding:

- i) Award of the Free Studentships and Scholarships to students of Post-Graduate classes in the University area;
- ii) Award of Junior and Senior Research Scholarships (Stipends) to students of Post-Graduate classes in the University of Pune area;

- iii) Such other matters as may be referred to the committee by the **Management Council** and/or by the Vice-Chancellor, from time to time.

Ref.No.Law/2003/79
Date: 21.03.2003

Sd/-
Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 10 OF 2003

This is in continuation of the Circular No. 396 of 2002 issued by the University regarding Ordinances No. 1 to 10 relating the Conduct of Examinations. These Ordinances will come into force with effect from the examinations commencing from March/April 2003 and onwards. It is notified for the information of all the concerned that some existing Ordinances have been substituted by these new Ordinances. Details of such Ordinances are as follows:

Existing Ordinance	Substituted by
Ordinance No. 131	Ordinance No. 9
Ordinance No. 135	Ordinance No. 3
Ordinance No. 135 A	Ordinance No. 1
Ordinance No. 136	Ordinance No. 2
Ordinance Nos. 137 & 138 A & B	Ordinance No. 4
Ordinance No. 146 & 147	Ordinance No. 7

Ordinance No. 166	Ordinance No. 6
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Apart from these Ordinances, all other existing Ordinances shall continue to remain in force.

Ref.No.Law/2003/40)
Date: 07.02.2003)

Sd/-
REGISTRAR

Copy for information to:

- 1) The Principals of Affiliated Colleges.
- 2) The Heads of Recognized Institutions.
- 3) The Heads of University Departments.
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



ORDINANCES NO. 1 TO 10

RELATING TO THE CONDUCT OF EXAMINATIONS

(These Ordinances shall come into force w.e.f. the examinations commencing from April 2003 and onwards)

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.

Sd/-

Ref. No. Law/2002/359
Date: 24.10.2002

Dr. D. D. Deshmukh
Registrar.

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 Papersetters, 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 papersetters 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 papersetters/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 unfairmeans 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 unfairmeans 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 given 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 or 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) “Unfair means 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 unfair means 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 (1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No.(ii) and (iii) and 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.

Appendix-A

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	Natural 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 mugging-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.

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|-------|--|--|
| (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. |
| (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 insertation 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.
(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 at S.S.C./H.S.C./ any other examinations. | Exclusion of the impersonator from University of College of 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 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 out side 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.

(b) "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.	Nature of Malpractices/Lapses No	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.

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| (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 students/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. |

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| (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. | |

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-411007.

Sir,

I.....
appeared at the above examination held on
..... at the
..... college/centre.

(Centre) in the Morning/Evening session
I give below my statement as follows:-

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-411007.

Sir,

I..... the undersigned, student of

College/Institutionappearing 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 Counductor 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)

Time:

Date:

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-411007. 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)

PROFORMA' A'

To

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

Sub.: Complaint against the student for the alleged use of Unfairmeans at theexamination 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 examination 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:

PROFORMA 'B'

Proforma for submission of the information regarding prosecution of

Candidates appeared at the Centre

Centre No.	Examination	Name and Seat No. of the Candidate prosecuted	Date of Prosecution	Report of which the candidate was found malpractising and nature of malpractice in brief	Name of the Person who detected the malpractice	Signature of Jr. Supervisor	Signature of Sr. Supervisor	Signature of Chief Conductor
1	2	3	4	5	6	7	8	9

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-I)

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.

ENCLOSURE - 1

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):

Appendix-D

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 SNTD 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
- * SNTD 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.

UNIVERSITY OF PUNE



Circular No. 314 of 2002

It is hereby notified for information of all concerned that the University authorities are pleased to revise Ordinance No. 134 A & B, Ordinance No. 149 & Ordinance No. 181. The said Ordinance shall come into force with effect from the date as specified in the respective revised Ordinances. Copies of the said Ordinances are enclosed herewith.

Ref.No.Law/2002/300}

Sd/-

Date: 24.08.2002 }

REGISTRAR

Copy for information to:

- (1) The Principals of Affiliated Colleges.
- (2) The Head of Recognised Institution.
- (3) The Heads of the University Departments.
- (4) The Heads of Sections in the University Office.

Ordinance No.134 A and B

This Ordinance shall come into force with effect from the examinations to be held from October, 2002 and onwards.

A-A candidate at the University examinations may be eligible to apply for valuation of his/her answer-book/s of the theory paper/s of the University examinations, subject to the following conditions:

- 1) A candidate may apply for revaluation in 50% of heads of passing in theory subject/s or maximum three heads of passing in theory subject/s, whichever is less, at the University examination in which he/she has appeared at the said University examination.
- 2) The revaluation includes the process of verification. If on verification of marks, it is found that the marks originally shown in the mark list issued to a candidate have changed, as a result of verification, the changed marks shall be considered as original marks for the purpose of revaluation.
- 3) The revaluation of the answer-book/s, however, shall not be permitted in respect of scripts of Practical Examination / Term Work / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination) and Viva-Voce etc
- 4) A candidate shall submit an application only in the prescribed form to the Registrar or Deputy Registrar (Exams.), University of Pune for:
 - i) **Verification under Ordinance 149 along with fee of Rs.100/-and Rs.75/-for professional & nonprofessional courses respectively, per subject/course/paper/head of passing**

OR

- ii) **Revaluation, along with the fee of Rs.300/-and Rs.225/-for professional & non-professional courses for Verification and Revaluation per head of passing in theory paper** within 3 weeks from the date of declaration of the University result, through the Principal of respective college. The external students shall apply directly to the University following regular procedure. (The period for application has been reduced to 10 days with effect from April/may 2003, vide circular No.7 of 2002 dated 20.02.2002 and Corrigendum circular No. 114 of 2002 dated 23.04.2002).
- 5) **No application for verification and revaluation shall be entertained unless:**
- i) A Xerox copy of the statement of marks at the examination concerned is enclosed with the application.
 - ii) Seat number, nomenclature of theory paper/s, date of examination and examination center are correctly filled in.
 - iii) Exact amount of fee as prescribed in the rule is remitted along with the Application form.
 - iv) The fee shall not be refunded in case of those, whose application is processed for revaluation. However, the fee for revaluation can be refunded, if the application is not entertained and not processed for revaluation under the provision of this Ordinance and if the candidate concerned submits his request for refund in this behalf accordingly.
- 6) The Principal of the college concerned shall collect the application forms of Verification of marks / revaluation of answer-books of the theory paper/s along with prescribed fee of verification of marks / revaluation of the answer-books of the theory paper/s and send the same to the University in one lot with demand draft of the amount of fees collected for verification / revaluation.
- 7) A candidate applying for revaluation shall note that the result of the revaluation of his/her answer-book/s of the theory paper/shall be binding on him/her and that he/she shall accept the revised marks obtained in his/her theory paper/s after revaluation.
- 8) The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed or recede by 10% or more of the maximum marks of the theory paper/s and only these marks will be accepted by the University and are binding on the candidate. However, in extreme cases, the Vice-Chancellor may use his discretion for getting second opinion for revaluation. For the purpose of a computing the 10% difference in marks, half per cent of the marks assigned to the paper or a part thereof, shall be taken into account and rounded off for next successive higher integer.
- 9) The revised marks obtained by the candidate after revaluation as accepted by the University shall be taken into account for the purpose of amendment of his/her result in accordance with the rules of the University made in that behalf.
- 10) For the purpose of this Ordinance, revaluation of the answer-book/s of the theory paper/s shall be deemed to be an additional facility provided to the students with a view to improve upon their results at the preceding University Examination, it being understood that delay in the declaration of revaluation result for any reason, whatsoever, shall not confer any right upon them for admission to the next higher

class and such matters shall always be regulated in accordance with the relevant ordinance/s and rules of regulations framed by the University in that behalf .

If as a result of revaluation, the candidate attracts the provision of condonation of deficiency the same shall be applied to him.

B- Mode of Revaluation:

The answer-book shall be re-examined by a separate examiner of the choice of the Vice-Chancellor.

Ordinance No.149

This Ordinance shall come into force with effect from the examinations to be held from October, 2002 and onwards.

- (1) The candidate at the University Examinations may apply to the Registrar or Deputy Registrar (Examinations).University of Pune in the prescribed form for Verification Marks for his/her answer-book/s through the Principal of respective college. The External students shall apply directly to the, University following regular procedure.
- (2) **The application from must be accompanied with fee of Rs.100/-for Rs.75/-for professional & non-professional courses respectively, per subject/course /paper/head of passing. This fee shall not be refunded.**
- (3) The application may be entertained by the University only if it is received through the College to the University Office, within 3 weeks from the date of declaration of result of the examination concerned.
(The period for application has been reduced to 10 days with effect from April/May 2003, vide Circular No.7 of 2002 dated 20.2.2002 and Corrigendum Circular No. 114 of 2002 dated 23.04.20002).
- (4) No application for verification shall be entertained unless:
 - i) A xerox copy of the statement of marks of the candidate concerned, at the examination concerned, is enclosed with the application.
 - ii) Seat number, nomenclature of Paper/s date of examination, centre and name of the college are correctly filled in.
 - iii) Exact amount of fees as prescribed in the rule is remitted along with the application from.
- 5) The Principal of colleges concerned, shall collect the application forms of verification of marks along with prescribed fee of verification of marks and send the same to the University in one lot with demand-draft of the amount of fees collected, for verification of marks.
- (6) On receipt of application for Verification, following factors may be verified:
 - i) The answer-book contains the number of supplements recorded,
 - ii) All the answers of the questions are assessed by the examiners,
 - iii) The total of the marks is correctly counted and recorded.
- (7) For verification of marks in respect of script of Practical and Oral examination, marks on the record only may be verified.
- (8) The marks obtained by the candidate in any individual question or section of the subject/course/paper/ head of passing shall not be communicated.
- (9) The candidate may be allowed to submit application for verification of marks and revaluation of answer-book/s at one and the same time.

Ordinance No. 181

Ordinance for Admission to Post-Graduate Courses in the Faculties of Arts & Fine Arts, Mental, Moral and Social Sciences, Commerce and Science.

Preamble: In pursuance of provisions of Section 65 and Section 55 of the Maharashtra Universities Act, 1994, University of Pune hereby makes following Ordinance for admissions of students to post-Graduate Courses in the Faculties of Arts and Fine Arts, Mental, Moral and Social Sciences Commerce and science conducted in the jurisdiction University of Pune.

1. This Ordinance may be called as Ordinance for admission of students to the regular Post-Graduate courses in the Faculties of Arts and Fine, Mental, Moral and Social Sciences, Commerce and Science in the University of Pune.
2. This Ordinance shall be applicable for admissions from the academic year 2002-2003.
3. In this Ordinance unless the context otherwise requires,
 - a) "Head of the Department means Head of the Department of the University:
 - b) "Director" means a Head of an Institution including Centre, or School of the University as designated by the Management Council.
 - c) "Institution" means Institution recognized by the University.
 - d) "College" means College affiliated to the University of Pune
 - e) "Post Graduate Course" means regular Post -Graduate course excluding the courses conducted partly by papers and partly by research.
4. Admissions to all Post-Graduate courses shall be duly advertised every year by the competent authorities conducting the courses.
5. Directives issued by the Government of Maharashtra regarding admissions of Backward Class students to the courses covered under the Ordinance shall be followed.
6. Admissions of all students to all Post-Graduate courses shall be made only in accordance with provisions of this Ordinance.

Provided, the model rules regarding admissions for the courses covered under this Ordinance made by the Government of Maharashtra from time to time and adopted by the University authorities, shall prevail over this Ordinance.
7. The conditions of the eligibility for admissions to various academic courses shall be as prescribed by the University authorities from time to time.
8. Admissions shall be made only on the basis of competitive merit which shall be measured on the basis of marks obtained by the students in the qualifying examination.
9. In the merit list, priority shall be given to the students who have passed qualifying examination with the subject concerned at the principal level. For example, a student who has passed B.Sc. examination with Physics as a principal subject shall be given priority over others for admission to the course of M. Sc. Physics.

Provided, with prior approval of the Vice-Chancellor, Chairman of the Admission Committee concerned, may reserve certain number of seats for the students who have passed qualifying examination in subjects other than the subject, of the Course for which admission is sought.
10. Admissions of students shall be made on the basis of marks obtained by them in the subject concerned, in the third year and second year of the qualifying examination.

If two or more students seeking admission have obtained equal number of marks in the subject concerned, the student who has secured more marks in the aggregate in the final year of qualifying examination shall be given priority.
11. If the seats remain vacant after giving admissions to the students who have passed qualifying examination with the subject concerned at principal level, eligible students who have passed qualifying examination with the subject concerned at subsidiary level, shall be considered for admission to the post-graduate course concerned, on the basis of marks

obtained in the subject concerned at the S.Y. and T.Y. level. If still, seats remain vacant, other eligible students may be considered for the admission.

12. Notwithstanding anything contained in the Clauses above, it may be permissible to grant admissions to the students to the post-graduate courses run by the University Department/College/Institution on the basis of marks obtained by the students in the Entrance Test, provided such an Entrance Test is conducted with prior permission of the Vice-Chancellor. In such cases, equal weightage shall be given to the marks obtained in the Entrance Test and the qualifying examination. **But for the students belonging to the Reserved Category, there is no condition as regards the minimum percentage of marks required to be obtained in such an Entrance Test for the purpose of seeking admission to the Post-Graduate Courses run by the University Department/College/Institution. However, for the purpose of seeking admission to M.C.A. Course the students belonging to the Reserved Category are required to obtain minimum 30 % marks in such an Entrance Test. If the seats of the students belonging to Reserved Category remain vacant, the same shall be filled in by the students belonging to Reserved Category from other Universities within the State of Maharashtra.**

Provided, in case of Autonomous/Academically flexible University Departments, Autonomous College/ Institution, Interdisciplinary Schools where admissions are made on All India Basis, weightage of more than 50% to the Entrance Test marks may be given for admission with prior approval of the Vice-Chancellor.

Provided further, in case of students other than students of University of pune, marks obtained by them in the Entrance Test may only be considered, if such Test is held.

