

SPPU

UG CHOICE BASED CREDIT SYSTEM RULES AND REGULATIONS



Dr. D. Y. PATIL
EDUCATIONAL FEDERATION
Varale Campus

Dr. D. Y. Patil Educational Federation's

Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION

Survey No. 27/A/1/2C, Village Varale, Near Talegaon Railway Station,

Tal. Maval, Dist. Pune 410 507, Ph.No. 020 48522561, 565,566

Web Site: www.dypcoei.edu.in, Email: principal.dypcoei@dypatilef.com

Savitribai Phule Pune University

UG CHOICE BASED CREDIT SYSTEM



RULES AND REGULATIONS

FOR
UNDER GRADUATE PROGRAMME IN ENGINEERING
UNDER
FACULTY OF SCIENCE AND TECHNOLOGY
WITH EFFECTIVE FROM A.Y. 2019-20

Course Structure, Guidelines, Rules and Regulations

Preamble

Economic progress of country is strongly linked with quality of technical education. Engineering education is gaining new heights and it contributes substantial share in overall education system. Engineering graduates are to be educated and trained with a view of employability and sustainability. With the advent of technology and ever-changing expectations from the Industry and Society, revision of curriculum is need of the day, making it contemporary and relevant. In a bid to fine tune our technical education system to the global standards & practices, the Credit-Grade based performance and assessment system has been already implemented with effect from June 2015 onwards for all the Under Graduate Programme (UG) under the Faculty of Science & Technology.

To fulfill the necessities, the youngsters pursuing engineering studies need to be well equipped and acquaint with the latest technological trends and industrial requirements. This is possible only when the students undergo studies with an updated and evolving curriculum to match global scenario. The faculty of Science & Technology has shouldered the idea of incorporating latest advances and to upgrade the course contents with latest and relevant topics and know-how. Accordingly the new structure and curriculum are being introduced to be implemented from the academic year 2019-20 for First Year Engineering and the process will continue for subsequent years for second, third and fourth year engineering.

General Guidelines

1. All undergraduate programmes in Engineering under faculty of Science & Technology will be of **four years** duration and **eight semesters**.
2. The total number of credits required to earn for the **completion of the programme is 170 credits** in a minimum period of **eight semesters**.
3. All UG programme, under Faculty of Science & Technology shall be offered with **170 credit**; one credit is approximately equivalent to 15 contact hours.
4. Assessments in Choice based Credit System consists of
 - A) In-semester examination
 - B) End-semester examination
 - C) Continuous assessment for various examination heads.Assessment and Evaluation is to be done as per guidelines provided by competent authority.
5. Semester 1 and semester 2 will be part of First Year of Engineering (FE), Semester 3 and semester 4 will be part of Second Year of Engineering (SE), Semester 5 and semester 6 will be part of Third Year of Engineering (TE), Semester 7 and semester 8 will be part of Final Year of Engineering (BE)
6. **Induction Program**

Induction programme for first year students is introduced to familiarize them to the new environment and encourage them to learn beyond classrooms. Objective is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration. Induction Program should be preferably of 3 weeks (**2 weeks at beginning first semester and 1 week at the beginning of second semester**). In order to implement the (SIP) in the College the following activities can be taken at College.

- Physical Activity: - This would involve a daily routine of physical activity with games and sports.
- Creative Arts: - Every students would chose one skill related to arts whether visual arts or performing arts.
- Mentoring and Universal Human values:-Mentoring and connecting the students with faculty members and other students is the most important part of student induction. This can be effectively done by forming a group of 22-24 students with a

faculty mentor each. This can be implemented through group discussion and real life activities rather than only lecturing.

- Familiarization with College, Department and Branch :- The incoming student should be told about the credit, grading system and scheme of the examination. They should be explained how the study in College differs from the study in school. They should be taken on College tour and shown important facilities such as library, canteen, gymkhana etc. They should be shown their own department.
- Literary Activity:- Literary Activity would compass reading book, writing a summary, debating, enacting a play etc.
- Proficiency modules: - The modules can be designed to overcome some critical lacunas that students might have like English Speaking, Computer familiarity etc.
- Lectures by Eminent People: - The lectures of Eminent people be organized to expose the students to social activity and public life.
- Visit to local Area:- A couple of visits to the landmarks of the city or a hospital or orphanage could be organized.
- Extracurricular activities in College:- The new students should be introduced to the extracurricular activities at the College.
- Feedback and Report on the program:- Students should be asked to give their mid program Feedback wherein each group of 22-24 students should be asked to prepare a single report on their experience of the program.