13. 10% seats of the total approved intake capacity shall be reserved for the students who have passed the qualifying examination of the University/Examining body other than the University of Pune. If the seats reserved for students outside the University of Pune remain vacant, the students of University of Pune may be admitted from the waiting list in such vacant seats or if the seats reserved for students of University of Pune remain vacant, the students other than students of University of Pune from waiting list may be admitted in such vacant seats.

Provided, if admissions to any course in the University Department/College/Institution are made through Entrance Test held on State/All India basis, the restrictions of 10% of the total intake capacity to be reserved for students of University other than University of Pune may not be applicable and all the students may be admitted on the basis of such Entrance Test marks only.

14. Notwithstanding anything contained in the above clauses, in case of COSIST Department/College/Institution, reservation of seats for the students of the University other than University of Pune shall be as per directions issued by the University Grants Commission from time to time.
15. Student may get his admission transferred from College to University Department or vice-versa or from one College to another college concerned, if both the Institutions concerned agree and if such transfer does not violate any rules/norms of the University.
16. The Vice-Chancellor may take decision, in consultation with Dean and Chairman of Board of Studies concerned to make centralized admissions in respect of any Post-graduate course/s. In case of centralized admissions, all admissions for such courses in the University Departments as well as post-graduate centers concerned, located in Colleges/Recognized Institutions shall be by made the Admission Committee. Details of the procedure shall be as approved by the Vice-Chancellor from time to time.
17. Constitution of the Admission Committees shall be as under:

Non-Centralized Admissions:

(a) For the University Departments

- (1) The Head of the Department concerned-Chairperson
- (2) Not more than two Professors in the Department nominated by the Vice-Chancellor.

- (3) One Reader nominated by the Department Committee.
 - (4) One Lecturer nominated by the Department Committee.
 - (5) One Teacher nominated by the Reservation Cell of the University.
 - (b) For the Affiliated Colleges and Recognized Institutions:
 - (1) Principal/Director- Chairperson concerned.
 - (2) Head of the Department the College/Institution concerned.
 - (3) Not more than three teachers in the Department nominated by the Principal/Director.
 - (4) One teacher belonging to reserved category to be nominated by the Principal/Director concerned.
- Centralized Admissions:
- (1) Head of the University Department concerned-Chairperson.
 - (2) Not more than five teachers of the University Departments concerned, nominated by the Vice-Chancellor
 - (3) Not more than five Head of the Departments of the concerned Post-Graduate Centres in the affiliated Colleges/Institutions, appointed by the Dean and Chairman of the Board of Studies concerned.
 - (4) One Teacher nominated by the Reservation Cell.
18. For the courses of interdisciplinary nature such as Environmental Science, where admissions are given from more than one discipline. distribution of the seats per discipline shall be in proportion with the number of applications received for each discipline.
19. The Vice-Chancellor/Principal/Director shall have discretion to grant admission, as a special case, to students participating at the National level/State level/University level/Sports/Cultural Competitions and also to the students who are physically handicapped or ward of transferred Government servant over and above sanctioned intake capacity. In any case, the number of such admissions for that course shall not be more than 5% of the sanctioned intake capacity of the Department/College/Institution concerned. Fraction to be rounded to the next digit.
20. If any difficulty arises in giving effect to provisions of this Ordinance, the Vice-Chancellor in consultation with the Dean of the faculty concerned, shall take decision for removing difficulty in the matter which shall not be inconsistent with the objects and purposes of this Ordinance and his decision shall be final.

P.U.P.—700-10-2002 (5833) [pc-5]

UNIVERSITY OF PUNE



Circular No 114 of 2002

CORRIGENDUM

It is hereby notified for the information of all concerned that the following Corrigendum is issued to the Circular No. 7 of 2002 dated 20.02.2002 relating to Ordinance Nos. 134 A and B, regarding revaluation of the Answer Books of the Theory Paper/s and Ordinance No. 149 regarding Verification of Marks.

In the said Circular on Page No.1, it is inadvertently mentioned that the said Ordinance shall come into force with effect from the examinations to be held in the first half of the academic year 2002 and onwards. However, the said Ordinance shall come into force with effect from the examinations to be held in April/May 2003 and onwards.

Ref No. Law/2002/159

Date: 23.04.2002

Sd/-

Registrar

Copy for information to:

1. The Principals of Affiliated Colleges.
2. The Heads of Recognized Institutions.
3. The Heads of University Departments.
4. The Heads of Sections in the University Office.

UNIVERSITY OF PUNE



CIRCULAR NO. 341 OF 2001

It is hereby notified for information of all concerned that the University authorities are pleased to pass new Ordinance No.182 relating to the Disaster Fund to be collected from the students of all University Departments, Affiliated Colleges and Recognised-Institutions and also from the external students seeking admission to various courses of the University.

The said Ordinance shall be come into force with effect from the academic year 2001-2002.

ORDINANCE NO 182:

Ordinance relating to the Disaster Fund to be collected from the students of all University Departments, Affiliated Colleges and Recognised institutions and also from the external students seeking admission various courses of the University:

- 1) Every University Department, Affiliated College and Recognised Institution shall collect Rs. 10/- as Disaster Fund, from each student, per annum at the time of admission to any course of study of the University, in addition to the existing fees prescribed by the University therefore, for the purpose of coping with the disaster which may happen in the country at any time.

The University shall collect Rs. 10/- as Disaster Fund from the external student seeking admission to various courses of the University, per annum, at the time of admission, in addition to the existing fees prescribed by the University therefore.

- 2) Each University Department, Affiliated College and Recognized Institution shall remit the amount collected from the students towards Disaster Fund, to the Registrar of the University, which shall be deposited by the University in a separate account as a fixed deposit,
- 3) The amount of interest accrued on the said amount of fixed deposit, shall be utilised by the University as follows:
 - i) To establish Disaster Management Cell and to organise Workshops for the purpose of imparting training to the teachers and students as regards management of disaster.
 - ii) To purchase necessary equipment and material required for the purpose of coping with the disaster.
- 4) The said Disaster Fund deposited in a separate account as a Fixed Deposit shall be utilised for the purpose of coping with the disaster only when any such situation arises.

Ref.No. Law/2001/624

Sd/-

Date: 28.12.2001

Registrar

Copy for information to:

1. The Principals of Affiliated Colleges.
2. The Heads of Recognized Institutions.
3. The Heads of University Departments.
4. The Heads of Sections in the University Office

UNIVERSITY OF PUNE



ESTATE MANAGEMENT ORDINANCE NO. 180

(This Ordinance has come into force w.e.f. 26.12.2001.)

UNIVERSITY OF PUNE



CIRCULAR NO. 14 OF 2002

It is hereby notified for the information of all concerned that the University authorities are pleased to pass the new Estate Management Ordinance No.180 regarding eviction of unauthorized occupants from the premises of the University. The said Ordinance has come into force w.e.f. 26.12.2001.

Ref.No.Law/2002/52
Date: 08.02.2002.

Sd/-
Registrar

ESTATE MANAGEMENT ORDINANCE NO.180

OBJECTS AND REASONS

It has been observed that, many residential quarters have not been vacated by the person/s who has/have retired from the services of the University or who has/have otherwise been dismissed and/or removed and/or whose services are otherwise terminated.

Deliberate attempts to insubordinate the University authorities and wrongfully retain/detain the property of the University, are observed on the part of the occupants of the premises given for residential purposes, for canteen, refectory, mess or stalls in the campus or the students hostels and even arrears or dues in respect of such premises are not being paid.

The property of the University, hence, is found to require proper, prompt and efficient management.

It has become necessary that this matter is urgently regulated by framing suitable Ordinance empowering the University authorities to pass orders and take action for possession of premises from such occupants.

The Management Council, therefore, taking into consideration the provisions of the Maharashtra Universities Act, 1994, in general, and Section 28(d), 53 (xiv), 54 and 110 in particular, hereby, frames this Estate Management Ordinance No.180.

1. Short Title and Commencement:

- (a) This Ordinance may be called the "Estate Management Ordinance No.180.
- (b) This Ordinance shall come into force with effect from _____

2. Definitions:

Unless the context otherwise requires,

- (a) "Executive Engineer" means any person occupying for the time being, the post of Executive Engineer of the University.
- (b) "Estate Manager (Civil)" means any person occupying for the time being, the post of Estate Manager (Civil) of the University.
- (c) "Occupant", means any person who is/has been at any given time, as an employee/officer/student/contractor of the University (and/or any of his family member(s) and/or his servant and/or any other person claiming through him,) is in possession and/or occupation of the "premises",
- (d) "Premises" means any property or part thereof, constructed or otherwise, including residential quarters, students hostel, refectory, canteen, mess, stall or such property, belonging to, owned by or otherwise sufficiently held by the University.
- (e) "Vice-Chancellor" means the Vice-Chancellor of the University of Pune as appointed and acting under the Maharashtra Universities Act, 1994.
- (f) Words and expressions used, but not defined in this Ordinance, shall have the meanings assigned to them in the Maharashtra Universities Act, 1994 or the Statutes, Ordinances or Rules and Regulations framed thereunder.

3 Eviction Order:

- (a) Subject to the provisions of Clause 4 and 5, the Vice-Chancellor shall pass the eviction order against the occupant on being satisfied of the existence of any one or more or all or partly of one and partly of the other, of the following circumstances:

The Occupant

- i. is no longer in the services or employment of the University due to any reason whatsoever, and/or,
- ii. is no longer the student of the University or is no longer pursuing the education in the University due to any reason whatsoever, and/or,
- iii. is undesirable in the premises due to non-observance of discipline, order and decency norms, and/or,
- iv. has committed breach of terms and conditions of the contract or grant under which he is occupying the premises or of the directions issued from time to time on behalf of the University, and/or,

- v. has failed for any reason, whatsoever, to pay to the University the arrears, dues fees, outstanding and/or other such levies in respect of the premises, and/or
- vi. is for such and other reasons, undesirable to continue with the possession or occupation of the premises,
- vii is, in the interest of the discipline, order or decency in the University, not desirable to continue in possession of the premises,

Provided, however, that the Vice-Chancellor, may in exceptional circumstances, on being satisfied of sufficient cause, and for the reasons to be recorded in writing, grant time, not exceeding two months in all, to such occupant to vacate such premises, provided such occupant pays all the dues, arrears and charges in respect of the said premises to the University.

4. Show Cause Notice:

- (1) Prior to passing of such Eviction order, the Registrar shall cause to issue a notice in writing calling upon the occupant of the premises concerned to show cause within 10 days of the receipt thereof why an order of eviction should not be made. The notice shall, as far as possible, be in conformity with the **Form No. A** prescribed hereto.
- (2) The show cause notice shall be served upon such occupant, simultaneously by Registered Post and Under Certificate of Posting or by having it affixed on the outer door or on some conspicuous part of the premises or in such other manner as may be prescribed or ordered by the Registrar, and thereupon the notice shall be deemed to have been duly served on the occupant concerned.

5. Proceedings:

- (1) The occupant, on service of such notice, shall be entitled to show cause in writing against his proposed eviction from the premises, within 10 days from the date of service of the show cause notice.
- (2) If after considering the cause shown by the occupant in pursuance of the show cause notice, the Vice-Chancellor is satisfied that the premises are in unauthorized occupation, he shall pass the order under Clause 3, which shall, as far as possible, be in conformity with the **Form B**, prescribed herewith.
- (3) The Registrar shall immediately communicate the decision of the Vice-Chancellor to the occupant simultaneously by Registered Post and Under Certificate of Posting or in such other manner as may be prescribed or ordered by the Vice-Chancellor.
- (4) A copy of such decision of the Vice-Chancellor shall also be sent to the Executive Engineer/Estate Manager (Civil), who shall within 10 days from the issuance thereof, take all necessary action to execute the order, and send the compliance report thereof, to the Vice-Chancellor.

6. Action on Eviction Order:

- (1) The occupant, on receipt of the eviction order, shall vacate the premises and hand over possession thereof, to the Executive Engineer/Estate Manager (Civil), or to any other officer nominated by the Registrar for the purpose.
- (2) On failure on the part of the occupant to comply with the said order of eviction, the Executive Engineer/Estate Manager (Civil) or the Officer nominated by the Registrar, shall evict the

occupant from and take possession of the premises from the occupant in presence of any two employees of the University not below the rank of Class-II and may use such force as may be necessary for that purpose.

- (3) The Executive Engineer/Estate Manager (Civil) shall have, in such cases, power to seek police help, by sending the prior intimation thereof, as far as possible in conformity with **Form C** prescribed herewith.
- (4) The Executive Engineer/Estate Manager (Civil) shall also have power to remove the goods and material lying in such premises.
- (5) The Executive Engineer/Estate Manager (Civil) shall also have power to seize and seal the goods and material lying in such premises by drawing the list thereof, in presence of any two employees of the University not below the rank of Class-II. The list shall, as far as possible, be in conformity with the **Form D** prescribed herewith. The occupant, in such case, shall be entitled to a copy of such list.

7. Power to remove unauthorized constructions, etc.

(1) No person shall-

- (a) erect or place or raise any building or any movable or immovable structure or fixture, or
- (b) display or spread any goods, or
- (c) bring or keep any cattle or other animal

on, or against, or in front of, the premises except in accordance with the authority under which he was allowed to occupy such premises.

- A(2) Where any building or other immovable structure or fixture has been created, placed or raised on the premises in contravention of the provision of sub-clause (1) the registrar shall serve upon the person erecting such building or other structure or fixture, a notice requiring him either to remove, or to show cause why he shall not remove such building or other structure or fixture from the premises within such period, not being less than seven days, as he may specify in the notice; and on the omission or refusal of such person either to show cause, or to remove such building or other structure or fixture from the premises, or where the cause shown is not in the opinion of the Registrar sufficient, the Registrar may, by order, direct the Executive Engineer/Estate Manager (Civil) to remove or cause to be removed, the building or other structure or fixture from the premises.
- (3) Where any movable structure or fixture has been erected, placed or raised, or any goods have been displayed or spread, or any cattle or other animal has been brought or kept, on the premises in contravention of the provisions of sub-clause (1) by any person, the Registrar may, by order, direct the Executive Engineer/Estate Manager (Civil) to remove or cause to be removed, without notice, such structure, fixture, goods, cattle or other animal, as the case may be, from the premises.
 - (4) The Executive Engineer/Estate Manager (Civil) may use such force as may be necessary for the purpose of removing unauthorized constructions created, placed or raised in contravention of sub-clause (1). The Executive Engineer/Estate Manager (Civil) shall have, in such cases, power to seek police help, by sending the prior intimation thereof, as far as possible in conformity with **Form E**, prescribed herewith.

8. Committee:

- (1) There shall be a committee called Estate Management Committee, comprising Vice-Chancellor, Pro-Vice-Chancellor, two members of the Management Council nominated by the Vice-Chancellor, Registrar, Executive Engineer, Estate Manager (Civil), Deputy Registrar-

Administration (Non-Teaching), Deputy Registrar- (Reservation), and the Law Officer, which shall be headed by the Vice-Chancellor and, in his absence by the Pro-Vice-Chancellor.

- (2) The Registrar shall convene the meeting of the committee as often as may be required.
- (3) The Committee shall be entitled to take periodical stock of the property of the University and the management thereof. The Committee shall be entitled to lay down the guidelines as regards terms and conditions of grant of premises to occupants, its charges, fees, expenses towards the same, or regarding penalties, deposits, assurance etc.

9. Miscellaneous:

- (1) The Vice-Chancellor shall also have powers to pass all such ancillary and incidental orders and directions, as may be necessary to realize and attain the purpose of this Ordinance.
- (2) The Vice-Chancellor shall also have power to appoint any employee of the University to assist the Vice-Chancellor to discharge the functions under this Ordinance.
- (3) The Vice-Chancellor shall also have power to delegate his powers under any or all of the provisions of this Ordinance to any Officer of the University, not below the rank of the Registrar.

FORM A

(Notice under Clause 4 (1) of the Estate Management Ordinance No.180.)

To

Shri./Smt.

You are in unauthorized occupation of the premises mentioned in the Schedule below in view of the ground/s specified as under:

GROUNDS

Therefore, in pursuance of sub-clause (1) of Clause 4 of the Estate Management Ordinance No.180, I hereby call upon you to show cause within 10 days from the receipt hereof why an order of eviction should not be made.

SCHEDULE

Date:

Signature and Seal of the Registrar

FORM B

(Order under Clause 3 and Clause 5(2) of the Estate Management Ordinance No.180)

WHEREAS a show cause notice dated _____ was served upon you calling upon you to show cause against your proposed eviction from the premises specified in the Schedule below.

AND WHEREAS you have replied the said notice.

OR

AND WHEREAS you have replied to the said notice and I, the undersigned, have carefully perused and considered the same.

AND WHEREAS I am satisfied, for the reasons below, that Shri/Smt _____ is
in unauthorized occupation of the premises specified in the Schedule below

:

REASONS

Now, therefore, in exercise of the powers conferred on me under Clause 3 and Clause 5(2) of the Estate Management Ordinance No.180, I hereby order the said Shri/Smt. and all persons who may in occupation of the said premises or any part thereof to vacate the said premise within 15 days pf the date of receipt of this order. In the event of refusal or failure to comply with this order within the period specified above, the said Shri/Smt. and all other persons, concerned are liable to be evicted from the said premise, if necessary, by the use of such force as may be necessary.

SCHEDULE

Date:

Signature and Seal of the Vice-Chancellor

FORM C

Intimation to the Police

(Under Clause 6(3) of the Estate Management Ordinance No.180)

The Sub-Inspector,

In-Charge,

Poona Gate Police Chowky,

Pune.

Sir,

Shri/Smt. _____ (Name of the Occupant) was allotted with _____ No. _____
allowed to occupy the Premises (Description). An Eviction Order under the Estate Management
Ordinance No.180 of the University has been passed against him/her
on _____ However, he/she has failed/refused to vacate the said premises.

Therefore, the University authorities have decided to evict the occupant from and take possession
of the said premises and have authorized me, the undersigned, to take necessary action in this behalf.

You are, therefore, requested to extend to me police help for the said purpose on
(date and time) so that no untoward incident or law and other problem shall arise while taking
possession of the said _____ No. _____ .

Thanking you,

Yours faithfully

Executive Engineer/Estate Manager (Civil)

FORM D

(Under Clause 6(5) of the Estate Management Ordinance No.180)

WHEREAS Shri./Smt. _____ (name of the Occupant) was allotted with a

_____ No. _____ and was allowed to occupy the premises (Description) which he/she has not vacated even after an Eviction Order dated _____ was passed against him/her.

The University authorities have taken the possession of the said premises and have ceased and sealed the goods and materials lying in such premises on this _____ day of _____ .The list of the goods and materials so ceased and sealed is as under:

Sr.No	Description of Goods/Material	Quality
1)		
2)		

In presence of

Executive Engineer/Estate Manager (Civil)

FORM E

Intimation to the Police

(Under Clause 7 (4) of the Estate Managemant Ordinance No.180)

The Sub-Inspector,

In-Charge,

Poona Gate Police Chowky, Pune.

Sir,

Shri/Smt. _____ (Name of the Occupant) was allotted with _____ No. _____
and was allowed to occupy the Premises (Description). The said Shri/Smt _____

has erected, placed or raised a building/movable/immovable structure/fixture

or

has brought/kept cattle/other animal in the premises, in contravention of provisions of sub-clause (1) of clause 7 of the Estate Management Ordinance No.180.

A Notice under the Estate Management Ordinance No.180 of the University has been issued to him/her on _____ asking him/her to remove such building/fixture/goods/ cattle/
other animal. However, he/she has failed/refused to remove the same from the said premises.

Therefore, the University authorities have decided to remove the said building/structure/fixture/goods/cattle/other animal from the said premises and have authorized me, the undersigned, to take necessary action in this behalf.

You are, therefore, requested to extend to me police help for the said purpose on (date and time) so that no untoward incident or Law and other problem shall

arise while removing the said building/structure/fixture/goods/cattle/other animal from the said premises

.

Thanking you,

Yours faithfully,

Executive Engineer/Estate Manager (Civil)

UNIVERSITY OF PUNE



CIRCULAR NO. 17 OF 2000

It is hereby notified for information of all concerned that the University authorities are pleased to revise Ordinance Nos. 105 & 106 regarding Ceremonial Dress.

This amendment to Ordinance shall come into force w.e.f. 15.11.1999.

ORDINANCE NO.105:

Ceremonial Dress:

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Chancellor:

Gown-Maroon (Bright Red) silk having University monogram embroidered on it.

Length-upto calves and full sleeves.

Collar-Light Maroon.

Head Gear-Pagadi-Maroon (Bright Red)

2) Vice-Chancellor:

Gown Maroon (Bright Red) silk having University monogram embroidered on it.

Length-upto calves and full sleeves.

Collar-Light Maroon.

Head Gear-Pagadi-Maroon (Bright Red)

3) Pro-Vice-Chancellor:

Gown-Maroon (Bright Red) silk having University monogram embroidered on it.

Length-upto calves and full sleeves

Collar-Light Maroon

Head Gear-Pagadi-Maroon (Bright Red)

4) Registrar:

Gown-Maroon (Bright Red) silk having University monogram embroidered on it.

Length—upto calves and full sleeves

Collar-Light Maroon

Head gear-Pagadi-Maroon (Bright Red)

5) Chief Guest:

Gown-Maroon (Bright Red) silk having University monogram embroidered on it.

Length-upto calves and full sleeves.

Collar-Light Maroon

Head Gear-Pagadi-Maroon (Bright Red)

6) Members of the Senate, Management Council, Academic Council:

Gown-Orange (Blackish Shade) silk having University monogram screen printed on it.

Length-upto calves & full sleeves.

Collar-Light Orange

Head Gear-Orange (Blackish Shade) (Cap).

7) Deans of the Faculties:

Gown-Dark Orange (Bright Shade) silk having university monogram screen printed on it.

Length-upto calves & full sleeves

Collar-Colour as per faculty concerned

Head Gear-Dark Orange (Bright Shade) (Cap)

8) Graduates:

Gown-Dark Maroon silk having University monogram screen printed on it.

Length-up to calves and full sleeves.

Collar: Colour of the Collars for graduates in different faculties:–

Faculties	Colour
1. (a) Arts	Pink
(b) Fine Arts and Music	
2. Mental, moral and Social Sciences	Deep Blue
3. Science	Yellow
4. Law	Chocolate
5. Medicine	Scarlet Red
6. Engineering	Orange
7. Ayurvedic Medicine	Crimson
8. Commerce	Light Blue
9. Education	Violet
10. Management	Light green
11. Pharmacy	Green
12. Homeopathy	Rose
13. Physical education	Light yellow

Head Gear: Dark Maroon (Cap)

Ceremonial Dress:

1) Male Graduates:

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2) Female Graduates:

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ORDINANCE NO.106

Other members shall wear the Gowns.

Ref.No.Law/2000/113

Date: 18.02.2000

Sd/-

Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of all Recognized Institutions
- 3) The Heads of University Departments

4) The Heads of Sections in the University Office

UNIVERSITY OF POONA

Ordinance 169: Fees for New Affiliation, Continuation, Extension, Permanent Affiliation for Colleges

The application form for new affiliation, continuation of affiliation, extension of affiliation or permanent affiliation shall be submitted to the Registrar in the prescribed form accompanied by affiliation fees as prescribed below:

S. No.	Particulars	New Affiliation (in Rs.)	Continuation of Affiliation (in Rs.)	Extension of Affiliation (in Rs.)	Permanent Affiliation (in Rs.)
1.	Arts and/or Commerce	15,000/-	1,000/- per subject	2,000/- per subject	10,000/-
2.	Science	20,000/-	1,000/- per subject	2,000/- per subject	10,000/-
3.	Arts, Science and Commerce	25,000/-	1,000/- per subject	2,000/- per subject	15,000/-
4.	Education (including B.Ph. Ed.)	50,000/-	10,000/-	-----	25,000/-
5.	Engineering	10,00,000/-	10,000/- per Branch	10,000/- (For Natural Growth) 25,000/- (For New Branch)	2,00,000/-
6.	Architecture (Including Printing Engg. etc.)	50,000/-	15,000/- per Branch	5,000/- (For Natural Growth) 10,000/-	50,000/-

S. No.	Particulars	New Affiliation (in Rs.)	Continuation of Affiliation (in Rs.)	Extension of Affiliation (in Rs.)	Permanent Affiliation (in Rs.)
---------------	--------------------	---	---	--	---

(For New
Branch)

7.	Pharmacy	50,000/-	10,000/- per Branch	10,000/- (For Natural Growth)	50,000/-
8.	Law (Three-Year and Five- Year course)	20,000/-	5,000/-	5,000/- (For Natural Growth)	15,000/-
9.	Medicine	1,00,000/-	50,000/-	25,000/- (For Natural Growth) 30,000/- (For New Branch)	3,00,000/-
10.	Dentistry	50,000/-	25,000/-	25,000/- (For Natural Growth)	50,000/-
11.	Ayurvedic	75,000/-	20,000/-	25,000/- (For Natural Growth)	75,000/-
12.	Homoeopathic	75,000/-	20,000/-	25,000/- (For Natural Growth)	75,000/-
13.	Nursing	75,000/-	20,000/-	25,000/- (For Natural Growth)	75,000/-

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4.**

Kindly refer to this office circular No. mentioned above regarding Ordinance No. 176 for fees of Continuation of Recognition for teaching Courses shown on page 15 in column (3). Fees be read as under:

Ordinance No.	New Recognition for starting courses	Continuation of Recognition for teaching courses
176	(B) For Professional Courses	RS.15,000/- (Each Course) (Please read the corrected amount as Rs.15,000/- instead of Rs.1,500/-)

Corrected copy enclosed for ready reference.

Ganeshkhind, Pune 411 007.
Ref. No. Law/263/1994.
Dated 27.04.1994.

Subhaschandra Bhosale
Registrar

Copy f.w.cs. for information and necessary action to the:

1. Principals of all affiliated colleges.
2. Heads of all recognised institutions.

Copy f.w.cs. for information to the:

1. Secretary, Higher & Technical Education and Employment Department, Government of Maharashtra, Mantralaya, Annexe, Bombay-400 032.
2. Director of Higher Education, Govt. of Maharashtra, Central Building, Pune-411 001.
3. Director, College Development Council, University of Poona, Pune-411 007.
4. Administrative Officer, Higher Education (Grants), Govt. of Maharashtra, Central Building, Pune-411 001.
5. Administrative Officer, Higher Education (Grants), Govt. of Maharashtra, Nasik Division, Nasik.
6. Finance Officer, University of Poona, Pune-411 007.
7. Deputy Registrar (Exams.-1,2,3, and 4), University of Poona, Pune-411 007.
8. Deputy Registrar (Admissions), University of Poona, Pune-411 007.
9. Asstt. Registrar, Records and Meetings, University of Poona, Pune-411 007.
10. E.A. to the Hon'ble Vice-Chancellor, University of Poona, Pune-411 007.
11. P.A. to the Hon'ble Pro Vice-Chancellor, University of Poona, Pune-411 007.
12. P.A. to Registrar, University of Poona, Pune-411 007.

Recognition of Institution

Ordinance 176:

- (1) The Management shall submit an application in the prescribed form for Recognition of the Institution as Research Institute or an Institution of specialised Studies, other than the college and

for Continuation of Recognition or Extension of Recognition under Section 46 of the University Act. The application shall be submitted on or before the dates indicated in clause 2 below and shall be accompanied by the Recognition Fees as prescribed in clause 3.