To summarize the above activity the sequence of activities can be planned as given below:

- Address by Principal, HOD's and other functionaries and welcome the new students along with their parents.
- The branch wise allocation of students to be done and a group of 22-24 students is to be formed along with one faculty as mentor.
- A detail time table of various activities is to be prepared and displayed for all students. The timetable should give details of location and details of faculty in charge of the activity.
- The visit to local areas can be arranged on Saturdays.
- The various activities to be carried out can be divided into three phases :-
 1. Initial phase:- Which may include Address by Principal, HOD's and other functionaries College and Dept Visit, interaction with parents Forming of students group and assigning of mentor mentee.
 2. Regular Phase:- This phase may include the activities such as creative arts / universal Human values Games & Sports in the morning session and in the afternoon session. Literary activities, Proficiency module, Lectures & workshop, Extracurricular Activities etc. can be scheduled.
 3. Closing Phase:- This phase may include taking feedback of students, preparation of Report by each group, Test of creative Arts, Human Values can be taken.

These are summarized guidelines to be given to the student inducing induction programme (SIP). Please refer SIP Manual published by AICTE for detail guidelines[2].

7. Project based Learning:

For better learning experience, along with traditional classroom teaching and laboratory work based learning, project based learning has been introduced with an objective to motivate students to learn by working in group (5 to 6 students per group) courteously to

solve a problem. Students may undertake a problem which can be theoretical, practical, social, technical, symbolic, cultural and/or scientific and grows out of students' wondering within different disciplines and professional environments. A chosen problem has to be **exemplary**. The problem may involve an interdisciplinary approach in both the analysis and solving phases. Such practice will also increase their capacity and learning through shared cognition. [3] [5].

8. **Laboratory Course:**

The laboratory work will be based on completion of experiments/ lab assignments confined to the related companion courses of the semester.

9. **Seminar:**

Seminar shall be on state-of-the-art topic selected by student and approved by the authority. The student shall submit the duly certified seminar report in standard format, for satisfactory completion of the work by the concerned Guide and head of the department/institute.

10. **Project Work at Final Year:**

Project work in the seventh semester is an integral part of the project work. The project work shall be based on the knowledge acquired by the student during the graduation and preferably it should meet and contribute towards the needs of the society. The project aims to provide an opportunity of designing and building complete system or subsystems based on area where the student likes to acquire specialized skills. The student shall prepare the duly certified final report of project work in standard format for satisfactory completion of the work by the concerned guide and head of the Department/Institute.

11. **Internship**

Internships are educational and career development opportunities, providing practical experience in a field or discipline. Internships are far more important as employers are looking for employees who are properly skilled. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined time scales. Core objective is to expose technical students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and to understand the social, economic and administrative considerations that influence the working environment of industrial organizations. Student may choose to undergo Internship at Industry/Govt./NGO/MSME/Rural Internship/Innovation/ IPR/Entrepreneurship. Student may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/NGO's/Government organizations/Micro/Small/ Medium enterprises to make themselves ready for the industry [4]. Conduction, monitoring, assessment, and evaluation is to be done as per guidelines provided by AICTE [4].

12. **Abbreviations:**

TW: Term Work **TH:** Theory **OR:** Oral **TUT:** Tutorial **PR:** Practical

Sem: Semester, **PROJ:** Project Work, **ESE:** End Semester Examination **ISE:** In Semester Examination, **CA:** Continuous Assessment, **DW:** Drawing.

Definition of Credit [1]:**

1 Hour Lecture (L) per week	1 credit for 1 Hour
Tutorial (T) per week	1 credit for 1 Hour
Practical (P) per week 2 Hours Practical(Lab)/week	1 credit for 2 Hours

** The head of Tutorial and Practical (as a special case) may be merged for common credit with the permission of authority.

This document includes following sections-

- I. Undergraduate Engineering Programme Structure
- II. Examination Scheme
- III. Structure of Question Paper
- IV. Assessment
- V. Rules of Passing
- VI. Rules of ATKT (Allowed To Keep Term)
- VII. Assessment and Grade Point Average
- VIII. Performance Indices
- IX. Result
- References

1) UG Programme Structure and Credit Distribution:

Each B.E. / B. Tech. programme is of 4 years duration. The minimum total number of credit requirement for each programme is 170. In the structure, the credits are distributed over 8 semesters. The open elective included, gives the student a wide choice of subjects from other programme. The Credit structure for Bachelor of Engineering programme is given below in Table 1.