(2) Date of Application:

New Recognition of the Institution	Continuation of Recognition	Extension of Recognition	Permanent Recognition
30th November (The applications should reach on or before 30th November of the preceding year)	31st July (The applications should reach on or before 31st July of the preceding year)	31st July (The applications should reach on or before 31st July of the preceding year)	31st July (The applications should reach on or before 31st July of the preceding year)

(3) Fees:

New Recognition for starting courses	Fees (in Rs.)	Continuation of Recognition for teaching courses	Extension of Recognition for conducting Research and for Specialised course	Permanent Recognition
(A) For Research only	15,000/-	Rs. 5,000/-	--	Rs.10,000/-
(B) For Professional courses	50,000/-	Rs. 15,000/- (each course)	Rs. 10,000/- (each course)	Rs.25,000/-
(C) For Non-professional diploma courses	10,000/-	Rs. 5,000/- (each course)	--	Rs.10,000/-
(D) For Professional Diploma course	25,000/-	Rs. 10,000/-	--	Rs.15,000/-
(E) For Certificate course	10,000/-	Rs. 1000/- (each course)	--	Rs.10,000/-

(4) Annual Recognition Fee:

Every Recognized Institution shall pay to the University Annual Recognition fees at the rates prescribed below:

a. Recognized Institutions for professional studies ... **Rs. 10,000/-**

b.	Recognized Institutions for Non-Professional studies including Research Institutions	...	Rs.	2,000/-
c.	Recognized Institutions for teaching Certificate courses and Non-professional diplomas	...	Rs.	1,000/-

- (5)**
- (i) Institutions desiring to start Special study/Diploma course shall submit separate application with the required fees for each application (in duplicate).
 - (ii) In respect of the last date the provisions of the Ordinance 170(3) shall apply.
 - (iii) Incomplete applications and the applications received late shall not be entertained.
 - (iv) Late application for continuation and extension will be accepted on or before **14th August** of the preceding year along with the late fees of **Rs.500/-**.
 - (v) Application for permission to increase the number of students to be admitted to a class or for opening an additional division the fee shall be charged as per rates prescribed for the colleges.
 - (vi) The fees once paid are not refundable.

Ordinance 177: Recognition of Laboratories/Research Centres:

- 1) Application in the prescribed form from the Research Centre/Laboratory of the Affiliated Colleges for carrying out Research shall be sent to the Registrar on or before **31st August** every year, subject to Ordinance 170(3).
 - 2) The fee of **Rs. 5,000/-** shall be remitted by Demand Draft along with application form.
 - 3) Late fee of **Rs. 500/-** shall be charged if the application is received up to **30th September** every year.
 - 4) Incomplete application and the applications received without fees, shall not be considered.
 - 5) The Annual Affiliation Fee for the Research Centre/Laboratory shall be **Rs. 2,000/-**. The amount of Annual Affiliation Fees shall be paid to the University on or before **31st August** of every year. The payment of these fees shall be paid by the Demand Draft drawn in favour of the Registrar, University or Poona, Pune-411 007.
 - 6) The fees shall not be refunded on any account.
-

Composed at DTP/Computer Cell, University of Poona

Printed at Poona University Press

[DTP-4-94 (1 to
16)]

[P.U.P.-600-4-94
(68)]

UNIVERSITY OF PUNE



CIRCULAR NO 370 OF 1999

It is hereby notified for the information of all concerned that the University authorities are pleased to amend Ordinance No.139-A whereby the date of enforcement of the said Ordinance is changed. The said Ordinance shall be applicable to the examinations held in March, 1994 and onwards.

ORDINANCE NO.139-A:

Notwithstanding anything contained in the Ordinance from 136 to 138, a candidate may waive the benefits contained therein as follows:

- 1) If a student is declared to have passed in the University examination with benefits contained in Ordinance Nos. 136 to 138, he may submit an application in the prescribed form within 45 clear days from the date of declaration of result of his examination in the University along with the copy of statement of marks and with the fee of Rs. 50/- requesting to declare his result without benefits provided in Ordinance No. 136 to 138.

2) The University may declare the result accordingly which shall be final and no change therein shall be permitted thereafter.

This Ordinance shall be applicable to the examinations held in **March 1994 and onwards.**

Ref.No.Law/99/652
Date: 22.11.1999

Sd/-
Registrar

Copy /for information to:

- 1) The Principals of Affiliated Colleges.
- 2) The Heads of all Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 251 OF 1998

It is hereby notified for the information of all concerned that the University authorities have been pleased to pass new Ordinance No. 159-B relating to the fees to be charged from students towards promotion of Inter-University Sports and Cultural Activities.

ORDINANCE NO. 159-B:

Ordinance relating to the fees to be charged from students towards promotion of Inter-University Sports and Cultural Activities.

Every College shall charge a fee of Rs.10/- from each student per annum at the time of admission to any of the courses of study of this University, in addition to the existing fees prescribed by the University therefore, towards promotion of Inter-University Sports and Cultural Activities.

The fee shall be utilised thus:

- 1) Rs.3/- per student per year for the Inter-University Sports Meet.
- 2) Rs.2/- per student per year for cultural activities at the University level.
- 3) Rs.5/- per student per year for environment building (sports infrastructure development) at the college level.

Every affiliated college shall remit to the Registrar of the University 50% of the fees as prescribed above and shall retain the remaining 50% amount which shall be earmarked separately for being utilised solely for the purpose of environment building at the college level.

The Universities shall give their share of Rs.3/- per student to the University which is to conduct the Inter-University Sports Meet during a particular year.

The above Ordinance shall come into force with effect from the admissions to be made from the academic year 1998-99.

Ref.No.Law/98/460
Date: 10.09.1998

Sd/-
Registrar

Copy for information to:

- 1) The Principals of all Affiliated Colleges

- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 371 OF 1993.

It is hereby notified for the information of all concerned that the University authorities have passed a new Ordinance No. 135-A concerning grace marks for all the University Examinations.

The Ordinance shall be applicable to the examination held in October/November 1993 and onwards.

The University authorities have also decided to delete the Ordinance No. 139 which was applicable to the examinations in the Medical Faculty and as such other Ordinances of condonation i.e. 0.137 & 0.138 are applicable to these examinations also.

The new Ordinance No. 135-A shall read as follows:

“Ordinance No. 135-A:

Notwithstanding anything contained in the Ordinances Nos. 135 to 138, the examinee shall be given grace marks only for passing in each Head of Passing (Theory/Practical/Oral) (External/Internal) as follow:

<u>Head of Passing</u>	<u>Grace Marks upto</u>
Upto-50	2
51-100	3
101-150	4
151-200	6
201-250	8
251-300	9

301–350	11
351–400	12

and so on in the same ratio.

Note :

- 1) O.140 will not be given effect while applying O.135–A
- 2) Grace marks given in the Head of Passing under this Ordinance will be added in the marks obtained and accordingly reflected in the result ledger and statement of marks.”

CLARIFICATION :

It may be clarified that the marks obtained by a candidate in a head of passing will be reflected on the result sheet as well as statement of marks after gracing of marks as mentioned in the Ordinance, i.e. if a candidate has obtained 94 marks out of 200 marks, he will be given 6 grace marks i.e. $94+6=100$ and the 100 marks will be shown in the result ledger as well as in the statement of marks under the particular head of passing, where the Standard of Passing is prescribed as 50% in a head of passing.

GANESHKHIND
PUNE-411 007
Ref. No. Law/93/742
Date : 27.11.1993

Sd/-
REGISTRAR

Copy for information to :

- (1) The Principals of Constituent/Affiliated Colleges
- (2) The Heads of Recognised Institutions
- (3) The Heads of University Departments
- (4) The Heads of Sections in the University Office.

(New Ordinance Passed by Academic Council on 30/31.08.1993 and by the Executive Council on 9.9.1993)

UNIVERSITY OF PUNE



Circular No. 186 of 1995-96

It is hereby notified for the information of all concerned that the University authorities have passed new Ordinance No. 179.

ORDINANCE No. 179:

Penalties/Fines for Violating the Conditions of Affiliation/Recognition

1. Any affiliated college(s) or recognised institution(s) violating the conditions of affiliation/recognition or any of the directives issued by the University authorities in accordance with the Act, Statutes, Ordinances, Rules or Regulations or failing to comply with and/or abide by any of such directives and or acting in the manner prejudicial to the interests of the University and/or causing action detrimental to the educational standards of the University; bodies/person(s) in charge of and responsible to in respect of affiliated college/recognised institution as the case may be shall be liable for the penalty(ies) and/or fine(s) as may be imposed from time to time by the University specified in the following provisions.

2. Competent Authority:

The Management Council shall be the competent authority to take disciplinary action(s) against delinquent affiliated college/recognised institution as the case may be.

3. Violation of Conditions:

Affiliated college/recognised institution or the Management thereof, as the case may be, shall be deemed to have violated the conditions of affiliation/recognition, if it

- (a) fails to comply with the directives of the University or acts in a manner prejudicial to the interest of the University and or acts detrimental to the educational standards;
- (b) Starts the course without prior proper permission of the Government. Statutory competent authority of the Central or of the State and or of the University as may be required by the conditions of affiliation/recognition;
- (c) starts additional division(s) without prior proper permission of the Government, Statutory competent authority of the Central or of the State and or of the University as may be required by the conditions of affiliation/recognition;
- (d) neglects to comply with the specific directives of the University issued from time to time or neglects to appoint adequate number of teaching and non-teaching employees;
- (e) neglects to make special efforts to recruit the teaching and non-teaching staff as per reservation policy of the Government and/or of the University;
- (f) allows un-approved teacher(s) and ineligible person(s) to be employed and/or to teach the course(s);
- (g) admits the students in excess of the strength permitted and/or violates the rules or regulations of admissions framed by the Government and/or the Statutory competent authority of the Central or of the State and/or the University from time to time;
- (h) neglects to scrutinise and correct, if necessary, the eligibility form examination forms or any other relevant document(s) before submitting it(them) to the University;
- (j) submits the eligibility forms, examination forms or any other forms beyond the date prescribed;
- (k) neglects to take due care to maintain peaceful and proper atmosphere during the conduct of examination(s);
- (m) permits and/or encourages directly or indirectly mal-practices in the conduct of College or University examination(s);

- (n) neglects to exercise due care in the smooth, proper and strict conduct of the examination(s), leading to the instances of the mal-practices or adoption of unfair-means at the centre(s) of the College/Institution;
- (o) neglects to take appropriate disciplinary action as directed by the University against the Principal/Director/Teacher(s) or other employee(s) in the ligh of the Statutes or other relevant provisions therefor;
- (p) neglects to execute or implement orders issued by the University College Tribunal appropriately, promptly and in the letter and spirits of the orders
- (q) commits any other act that, in the opinion of the Management Council, is an act violating the conditions of affiliation/recognition and other rules or orders of the University

4. *Penalties and Fines:*

whenever the Management Council is satisfied that the affiliated college/recognised institution or the management thereof as the case may be has violated any of the conditions of affiliation/recognition specified in the preceding clauses it may without prejudice to any other clause, impose and/or levy any of the following penalties and/or fines, as it may deem appropriate:

- (a) A fine upto Rs. One Lakh per course, started without the prior permission of the Government, Statutory competent authority of the central or of the State and or of the University; in addition to the fine of the amount of annual tuition fees as in clause(c) below per student admitted for such unauthorized course(s);

Provided, however that the affiliated college/recognised institution shall not be under any circumstances permitted to continue that course beyond the respective academic year.

Provided, further that the student(s) admitted to such course in the particular year would be regularized as against the number of student(s) for the regular course in the subsequent year(s) as prescribed in clause (g) below.

- (b) A fine up to Rs. One Lakh per division, for starting the division(s) without the prior proper permission of the Government, Statutory competent authority and of the University: in addition to the fine of the amount of annual tuition fees as in c1ause(c) below per student admitted for such unauthorized division;

Provided, however that the additional division(s) started without the prior proper permission as above shall not be permitted to be continued in the subsequent academic year.

Provided further that the student(s) admitted to such division(s) in the particular year would be regularized as against the number of student (s) for the division(s) in the subsequent year(s) as prescribed in clause (g) below.

- (c) A fine not less than the amount of annual tuition fees and not more than five times the annual tuition fees per student, for students admitted in excess of the permitted strength or for admitting students in violation of the rules of admission.

- (d) For the violation of any of the sub-clauses enumerated in (b), (k), (m), (n) of the preceding clause No. (3) the Management Council may discontinue centre for conducting the examination(s) and also impose appropriate fine on the college/institution.
- (e) For the violation of any of the sub-clauses enumerated in (d), (e), (f) of the preceding clause No. (3) the Management Council may impose a fine commensurate with the gravity of the offence.
- (f) For the violation of the sub-clause (j) of the preceding clause No.(3) the University may refuse to accept the eligibility forms, examinations forms and/or any other forms for which the time-limit is prescribed the University may not allow such student(s) to attend the class and or to appear at examination.

Provided, however in case the Vice-Chancellor is satisfied with the merits of the case, the time-limit may be relaxed, however in such case(s) the fine upto Rs.1,000/-per student may be imposed.

- (g) In addition to any or all of the above mentioned penalties and fines, the Management Council may impose on the affiliated college/recognised institution /management thereof as the case may be, a condition of reduction in the strength in the course(s)/division(s)/student(s) for the subsequent year(s), not more than number of course(s)/division(s)/student(s) admitted in excess of the permitted strength for that academic year;
- (h) In addition to any or all of the penalties and fines prescribed above, the Management Council may also require the affiliated college/recognised institution or the management thereof as the case may be to prohibit such students from completing the respective course(s).
- (j) In addition to any or all of the penalties and/or fines prescribed, the Management Council may withdraw the affiliation of the college/recognised institution as the case may be
- (k) The Management Council may impose any other punitive action as it deem fit.

5. Procedure:

- (a) Upon receipt of a complaint, or suo-moto, if the Management Council is prima-facie satisfied that the affiliated college/recognised institution or the Management thereof as the case may be has committed violation of any of the conditions prescribed and attracts penalties or fines prescribed in the preceding clauses;
- (b) The Registrar shall issue a show-cause notice including charges/allegations to the delinquent college/institution or the Management thereof as the case may be, indicating alleged act(s) or violating conditions of affiliation/recognition and require the college/institution or the Management thereof as the case may be to submit written explanation to the Registrar within 15 days of issue of such statement.
- (c) In case the college/institution or the management thereof as the case may be fails to submit the written explanation to the Registrar within the time-limit of 15 days or admits the charge(s), the Registrar shall submit his report to the Management Council for deciding the quantum and penalties/fines on the delinquent college/recognised institution or the management as per the provisions of the preceding clauses.

- (d) If the college/institution or the management thereof as the case may be does not admit the charge(s), the Management Council shall appoint an Enquiry Committee.
- (e) The Enquiry Committee shall offer reasonable opportunity to the University, and to the delinquent college/institution or the management thereof as the case may be to present their respective claims, with or without oral and/or documentary evidence. The Enquiry Committee shall record without prejudice the findings on each and such charge(s) and shall also record the reasons for such finding and submit the report to the Management Council, within a period of six weeks from completion of the enquiry.
- (f) The Management Council on the basis of the findings of the Enquiry Committee shall decide to impose any or all or the penalties and fines prescribed in clause(4) as it may deem fit.
- (g) Upon the Management Council deciding the quantum of penalties/fines as per preceding clauses the Registrar shall issue the delinquent college/ institution or the Management thereof as the case may be a final show cause notice as to why penalty (ies) and or fine(s) as decided by the Management Council be not imposed on it (them) The Registrar shall provide a period of 15 days for showing cause thereon.

On receipt of the explanation and or in absence thereof the Registrar shall submit the case to the Vice-Chancellor who shall decide after consideration of the causes shown by the delinquent college/institution or the management thereof as the case may be, of quantum punishments to be imposed. In case the Vice-Chancellor is of the opinion that the delinquent college/institution or the management thereof as the case may be exonerated or exempted of any of the penalties and/or fines he may submit the matter to the Management Council for its consideration. Registrar to inform final order.

6. Fulfillment:

Fulfillment of the penalty and/or payment of the fine, as prescribed in the earlier clause (s) do(es) not imply and/or construe in any event that the irregularity (irregularities) committed by the delinquent college/institution or the management thereof as the case may be is (are) regularised or waived.

Ordinance No.179 has come into force w.e.f. 22.07.1994.

Sd/-

Ganeshkhind,
Pune-411007
Ref. No. Law/95/499
Date: 08.08.1995.

Subhaschandra Bhosale
Registrar

Copy for information and further necessary action to:

- (1) The Principals of all Affiliated Colleges.
- (2) The Heads of all Recognised Institutions.

Copy for information to:

- (1) The Secretary, Dept. of Higher and Technical Education and Employment, Govt. of Maharashtra, Mantralaya, Bombay 32.
- (2) The Deans of all Faculties, University of Pune.
- (3) The Member of Management Council. University of Pune.
- (4) The Heads of all the University Post-Graduate Departments.
- (5) The Director of Medical Education Maharashtra State, Bombay,
- (6) The Director of Technical Education Maharashtra State, Bombay.

- (7) The Director of Higher Education, Maharashtra State, Central Bldg., Pune 411001.
- (8) The Director, Board of College and University Development, University of Pune.
- (9) The Joint Director, Higher Education, Central Bldg., Pune 411001.
- (10) The Controller of Examinations, University of Pune.
- (11) The Finance and Accounts Officer, University of Pune.
- (12) The Director of Students' Welfare, University of Pune.
- (13) The Deputy Registrars of all Sections in the University Office.
- (14) The Administrative Officer, Higher Education. Central Bldg., Pune 411001
(Pune/Nashik Region.)
- (15) Executive Assistant to the Vice-Chancellor.
- (16) P.A. to Pro Vice-Chancellor
- (17) P.A. to Registrar.

UNIVERSITY OF PUNE



CIRCULAR NO. 96 OF 1995

It is hereby notified for the information of all concerned that the University authorities have passed amendment to ordinance No.136.

The amendment to ordinance shall be applicable to the examinations held in April/May 1994 and onwards.

Ordinance No.136:- Grace Marks for Getting Higher Class

A candidate who passes in all the subjects and heads of passing in the examination and whose total number of marks falls short for getting Second Class or Higher Second Class (55%marks) or first class or First Class with Distinction or (next) final grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks whichever is less shall be given the required marks to get next higher class/grade.

Provided that benefit of above mentioned grace marks shall given if a candidate fails to secure necessary passing marks in the head of passing under aggregate number of marks of all the subjects, if such head of passing is provided for concerned examination.

Provided further that benefit of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision for award of class has been prescribed.

Ganeshkhind, }
Pune 411 007 }
Ref.No. Law/95/168 }
Date: 28.03.1995 }

Sd/-
Registrar

Copy for information to:-

- (1) The Principals of Constituent/Affiliated Colleges
- (2) The Heads of Recognised Institutions
- (3) The Heads of University Departments
- (4) The Heads of Sections in the. University Office.

UNIVERSITY OF POONA



CIRCULAR NO 301 OF 1994

It is hereby notified for information of all concerned that amendments to Ordinances No.102, 103, 104 & 141 as mentioned hereinunder have come into force.

Ordinance No.141 is deleted w.e.f. 30.03.1994 for the reasons that provisions has become redundant in the light of Ordinance 135-A.

After amendment Ordinances No. 102, 103 and /104 will read as under:-

Ordinance No.102:-

The fee for any certificate not provide for in any of the Ordinance is Rs.25/- (Rs. Twenty Five). For all duplicate copies of certificates of eligibility and duplicate degree certificate, not provided for in the ordinance a fee shall be charged Rs.100/ (Rs. One Hundred only) per duplicate copy.

This amendment to Ordinance has come into force w.e.f. 16.05.1994.

Ordinance No 103:-

The fee paid by a person for obtaining a certificate shall not be refundable if the amount of the fee is less than Rs.25/- (Rs. Twenty Five). In case the amount is Rs.25/- (Twenty Five) or more, half the fee shall be refunded if certificate is not issued.

This amendment to Ordinance has come into force w.e.f. 16.05.1994.

Ordinance No.104

A person who passes the examination on for a Degree or Diploma of the University mentioned in Statute 405 shall apply in the prescribed form together with the prescribed below the date to be notified in order to be admitted to the convocation (in person or in absentia) for the conferment of the said degree or diploma.

(A) Degree certificate Rs.60/-

(b) Post-Graduate Degree certificate Rs.75/-

(c) Degree certificate (After passing more than five years) Rs.75/-

(d) Other Diploma and certificate Rs.50/-

(e) Late fee Rs.50/-

This amendment to Ordinance has come into force w.e.f. 16.05.1994.

Ganeshkhind,

Pune 411 007

Ref.No.Law/94/500

Date:-23.07.1994

Sd/-

Registrar

Copy for information to:-

- 1) The Principals of Constituent/Affiliated collages
- 2) The Heads of Recognized Institutions
- 3) The Heads of university Departments

4) The Heads of Sections in the University Office

Law/94/20-21/

UNIVERSITY OF POONA



CIRCULAR NO 11 OF 1994

It is hereby notified for information of all concerned that the University authorities have passed amendment to Ordinance Nos.56, 57, 58, 59, 62, 77 & 78 relating to eligibility fee, transference certificate fee etc.

The amendment to Ordinance Nos. 56, 57, 58, 59, 62, 77 and 78 have come into force w.e.f. 25.11.1993. After amendment above mentioned ordinances shall read as under:-

Ordinance No. 56:-

A student passing Higher Secondary School Certificate Examination (10+2 course) conducted by the Higher Secondary School Certificate Examination Board of Maharashtra State shall be eligible for admission to the First Year Class of the University. He shall apply to the University in a prescribed form, for Eligibility certificate. He shall pay Rs.50/- (Rupees Fifty only) as Eligibility fee, alongwith the application form. This fee shall not be refunded in any circumstances.

Ordinance No.57:

A student migrating from the jurisdiction of another University or Statutory Examining Body and seeking admission to this University shall apply to the Registrar of this University for a certificate of eligibility, and shall at the same time pay a fee of Rs.120/- (Rupees One Hundred and Twenty only). This fee shall not be refunded in any circumstances. No student from the jurisdiction of another University or Statutory Examining Body shall be

admitted to any institution under the University except on production of a certificate of eligibility, signed by the Registrar of this University in the following form;-

Certificate of Eligibility

Certified that having passed theExamination

of the.....or having passed theExamination

ofUniversity in the year 19 ... after completing the prescribed course of institution at College which is a college maintained by or affiliated to that University is eligible for admission to theclass in this University.

Provided however, that the Registrar may issue a provisional certificate of eligibility, if he is satisfied that the applicant is prima facie eligible for admission to this University. Such provisional certificate shall entitle a student to admission to this University at his own risk, and on condition that he obtains a final certificate of eligibility before the close of the academic term in which the student is provisionally admitted to the University.

Provided further that if the Executive Council is satisfied that the delay on the part of a student in applying for an eligibility certificate was not due to any fault of his own, it may, when granting the eligibility certificate direct that it shall have retrospective effect from the date on which the student commenced to attend the institution to which he applied for admission so that the days on which he registered attendance before the issue of the certificate can be taken into account for the purposes of Ordinances.

Provided that a Student from foreign country and seeking admission to this University shall pay Rs.400/-(Rs. Four hundred only) for the certificate of eligibility.

Ordinance No.58 :-

A student migrating to this University from any other Statutory University in the State of Maharashtra shall be required to produce a certificate of Eligibility for admission to the University, the fee for which shall be Rs.50/ -(Rupees Fifty). This fee shall not be refunded on any account.

The terms kept by the student in the University from which he migrates shall be recognized for purposes of the examination of this University for which he proposed to appear.

Ordinance No.59:-

A student migrating from the jurisdiction of another University or Statutory Body and seeking admission to this University on stating in his application for the grant of an

Eligibility certificate that the result of the –examination at which he has appeared has not been declared at the time of his application, may be granted provisional eligibility certificate on the payment of the prescribed fee of Rs.120/- (Rupees One Hundred and Twenty only). Such a student may be admitted provisionally to a college on the basis of the provisional eligibility certificate granted to him and shall be so admitted at his own risk and shall have to leave the college in the event of his failure.

to fulfill the requirements of admission to the examination concerned as laid down by this University. In all such cases, the fee paid shall not be refunded under any circumstances.

Ordinance No. 62:-

A student, migrating from this University to other Universities shall be required to obtain a Migration Certificate from this University. The prescribed form of application on payment of Rs.5/- (Rupees Five) shall be sent to the Registrar, duly filled in, through the Principal of the College last attended by the applicant. The fee for obtaining Migration Certificate is Rs.100/- (Rupees One Hundred) in respect of student migrating to any University. The requisite fee for a Migration Certificate should be

sent directly to the Registrar, University of Poona, mentioning specifically that fee is being sent for Migration Certificate. The fee paid shall not be refund under any circumstances.

Ordinance No.77:-

The College/University/Recognized Institution shall be entitled to charge a fee Rs.20/- (Rupees Twenty) for issuing a Transference certificate if the application is made within one term (Six months) after he leaves the institution. The fee of Rs.50/- (Rupees fifty) shall be charged in case as a application is made thereafter (Up to 3 years), After 3 years the fee of Rs.100/- (Rupees hundred) shall be charged.

Ordinance No.78:-

The Transference certificate in respect of an External student shall be issued by the Registrar on payment of Rs.20/- (Rupees Twenty) of the application is made during the first term (Six months) of the academic years that has elapsed since the applicant last appeared for the external examination. A fee of Rs.50/- (Rs. Fifty) shall be charged in case the application is made thereafter (upto 3 years) After 3 years the fee of Rs.100/- (Rupees hundred) shall be charged.

Ganeshkhind,

)(

Sd/-

Pune 411 007
Registrar

)(`

Ref.No.Law/94/56

)(`

Date: 31.01.1994

)(`

Copy for information to:-

- 1) The Principals of Constituent/Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments.
- 4) The Heads of Sections in the University office.

UNIVERSITY OF POONA



CIRCULAR NO. 37 OF 1993

It is hereby notified for information of all concerned that the University authorities have revised ordinance No. 140-A.

Revised Ordinance shall be applicable to examinations to be held in first session of year 1993 and onwards,

Revised Ordinance No.140-A shall read as follows:-

ORDINANCE No.140-A:

1) Notwithstanding anything contained in any other Ordinance, if an examinee passes in any one or more subject/s, head/s of passing, of any examination he shall not be allowed to appear for subject/s, head/s unless there is specific provision to that effect in respect of concerned examination.

2) If any examinee fails in any subject/s, head/s of passing in the examination, the marks obtained by him/her in such subject/s, head/s of passing shall not be carried forward.

If an examinee does not appear in any subject of passing in which he/she has failed in the previous attempt, his/her performance in such subject/head of passing shall be treated as nil, unless he/she claims the benefits provided in Clause No. 3.

3) If an examinee appears for the subject/head of passing of the same examination of the university for more than once, highest marks obtained by him/her in the last two proceeding examination shall be given effect to in the result of the concerned examinations, on the following conditions:

(a) If an examinee submits an application for the purpose along with copies of the statement of marks of the concerned examination attested by the Principal of the College, Head of the University Department, with a fee of Rs.100/- within a period of 45 clear days from the day of declaration of his result.

(b) If due to such marks of previous attempt, examinee passes the subject concerned and also examination as a whole.

(c) If an examinee has not failed in more than on subject/s head of passing.

(Note: 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 better performance in both the heads e.g. In the Third Year LL.B. Examination, student has to secure 35 marks in the subject of Tenancy Law and Land Laws out of 100. He has secured 30 marks in the said subject. The student also has to secure 300 marks in all subjects taken together out of 600 total marks for passing. The student has secured 296 marks. If by getting benefit provided under Clause (3) above, marks of the students in the subject of Tenancy Law and Land Laws are increased to 36 marks, his total number of marks will increase from 296 to 302).

(4) In case of change of marks due to verification or revaluation of the date on which revised statement of marks is issued, shall be the date of declaration of the result of the examination for the purpose of clause 3(a) above.

5) The clause 3 shall not be applicable to:

(i) All examinations for which passing in all the subjects is required at the one and the same attempt and also to all the in examinations in Medical Faculty.

(ii) If examinee remains absent for the subject/head of passing of the examinations.

Ganeshkhind,

Pune 411007

Ref.No.Law/93/97

Sd/-

Date: 09.02.1993

Registrar

Copy for information to:

- 1) The Principals of Constituent/Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

(Amendment to Ordinance passed by A.C. on 18/19.08.1992 and

by E.C. Resolution No.11 PK-A/606/92 dated 30.09.1992/30.10.1992

UNIVERSITY OF POONA



CIRCULAR NO. 232 OF 1993

It is hereby notified for information of all concerned that the University authorities have revised Ordinance No.139.

The revised Ordinance has come into force with effect from 26.04.1993.

Ordinance 139: Benefits of grace marks for M.B.B.S. Examination and Post-Graduate Degree and Diploma Examinations of M.B.B.S.

Notwithstanding anything contained in Ordinance Nos. 135 to 138 there shall be no benefits of condonation of marks for M.B.B.S. Examination and Post-Graduate Degree and Diploma Examination of M.B.B.S. Benefits of grace marks for such examinations shall be as follows:

1) Examinee shall be eligible to get grace marks upto 1% of total number of marks of examination. Such grace marks may be divided in such heads of passing in which examinee has failed.

Provided such grace marks shall not exceed 10% of the total number of marks of any head of passing in which examinee is failing and for which grace marks are to be awarded.

Provided further such grace marks shall be awarded only if such grace marks enables the examinee to pass in the examination.

2) The examinee shall be eligible to get grace marks in the examination, not more than three, in each subject only if such grace marks enable him to obtain benefits of exemption in the subject/s. Grace marks may be divided in theory, clinical and practicals.

If any difficulty arises in giving effect to provisions of Ordinances from 135 to 139, the Vice-Chancellor in consultation with the Dean of the concerned faculty shall take decision in the matter which shall not be in-consistent with the objects of these ordinances and his decision shall be final.

Note (1) The benefits under not more than one clause only shall be given to the examinee for one subject.

(2) The benefits under O.135 shall be available for the above mentioned examination.

Ganeshkhind

Pune 411 007

Ref.No.Law/93/433

Sd/-

Date: 23.06.1993

Registrar

Copy for information:-

- 1) The Principals of Constituent/Affiliated Colleges
- 2) The Heads of Recognised Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

(Revised Ordinance No.139 passed in Academic Council on 18/19.08.1992 and 26.04.1993 by Executive Council)

Law/93-94

UNIVERSITY OF PUNE



CIRCULAR NO. 163 OF 1992

It is hereby notified for information of all concerned that the University authorities have passed new Ordinance No.62 A.

Ordinance No.62 A has come into force w.e.f. 24.01.1992.

New Ordinance No.62 A (This will be effective prospectively)

A student studying in a college/institution affiliated to/recognized by the North Maharashtra University, Jalgaon having passed the examination conducted by the University of Poona and who desires to prosecute his studies in College/Institution affiliated to/recognized by the North Maharashtra University, Jalgaon shall be required to obtain Migration Certificate from the University of Poona on an application in the prescribed form and on payment of Migration Certificate fee of Rs.10/- only.

Ganeshkhind

Pune 411 007

Ref.No.Law/92/333

Sd/-

Date : 11.05.1992

Registrar

Copy for information to:

- 1) The Principals of Constituent/Affiliated Colleges
- 2) The Heads of Recognized Institution
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office.

(New Ordinance No. 62 A passed by E.C. Resolution No. 91 PK-A-89/92 E-83/92 dated 24.01.1992)

Law/92/15

UNIVERSITY OF POONA



CIRCULAR NO. 135 OF 1992

It is hereby notified for information of all concerned that the University authorities have passed amendment to Ordinance No.7.

The amendment to Ordinance has come into force w.e.f. 24.01.1992.

After amendment relevant part of Ordinance No.7 shall read as follows:

Ordinance No.7

6. The powers and functions of Board:

(v) to levy and receive pro-rata contribution from each Institute whether participating in the tournaments or not at the rate of Rupee One per student or such other rate as may be specified by the Board from time to time. The pro-rata contribution shall be collected by respective Zonal Committee and the Chairman of the Zonal Committee shall remit the same to the Board within time specified by the Board.

Ganeshkhind

Pune - 411 007

Ref.No.Law/92/288

Sd/-

Date: 20.04.1992

Registrar

Copy for information to:

- 1) The Principals of Constituent/Affiliated Colleges
- 2) The Heads of Recognised Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

(Amendment to Ordinance passed by E.C. Resolution No.69 PK-A-67/92 E-64/92 dt. 24.01.1992)

Law/92/14

UNIVERSITY OF PUNE



CIRCULAR NO. 85 OF 2012

It is hereby notified for information of all concerned that the amended Ordinance 151 shall come into force w.e.f. 23/4/2012. **This Ordinance shall be applicable to all types of expenditure except as otherwise provided specifically in any other Ordinance.**

ORDINANCE NO. 151

1. No expenditure as a general rule, shall be incurred unless a provision for the same exists in the Annual Financial Estimates (Budget) approved by the Senate for the respective year
2. No expenditure as a general rule, shall be incurred unless it is sanctioned by the competent authority.
3. The expenditure to be incurred against receipt / **Nidhi balance** during the respective financial year need not be budgeted but **sanction for such expenditure shall be obtained from the Competent Authority as mentioned in clause 5 below**. The said receipts/expenditure shall be budgeted in the revised budget of that financial year **in the respective budget head**.
4.
 - (i) All payments above Rs. 50000/- after they are pre-audited by the Deputy Finance and Accounts Officer / Internal Auditor/ Assistant Finance Officer of the Finance & Accounts Department, shall be passed for payment by the Finance & Accounts Officer.
 - (ii) All payments up to Rs. 50000/- of the Teaching Departments and Non-Teaching Sections shall be passed by the In-charge of the Decentralized Finance Unit after they are scrutinized, approved and sanctioned by the Head of the Department/Director/Head of the Non-Teaching Sections concerned.
 - (iii) All payments up to Rs. 50000/- of the Central Finance Section shall be passed by the Deputy Finance and Accounts Officer/ Internal Auditor/Assistant Finance Officer of the Finance & Accounts Department.
 - (iv) All payments shall be pre-audited and passed after the compliance with all applicable laws and rules and regulations made thereunder, provisions of various Statutes, Ordinances, Government Resolutions adopted by the University, from time to time, etc.

5. The authorities competent to accord administrative approval and sanction expenditure shall be as follows:

(i) **MANAGEMENT COUNCIL:-**

Revenue Expenditure above Rs. **12,50,000/-**
Capital Expenditure above Rs. **25,00,000/-**

(ii) **VICE CHANCELLOR :-**

Revenue Expenditure up to Rs. **12,50,000/-**
Capital Expenditure up to Rs. **25,00,000/-**

(iii) **PRO-VICE CHANCELLOR :-**

Revenue Expenditure up to Rs. **6,25,000/-**
Capital Expenditure up to Rs. **12,50,000/-**

- (iv) a) Registrar
b) Director, B.C.U.D.
c) Finance & Accounts Officer
d) Controller of Examination

e) Head of the Department under faculty of science **AND FACULTY OF TECHNOLOGY**
f) Director/Co-ordinator of the Centre/ school/institute under faculty of science **AND FACULTY OF TECHNOLOGY**
g) Director, Academic staff college

Revenue Expenditure up to Rs. **1,25,000/-**
Capital Expenditure up to Rs. **6,25,000/-**

- (v) a) Head of the Department not covered under faculty of science **AND FACULTY OF TECHNOLOGY**

b) Director/Co-ordinator of the Centre/school/ institute not covered under faculty of science **AND FACULTY OF TECHNOLOGY**

Revenue Expenditure Upto Rs **62,500/-**
Capital Expenditure upto Rs. **1,25,000/-**

(vi) **Executive Engineer**

Revenue Expenditure upto Rs. **62,500/-**
Capital Expenditure upto Rs. **62,500/-**

- (vii) **House Manager**
Revenue Expenditure upto Rs. 62,500/-
- (viii) a) Director, Students' Welfare
b) Director, International Students Centre
c) Resident Medical Officer/ Medical officer
d) Co-ordinator NSS
e) Director, Board of Sports
f) Director, Extra Mural Board
g) Chief Rector, Hostels
- (ix) Deputy Registrar & Equivalent Revenue Expenditure up to Rs. 35,000/-
Capital Expenditure up to Rs. 35,000/-
- (x) Assistant Registrar & Equivalent Revenue Expenditure up to Rs. 15,000/-
Capital Expenditure up to Rs. 15,000/-
- (xi) Estate Manager (Civil) Revenue Expenditure up to Rs. 35,000/-
Estate Manager (Electrical) Capital Expenditure up to Rs. 35,000/-

6. Cheque signing powers are as under:

a) Up to any Amount :

- i) Registrar
- ii) Finance & Accounts Officer
- iii) Controller & Examinations
- iv) Head of the Department
- v) Director/Co-ordinator of the Centre/School/Institution
- vi) Director, Academic Staff College
- vii) Director, Students' Welfare
- viii) Director, Board of Sports
- ix) Co-ordinator, National Service Scheme (NSS)
- x) Jointly by Deputy Finance and Accounts Officer & Assistant Finance Officers

b) Deputy Finance and Accounts Officer Up to Rs. 1,00,000/-

Assistant Finance Officer Up to Rs. 50,000/-

7. a) Cash/Credit expenditure up to Rs. 20,000/- can be effected at a time and maximum three times in a week, without calling quotations, provided that the time gap between the two purchases of same items shall not be less than thirty days.

b) Expenditure estimating Rs. 20,001/- to Rs. 10,00,000/- shall be made calling quotations. Quotations shall be called from at least three different authorised dealers / manufacturers in the field.

c) Expenditure estimating above Rs. 10,00,000/- for the purchase of items other than scientific equipment and chemicals, shall be made by inviting tenders by giving an advertisement in the local newspaper.

d) Purchases of scientific equipments, chemicals estimating Rs. 10,00,001/- to Rs.25,00,000/-, shall be made by publishing an advertisement on the website and by calling quotations from the authorised dealers/ manufacturers in the field.

e) Purchases of scientific equipment, chemicals estimating above Rs. 25,00,000/-, shall be made by inviting tenders by giving an advertisement in the local newspaper.

8. **All purchases of the University where individual cost of each item exceeds the limit prescribed in Section 75(3)(a) of the Maharashtra Universities Act, 1994, shall be approved by the Purchase Committee constituted under Section 75(3)(b) of the said Act.**
9. Purchase Committee may waive the tendering process in case of purchases of scientific equipment or articles of fixed specifications or execution of special type of services or confidential work, estimating upto Rs. 1,00,00,000/-, if it is satisfied that there are special circumstances justifying such waiver.
10. The Vice-Chancellor shall have power to waive any of the provisions of this Ordinance, if he is satisfied that there are special circumstances justifying such waiver.

Ref No. : LAW/2012/268

Date : 24.05.2012


Registrar

Copy for information to:

- 1) The Heads of University Departments
- 2) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 77 OF 2012

It is hereby notified for information of all concerned that the new Ordinance No. 183 as regards establishment of the National Law School of the University has come into force with effect from 23rd April, 2012.

ORDINANCE NO. 183:

UNIVERSITY OF PUNE NATIONAL LAW SCHOOL

1. COMMENCEMENT OF THE ORDINANCE:

This Ordinance shall come into force w.e.f. 23rd April, 2012.

2. DEFINITIONS:

Unless the context otherwise requires,

- (a) 'Act' means the Maharashtra Universities Act, 1994.
- (b) 'Competent Authority' means the authority competent to exercise different powers in the Act, Statutes, Standard Code and Ordinances.
- (c) 'Dean' means the Dean of the Faculty of Law of the University.
- (d) 'Governing Council' means the Governing Council of the National Law School of the University of Pune.
- (e) 'The State Government' means the Government of Maharashtra.
- (f) 'The School' means University of Pune National Law School.
- (g) 'University' means the University of Pune.
- (h) 'Vice Chancellor' means the Vice Chancellor of the University of Pune as appointed and acting under the Maharashtra Universities Act, 1994.

3. STATUS:

The School shall be an autonomous department of the University and shall have full academic, administrative and financial autonomy subject to the provisions of the Act, Statutes and Ordinances.

4. OBJECTIVES:

- (a) The School shall conduct educational programmes for preparing its students for effective and responsible participation in the legal profession.
- (b) The School shall ensure that all students have equal opportunities to take advantage of the educational programmes and other co-curricular and extra-curricular activities conducted by it.
- (c) The School shall adhere to sound and well defined academic standards.
- (d) The School shall monitor students' academic progress and achievement periodically.

5. GOVERNING COUNCIL:

- (a) There shall be a Governing Council for establishing general policies that are applicable to the School, consistent with the provisions of the Act, Statutes and the Ordinances. The Governing Council shall consist of the following members;
 - (i) The Dean Ex. Officio Chairman
 - (ii) The Director of the School
 - (iii) Chairman, Board of Studies of Law
 - (iv) Two members nominated by the Management Council, of which one shall be an approved teacher having not less than 10 years post-graduate teaching experience in the subject Law and one shall be a practicing advocate having not less than 10 years experience of practice at bar,
 - (v) Two members nominated by the Dean from amongst the approved teachers of the subject, 'Law'.

(b) The Governing Council shall exercise the following powers and perform the following duties.

- (i) To decide the educational programmes in Law to be conducted by the School
- (ii) To frame the Syllabi for the various educational programmes in Law to be conducted by the School.
- (iii) To prescribe the eligibility criteria and admission procedure for admission to such educational programmes
- (iv) To decide the fee structure for such educational programmes
- (v) To formulate the methods of instruction and academic standards in respect of such educational programmes.
- (vi) To formulate policies/guidelines in respect of the conduct of internal and external examinations, tests, tutorials etc.
- (vii) To recommend to the Management Council of the University the number of teaching and non-teaching staff required to be appointed in the School
- (viii) To decide the remuneration to be paid to the visiting/adjunct professor engaged by the School.
- (ix) To prescribe rules for election of the students on Students' Bar Council of the School.
- (x) To prescribe dress code.
- (xi) To ensure strict implementation of this Ordinance.

(c) The term of the Governing Council shall be five years from the date of its constitution and the term of a member shall expire on the expiry of the said period of five years irrespective of the date on which he has entered upon his office.

6. DIRECTOR OF THE SCHOOL:

- (a) There shall be a full-time Director whose principal responsibility shall be the overall administration and management of the School.
- (b) The qualifications for the post of Director and the mode of appointment and retention of the Director shall be as determined by the Management Council of the University, upon recommendation of the Governing Council, from time to time.

7. TEACHING AND NON-TEACHING STAFF:

- (a) The teaching and non-teaching staff in the School shall be appointed by the University as per the qualifications and terms and conditions of service and other guidelines approved by the State Government or the University Grants Commission, as the case may be, from time to time.
- (b) The terms and conditions of service of the teaching and non-teaching staff shall be governed by the Teachers' Statutes and the Maharashtra Non-agricultural Universities and Affiliated Colleges Standard Code Rules, 1984, respectively, (Standard Code Rule, 1984 being repealed w.e.f. 20.05.2010, Maharashtra Civil Services Rules will be applicable) and the directives of the State of Maharashtra issued from time to time.

8. EDUCATIONAL PROGRAMMES:

The School shall conduct the educational programmes as approved by the Governing Council, from time to time.

9. ELIGIBILITY CRITERIA AND ADMISSION PROCEDURE:

The eligibility criteria and admission procedure for admission to the educational programmes conducted by the School, shall be as may be prescribed by the Governing Council, from time to time.

10. FEE STRUCTURE:

The fee structure for the educational programmes conducted by the School, shall be as may be prescribed by the Governing Council, from time to time.

11. CONDUCT OF EXAMINATION AND DECLARATION OF RESULT:

All internal/external examination and tests in respect of various educational programmes shall be conducted by the School. The

University shall declare the result of such examinations and award degrees or certificates to the successful students.

12. STUDENTS' BAR COUNCIL:

- (a) There shall be a Students' Bar Council constituted by the School in order to promote co-curricular activities and to encourage students' participation in them.
- (b) The Students' Bar Council shall consist of the seven members.
- (c) Students' Bar Council shall be constituted every year by the method of election by the students of the School, as per the rules as may be prescribed by the Governing Council.

13. RULES OF CONDUCT:

The students of the School shall be governed by the provisions of Section 95 of the Act and Ordinance 157 as regards maintenance of discipline and good conduct by students.

14. DRESS CODE:

The students of the School shall follow the dress code as may be prescribed by the Governing Council.

15. STUDENTS' ACTIVITIES AND SUPPORT SERVICES:

- (a) The School shall strive to integrate the theory and practice of law through Moot Court activities.
- (b) The School shall maintain the law library in order to support the teaching, research scholarship and service programme conducted by the School
- (c) The School shall arrange placement programmes by liaising with various organizations and finding out their requirements.
- (d) The School may take reasonable steps to undertake students' loan programmes.

16. OVERRIDING EFFECT OF THE ORDINANCE:

In case the provisions of this Ordinance are found to be inconsistent with the provisions of any other Ordinance framed by the University, the provisions of this Ordinance shall have an overriding effect over the provisions of such other Ordinance, to the extent of such inconsistency.

17. REMOVAL OF DIFFICULTIES:

If any difficulty arises in giving effect to provisions of this Ordinance, the Vice-Chancellor, in consultation with the Dean, shall take decision for removing difficulty in the matter which shall not be inconsistent with the objects and purposes of this Ordinance and his decision shall be final.

Ref.No. Law/2012/246

Date: 12-05-2012


Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 79 OF 2013

It is hereby notified for information of all concerned that the amended Ordinance 181 regarding admissions of students to the Post-Graduate courses in the University Departments/Institutions shall be applicable for admissions from the academic year 2013-2014.

ORDINANCE 181

In pursuance of provisions of Section 53 (i) and Section 65 of the Maharashtra Universities Act, 1994, University of Pune hereby makes following Ordinance for admissions of students to Post-Graduate Courses in the Faculties of Arts, Fine Arts and Performing Arts, Mental, Moral and Social Sciences, Science, Law, Commerce, Management, Education, Physical Education and Technology conducted in the Departments/ Institutions of the University of Pune.

1. Short Title and Commencement:

- 1.1 This Ordinance may be called 'Ordinance for admissions of students to the Post-Graduate courses in the University Departments/Institutions'.
- 1.2 This Ordinance shall be applicable for admissions from the academic year 2013-2014.

2. Applicability:

This Ordinance shall be applicable to the admissions of the students to the Post-Graduate Courses in the faculties of Arts, Fine Arts and Performing Arts, Mental, Moral and Social Sciences, Science, Law, Commerce, Management, Education and Physical Education and Technology conducted in the Departments/ Institutions of the University of Pune.

3. Definitions:

In this Ordinance unless the context otherwise requires,

- (a) "Director" means a Head of an Institution including Centre, or School of the University as designated by the Vice-Chancellor.
- (b) "Head of the Department" means the Head of the Department of the University.
- (c) "Institution" means a centre, a school or an institute established and maintained by the University.
- (d) "Integrated Course" means a course after passing Higher Secondary Examination (H.S.C.) (10+2)
- (e) "Post-Graduate Course" means a regular Post-Graduate course excluding the courses conducted partly by papers and partly by research.
- (f) "University" means the University of Pune.
- (g) "Vice Chancellor" means the Vice-Chancellor of the University.

4. Admissions:

- 4.1 Advertisement for the purpose of giving admissions to all Post-Graduate/Integrated courses shall be duly published every year by the competent authorities conducting the courses.
- 4.2 Directives issued by the Government of Maharashtra, from time to time, regarding reservation, shall be followed by the University.
- 4.3 Admissions of all students to all Post-Graduate / Integrated courses shall be made in accordance with provisions of this Ordinance.

Provided, the model rules regarding admissions to the courses covered under this Ordinance, as may be made from time to time, by the Government of Maharashtra and adopted by the University, shall prevail over this Ordinance.

- 4.4 The conditions of the eligibility for admissions to various Post-Graduate / Integrated courses shall be as prescribed by the University, from time to time.

5. Percentage of Quota:

5.1 For the purpose of admissions to the post-graduate courses, 50% seats of the total approved intake capacity shall be open seats and 50% seats shall be reserved for the students belonging to various reserved categories.

(A) Out of 50% open seats, 70% seats (i.e. 35% seats of the total approved intake capacity) shall be reserved for the students who have passed the qualifying examination of the University. The students who desire to seek admission under this Quota, shall fulfill the following conditions :-

(a) He should have passed the qualifying examination of the University and,

(b) He should be domicile of the State of Maharashtra or should have completed Maharashtra State Board of Secondary School Certificate Education (S.S.C) and Higher Education thereafter from the State of Maharashtra and,

(c) He should have fulfilled the eligibility criteria laid down by the University, from time to time.

(B) Out of these 50% open seats, 30% seats (i.e. 15% seats of the total approved intake capacity) shall be available to all the students who have fulfilled the eligibility criteria laid down by the University, from time to time. However, admissions of such students shall be made on the basis of the University-wise merit to ensure that the students admitted are not necessarily from the same University.

(C) Out of 50% seats reserved for the students belonging to reserved categories, 70% seats (i.e. 35% seats of the total approved intake capacity) shall be reserved for the students who have passed the qualifying examination of the University and have fulfilled the conditions as mentioned in Clause 5.1 (A) (a), (b) and (c) above.

(D) Out of these 50% reserved seats, 30% seats (15% seats of the total approved intake capacity) shall be reserved for the students belonging to various reserved categories from the State of Maharashtra who have passed the qualifying examination of the University/Examining Body other than the University within the State of Maharashtra and have fulfilled the eligibility criteria laid down by the University from time to time.

However, the admissions of such students shall be made on the basis of University-wise merit to ensure that the students admitted are not necessarily from the same University.

(E) Notwithstanding anything contained hereinabove, the reservation policy laid down by the Government of Maharashtra, from time to time, as regards reservation for the persons with disabilities shall be followed while making admissions.

5.2 For the purpose of admissions to the integrated courses, 50% seats of the total approved intake capacity shall be open seats and 50% seats shall be reserved for the students belonging to various reserved categories.

(A) Out of 50% open seats, 70% seats (i.e. 35% seats of the total approved intake capacity) shall be reserved for the students who have passed the qualifying examination of the University. The students who desire to seek admission under this Quota, shall fulfill the following conditions:-

- (a) He should have passed the qualifying examination and,
- (b) He should be domicile of the State of Maharashtra or should have completed Maharashtra State Board of Secondary School Certificate Education (S.S.C) and Higher Education thereafter from the State of Maharashtra and,
- (c) He should have fulfilled the eligibility criteria laid down by the University, from time to time.

(B) Out of these 50% open seats, 30% seats (i.e. 15% seats of the total approved intake capacity) shall be available to all the students who have fulfilled the eligibility criteria laid down by the University, from time to time. However, admissions of such students shall be made on the basis of the University-wise merits to ensure that the students admitted are not necessarily from the same University.

(C) Out of 50% seats reserved for the students belonging to various reserved categories, 70% seats (i.e. 35% seats of the total approved intake capacity) shall be reserved for the students who have passed the qualifying examination of the University and have fulfilled the conditions as mentioned in Clause 5.1 (A)(a), (b) and (c) above.

(D) Out of these 50% reserved seats, 30% seats (15% seats of the total approved intake capacity) shall be reserved for the students belonging to various reserved categories from the State of Maharashtra who have passed the qualifying examination of the University/Examining Body other than the University within the State of Maharashtra and have fulfilled the eligibility criteria laid down by the University, from time to time.

However, the admissions of such students shall be made on the basis of University-wise merit to ensure that the students admitted are not necessarily from the same University.

(E) Notwithstanding anything contained hereinabove, the reservation policy laid down by the Government of Maharashtra, from time to time, as regards reservation for women and for the persons with disabilities shall be followed while making admissions.

5.3 The seats for foreign students/foreign nationals, People of Indian Origin shall be filled in as Supernumerary Seats (i.e. over and above the sanctioned intake capacity) up to 15% of the total approved intake capacity as per merit on the basis of guidelines/criteria laid down by the UGC/AICTE/Government of India, as the case may be.

5.4 Subject to the availability, 3 % of the seats over and above the approved intake capacity shall be reserved for the students participating at the National level/State level/University level Sports and Cultural competitions.

5.5 Notwithstanding anything contained hereinabove, in case of the University Departments/Institutions receiving special assistance under SAP, DSA and other programmes of the University Grants Commission or Central Councils, reservation of seats for the students of other Universities/States shall be as per directions issued by the University Grants Commission or the respective Central Council, as the case may be, from time to time. Before effecting the provisions of this clause, the prior sanction of the Vice-Chancellor for the same, shall be obtained.

6. Vacancy in the Seats of the candidates:

6.1 If the seats reserved for the students belonging to the Reserved Categories in the University quota remain vacant,

the same can be filled in by the students belonging to the respective Reserved Categories from other Universities in the State of Maharashtra and if the seats reserved for the students belonging to the Reserved Categories from other Universities remain vacant the same shall be filled in by the students belonging to the respective reserved categories of the University. If the seats reserved for the students belonging to the reserved categories still remain vacant, the same shall be filled in by applying the rules/norms of inter changeability of categories as laid down by the State of Maharashtra.

- 6.2 If the seats reserved for students outside the University remain vacant, the students of the University may be admitted from the waiting list in such vacant seats or if the seats reserved for students of the University remain vacant, the students from other Universities, within the state of Maharashtra from the waiting list, may be admitted in such vacant seats.

7. Weightage of Marks:

- 7.1 Admissions shall be made on the basis of merit.
- 7.2 Admission without Entrance Examination: Admissions shall be made on the basis of the marks obtained by the students in the qualifying examination.
- 7.3 Admission through the Entrance examination: Equal weightage shall be given to the marks obtained in the University Entrance Examination and the qualifying examination. In case of the students other than the students of the University, the admissions shall be made on basis of marks obtained in the Entrance Examination only.
- 7.4 Admissions to any Post-Graduate/Integrated course in the University Department/Institution made through the Entrance Examination held on State/All India basis, shall be made on the basis of marks obtained by the students in such Entrance Examination. But for the students of the State of Maharashtra [as referred to in Clause 5.1 (A)(b)], there shall not be any cut off marks in such Entrance Examination.
- 7.5 Admissions to the post-graduate courses in the University Department/Institution shall be given to the students who have passed qualifying examination with the subject concerned at the principal level. For this purpose, the marks

obtained by the students in the second year and the third year of the qualifying examination shall be taken into consideration. If the seats remain vacant after giving admissions to the students who have passed qualifying examination with the subject concerned at the principal level, the students who have passed the qualifying examination with the subject concerned at the subsidiary level may be given admission. If two or more students seeking admission to any Post-Graduate course have obtained equal number of marks in the subject concerned, the students who have secured more marks in the aggregate in the final year of qualifying examination shall be given priority. If still, seats remain vacant, other eligible students may be considered for admission.

- 7.6 Admission to any Post-Graduate course in the University Department /Institution in a subject, which is not taught at the principal level in any affiliated college of the University, shall be made through the entrance examination.
- 7.7 Admission to any integrated course in the University Department/Institution shall be made through the entrance examination.

8. Admissions to Inter Disciplinary Courses:

Admissions to inter disciplinary courses shall be made through the Entrance Examination only.

9. Admission Committee:

- 9.1 There shall an Admission Committee to make admissions to the various Post-Graduate/Integrated courses in the University Departments/Institutions.
- 9.2 Constitution of the Admission Committees shall be as under:
- (1) The Head of the Department concerned – Chairperson
 - (2) Not more than two Professors in the Department nominated by the Vice-Chancellor.
 - (3) One Associate professor nominated by the Departmental Committee.
 - (4) One Assistant professor nominated by the Departmental Committee.

(5) Deputy Registrar of the Reservation Cell or any other person belonging to the Reserved Category nominated by the Vice-Chancellor.

10. Removal of Difficulties:

If any difficulty arises in giving effect to provisions of this Ordinance, the Vice-Chancellor shall take decision for removing difficulty in the matter which shall not be inconsistent with the objects and purposes of this Ordinance and his decision shall be final.

Ref. No. Law/2013/134
Date: 22.03.2013



Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office

UNIVERSITY OF PUNE



CIRCULAR NO. 129 OF 2013

It is hereby notified for information of all concerned that the amended Estate Works Ordinance No. 30 has come into force with effect from 01.06.2013.

AMENDED ORDINANCE NO. 30:

(A) Constitution of the Buildings and Works Committee:

- i) The Vice-Chancellor - Ex-Officio Chairman;
- ii) Superintending Engineer of the State Government Public Works Department in charge of the territorial circle in which the University is located;
- iii) One Principal or Head of the Department/Professor of Civil Engineering of an Engineering College in a conducted/ constituent/ affiliated College of the University to be nominated by the Chancellor;

OR

- One Principal or Head of the Department/Professor of Civil Engineering of an Engineering College in territory in which the University is located, to be nominated by the Chancellor;
- iv) One eminent engineer and one eminent architect from private sector to be nominated by the Chancellor
 - v) Two members of the Management Council, one of whom will be Chancellor's nominee on the Management Council and the other to be nominated by the Management Council.

- vi) Registrar - Member Secretary

The Executive Engineer of the University shall be the permanent invitee. The Finance and Accounts Officer of the University will call as special invitee of the Buildings and Works Committee, as and when necessary.

(B) Constitution of the Buildings Advisory Committee:

- i) Member of the Management Council on the Buildings and Works Committee, to be nominated by the Vice Chancellor as Chairman.
- ii) Executive Engineer of the State Government Public Works Department in charge of the Building Works in which the University is located.
- iii) One eminent Engineer or one eminent Architect from the private sector nominated by the Chancellor on the Buildings and Works Committee.

The Executive Engineer of the University shall act as a Secretary and the Finance and Accounts Officer or his representative of the University will be called as a Special Invitee of the Buildings Advisory Committee as and when necessary.

(C) Tenure of the Building and Works Committee:

- i) The term of the office of the members, other than ex-officio members, shall be five years. If any vacancy occurs in the office of a member of the committee at Serial No.(iii), (iv) and (v) of (A) above, it shall be filled in by the Chancellor, or the Management Council, as the case may be, by nomination. The term of such a nominated member will be for the unexpired portion of the term of the office of the original member in whose place the new member has been nominated.
- ii) No person, except those who are members of the committee by virtue of the office they hold, shall be nominated as a member for more than two consecutive terms of five years each.

(D) Tenure of the Buildings Advisory Committee:

The members of Buildings Advisory Committee shall hold the office till the date of continuation of their membership of Buildings and Works Committee.

(E) Procedure for Meetings of Buildings and Works Committee:

- i) The Committee shall meet as often as necessary under the directions of the Vice-Chancellor.
- ii) The quorum for a meeting of the Committee shall be one third of the total number of members, one of whom at least shall be out of Serial No. (i) and (v) (i.e. the Vice-Chancellor or the Chancellor's nominee on the Management Council), and two of whom at least shall be out of Serial No. (ii) to (iv) of Clause (A) above.

If there is no quorum, the meeting shall be adjourned by the Chairman for one hour. No quorum shall be necessary for such adjourned meeting.

- iii) The Chairman, when present shall preside over the meeting of the Committee and in his absence, the Chancellor's nominee on the Management Council, will preside over the meeting.
- iv) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least 7 days before the date of the meeting to each member along with the agenda and agenda notes of the meeting. Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Vice-Chancellor.
- v) The agenda of each meeting will be subject to the approval of the Chairman of the Committee.
- vi) The minutes of each meeting of the Committee will be prepared which will be confirmed at its following meeting.
- vii) A copy of the minutes of every meeting of the Committee shall be submitted to the Management Council.

(F) Procedure for meetings of the Buildings Advisory Committee.

- i) The Committee shall meet as often as necessary under the directions of the Chairman, Buildings Advisory Committee.
- ii) The quorum for a meeting of the Committee shall be 1/3 of the total number of members one of whom at least shall be out of Serial No.(i) and (ii) (i.e. member of the Management Council on the Buildings and Works Committee or Superintending Engineer).

If there is no quorum, the meeting shall be adjourned by the Chairman for one hour. No quorum shall be necessary for such adjourned meeting.
- iii) The Chairman when present shall preside over the meeting of the Committee and in his absence the Chancellor's nominee on BAC will preside over the meeting.
- iv) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least 5 days before the date of the meeting, to each member along with the agenda and agenda notes of the meeting. Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairman of the Committee.
- v) The agenda of each meeting will be subject to the approval of the Chairman of the Committee.
- vi) The minutes of each meeting of the Committee will be prepared and the same will be confirmed in its following meeting.
- vii) A copy of the minutes of every meeting of the Committee shall be submitted to the Building and Works Committee.

(G) Classification of Works:

Works will be classified as follows:

i) Maintenance Works:

These will include annual works involving routine annual and other maintenance and repairs regardless of the total cost incurred.

ii) Minor Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost upto and including Rs. 50 Lakh.

iii) Major Works:

These will include original works, special repairs and works involving additions and alterations with an estimated cost exceeding Rs. 50 Lakh.

(H) Procedure and Agency for Execution of Works

1. General Procedure:

- i) The Executive Engineer, the Estate Manager (Electrical) & the Estate Manager (Civil) are permitted to undertake all urgent minor works and maintenance works up to Rs. 20,000/- without calling quotations for maximum 3 times in a single calendar week.
- ii) Quotations shall be called by issuing quotation notice on the University website by the Executive Engineer for the minor works and maintenance works costing Rs. 20,000/- to Rs. 5,00,000/-.
- iii) Tenders shall be called by issuing a small advertisement in newspapers and a detailed tender notice shall be displayed on the University notice board and on the website of the University, by the Executive Engineer, for the minor works and maintenance works costing between Rs. 5,00,000/- to Rs.10,00,000/-.
- iv) Tender shall be called by publishing advertisement in newspapers and on the University Website for the works costing above Rs. 10,00,000/- as per PWD Manual by the Executive Engineer. For the works costing more than Rs. 50,00,000/-, tenders shall be called by E-TENDERING Procedure.
- v) The Committee consisting of the Registrar, the Finance and Accounts Officer and the Executive Engineer, shall scrutinize all tenders for minor, maintenance and major works and also job contracts costing more than Rs. 5,00,000/-

2. Maintenance Works:

- 1) The Executive Engineer shall get the plans and estimates prepared, for maintenance works, under the guidance and supervision of the Buildings and Works Committee or Buildings Advisory Committee, as the case may be. These plans and estimates as far as possible, will be based on the schedule of rates of the Public Works Division in whose jurisdiction the works in question are located. The Executive Engineer shall be responsible for the execution of the maintenance works, under the guidance and supervision of the Buildings and Works Committee or Buildings Advisory Committee, as the case may be.

- 2) If the project is estimated to cost less than 50 Lakh, the selection of the Contractor shall be made by the Buildings Advisory Committee. The Buildings Advisory Committee shall report to the Buildings and Works Committee the Contractor so selected. If the project is estimated to cost more than 50 Lakh, the selection of the Contractor shall be made by the Buildings and Works Committee. The Buildings Advisory Committee and the Buildings and Works Committee, as the case may be, may negotiate with the contractors, if required.

- 3) Maintenance Works costing more than Rs. 500.00 lakh:
 - a. If an individual work is estimated to cost more than Rs. 500.00 Lakh, it would be entrusted to the State Public Works on payment of agency charges as may be fixed between the Government and the University.

 - b. The plans and estimates for a work falling under this category will be got prepared through an Architect from a panel of consulting Architects, approved by the Chancellor.

Provided further that if a project is estimated to cost more than Rs. 500.00 lakh, the final selection of the consulting Architect shall be made by the University which having regard to the magnitude, complexity and importance of the project, may appoint an eminent Architect not borne on the approved panel of Consulting Architects. However, approval of the Chancellor to the appointment of such an Architect shall be obtained by the University.

- 4) The authority to accord administrative approval and expenditure sanction for the Maintenance Works shall be as follows:

(i) Management Council	Above Rs. 500 Lakh
(ii) Buildings and Works Committee	Above Rs. 50 Lakh upto Rs. 500 Lakh
(iii) Buildings Advisory Committee	Upto Rs. 50 Lakh

3. Minor Works:

- i) The Executive Engineer shall get prepared, the plans and estimates for the minor works under the guidance and supervision of the Buildings Advisory Committee. These plans and estimates as far as possible, will be based on the schedule of rates of the Public Works Division in whose jurisdiction the works in question are located. The Executive Engineer shall be responsible for the execution of the minor works, under the guidance and supervision of the Buildings Advisory Committee.
- ii) Selection of a Contractor for a specific job under this category, shall be made by the Buildings Advisory Committee. The Buildings Advisory Committee shall report to the Buildings and Works Committee of the contractor so selected. The Buildings Advisory Committee may negotiate with the contractors, if required.
- iii) The Buildings Advisory Committee will be competent to accord administrative approval and expenditure sanction in respect of minor works.

4. Major Works:

- i) The Executive engineer shall get prepared the plans and estimates for the major works with the help of an Architect chosen from a panel of Architects, under guidance and supervision of the Building and Works Committee. These plans and estimates as far as possible will be based on the schedule of rates of the Public Works Division in whose jurisdiction the works in question are located. The Executive engineer shall be responsible for the execution of the major works, under the guidance and supervision of the Buildings and Works Committee.
- ii) The final selection of the Contractor for a specific job under this category estimated upto Rs. 500.00 lakh, shall be made by the Building and Works Committee. The Building and Works Committee may negotiate with the Contractors, if required.

iii) The Architect nominated for any project shall be called upon to prepare layouts, plans, designs, etc. which shall be scrutinized and approved by the Building and Works Committee.

iv) Major Works costing more than Rs. 500.00 lakh

- a. If an individual work is estimated to cost more than Rs. 500.00 Lakh, it would be entrusted to the State Public Works Department on payment of agency charges as may be fixed between the Government and the University.
- b. The plans and estimates for a work falling under this category will be got prepared through an Architect from a panel of consulting Architects, approved by the Chancellor.

Provided further that if a project is estimated to cost more than Rs. 500.00 lakh, the final selection of the consulting Architect shall be made by the University which regard to its magnitude, complexity and importance of such work, may appoint an eminent Architect not borne on the approved panel of Consulting Architects. However, approval of the Chancellor to the appointment of such an Architect shall be obtained by the University.

i) The authority to accord administrative approval and expenditure sanction for the Major Works shall be as follows:-

- i. Management Council – Above Rs. 500 Lakh
- ii. Building and Works Committee – Above Rs. 50 Lakh upto Rs. 500 Lakh

(I) Powers and Functions of the Buildings and Works Committee:

The Buildings and Works Committee shall exercise the following powers and perform the following functions:

- i) The Committee, under the direction and overall superintendence of the Management Council, shall be responsible for execution of all types of works.
- ii) The Committee shall have the power to accord administrative approval and financial sanction to maintenance works estimating

above Rs. 50.00 Lakh upto Rs. 500.00 Lakh and major works estimating above Rs. 50.00 Lakh upto Rs. 500.00 Lakh, subject to availability of funds in the budget.

- iii) The Committee shall have power to select a contractor for carrying out the major works estimating above Rs. 50.00 lakh upto Rs. 500.00 lakh.
- iv) The Committee shall recommend to the Management Council, the maintenance works estimating above Rs. 50.00 Lakh up to Rs. 500.00 Lakh and major works estimating above Rs. 50.00 Lakh up to Rs. 500.00 Lakh, for administrative approval and financial sanction.
- v) The Committee shall recommend to the Management Council through the Finance and Accounts Committee appointed under Section 75(2) of the Maharashtra Universities Act, 1994, a programme of works to be executed in the ensuing year. This programme will separately specify Maintenance Works, Minor Works and Major Works on the basis of the recommendations of the Committee in this regard. Separate provisions shall be made for each type of work in the annual budget of the ensuing year, subject to the financial approval of the Management Council.
- vi) The Committee shall prepare a panel of 10-12 architects and other Specialized Consultants of proven experience and merit for the University works. Such panel shall be approved by the Management Council and the Chancellor, who may make such modification in it as deemed fit.
- vii) The Committee shall be responsible for making technical scrutiny, as may be considered necessary for it.
- viii) The Committee shall be responsible, for the acceptance of the tenders received for maintenance works estimating above Rs. 50 Lakh and major work estimating above Rs. 50 Lakh. In cases, where it proposes to award the work to a contractor whose tender is not the lowest, it shall record its reasons in writing for its decision.
- ix) The committee shall have the power to settle rates not covered by the tender if the variation in the rate of each item exceeds 5%.

- x) The Committee shall have the power to settle the claims and disputes with Contractor in respect of all types of works.
- xi) In emergency, the Chairman of the Committee may exercise the powers of the Committee. Such cases shall be reported by the Chairman at the next meeting of the Committee.

(J) Powers and Functions of the Buildings Advisory Committee:

- i) The Committee, under the direction and overall superintendence of the Buildings and Works Committee, shall be responsible for execution of the maintenance works estimating upto Rs. 50 Lakh and minor works.
- ii) The Committee shall have the power to accord administrative approval and financial sanction to the maintenance works estimating upto Rs. 50.00 Lakh and minor works, subject to the availability of funds in the budget.
- iii) The Committee shall be responsible for making technical scrutiny, as may be considered necessary by it.
- iv) The Committee shall be responsible for the acceptance of for the maintenance work estimating upto Rs. 50 Lakh and minor works. In cases, where it proposes to award a work to a contractor whose tender is not the lowest, it shall record its reasons in writing for its decision.

(K) Payment of Bills:

- i) The Chairman of the Building and Works Committee shall have the power to sanction the payment of the Final Bills of each type of work, after the same are certified for payment by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.
- ii) All Running Accounts Bills shall be approved for payment by the Finance and Accounts Officer, after the same are certified for payment by the Executive Engineer. The payments in respect of the

works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information, at its next meeting.

(L) Removal of Difficulties:

If any difficulty arises in application of this Ordinance, the Vice-Chancellor shall be competent to take the decision and his decision shall be final and binding.

Ref. No. Law/2013/226
Date: 31.05.2013



Registrar

Copy for information to:

- 1) The Principals of Affiliated Colleges
- 2) The Heads of Recognized Institutions
- 3) The Heads of University Departments
- 4) The Heads of Sections in the University Office