TABLE 1: Credit Structure for UG programme in Engineering

Credits offered									
Course Work	Semester								Total
	I	II	III	IV	V	VI	VII	VIII	
Professional Theory Courses *	17	16	15	15	12	06	06	06	90
Elective Courses [^]	-	-	-	-	03	03	06	06	18
Laboratory Courses/ continuous assessment/TW	05	04	07	05	05	05	06	02	42
Seminar & Communication Skills	-	-	-	-	01	01	-	-	02
Project Work	-	-	-	-	-	02	02	06	10
Project Based Learning	-	02	-	02	--	--	--	--	04
Internship ^s	--	--	--	--	-	04	--	--	04
Total	22	22	22	22	21	21	20	20	170
Mandatory Non Credit Graded Audit Course [#] per semester									
Induction Program at first year Engineering	3 week duration (2 week at the beginning of Sem-I & 1 week at the beginning of Sem -II)								

*: Professional Courses include - Engineering Science Courses including Workshop, Drawing, basics of Electrical/Electronics/Mechanical/Computer/Civil Engineering, Humanities and Social Sciences including Management/Finance Management courses, Basic Science courses and Professional core courses.

[^]: Professional Elective courses relevant to chosen specialization/branch and Open Electives (interdisciplinary and /or emerging technology)

[#]: There will be mandatory **Non_Credit Course** per Semester viz- Environmental Studies, Indian Constitution, Essence of Indian Traditional Knowledge, financial Management and courses introduced time to time by university or apex bodies.

^s: Internship to be completed after semester 5 and to be assessed in semester 6. Internship will be of 4 to 6 weeks maximum.

TABLE -2 First Engineering _Structure for Semester-I														
Course Code	Course Name	Teaching Scheme (Hours/Week)			Examination Scheme and Marks						Credits			
		Theory	Practical	Tutorial	ISE	ESE	TW	PR	OR	Total	TH	PR	TUT	Total
107001	Engineering Mathematics-I	03	--	01	30	70	25	--	--	125	03	--	01	04
107002/ 107009	Engineering Physics / Engineering Chemistry	04	02	--	30	70	--	25	--	125	04	01	--	05
102003	Systems in Mechanical Engineering	03	02	--	30	70	--	25	--	125	03	01	--	04
103004 / 104010	Basic Electrical Engineering / Basic Electronics Engineering	03	02	--	30	70	--	25	--	125	03	01	--	04
110005/ 101011	Programming and Problem Solving / Engineering Mechanics	03	02	--	30	70	--	25	--	125	03	01	--	04
111006	Workshop ^(a)	--	02	--	--	--	--	25	--	25	--	01	--	01
Total		16	10	01	150	350	25	125	--	650	16	05	01	22
101007	Audit Course 1 ^{&}	02	Environmental Studies-I											

Induction Program : 2 weeks at the beginning of semester-I and 1 week at the beginning of semester-II

TABLE -3 First Engineering _Structure for Semester-II														
Course Code	Course Name	Teaching Scheme (Hours/Week)			Examination Scheme and Marks						Credits			
		Theory	Practical	Tutorial	ISE	ESE	TW	PR	OR	Total	TH	PR	TUT	Total
107008	Engineering Mathematics-II	04	--	01	30	70	25	--	--	125	04	--	01	05
107002/ 107009	Engineering Physics/ Engineering Chemistry	04	02	--	30	70	--	25	--	125	04	01	--	05
103004 / 104010	Basic Electrical Engineering / Basic Electronics Engineering	03	02	--	30	70	--	25	--	125	03	01	--	04
110005/ 101011	Programming and Problem Solving / Engineering Mechanics	03	02	--	30	70	--	25	--	125	03	01	--	04
102012	Engineering Graphics ^u	01	02	01	--	50	25		--	75	01	01		02
110013	Project Based Learning ^s	--	04	--	--	--	25	50	--	75	--	02	--	02
Total		15	12	02	120	330	75	125	--	650	15	05	02	22
101014	Audit Course 2 ^{&}	02	Environmental Studies-II											
107015		--	Physical Education-Exercise and Field Activities											

Instructions:

- PR/Tutorial must be conducted in three batches per division.
- Minimum number of required Experiments/Assignments in PR/ Tutorial shall be carried out as mentioned in the syllabi of respective subjects.
- Every Student should appear for Engineering Physics, Engineering Chemistry, Engineering Mechanics, Basic Electrical Engineering, Basic Electronics Engineering, Programming and Problem solving during the year.
- College is allowed to distribute Teaching workload of subjects Engineering Physics, Engineering Chemistry, Basic Electrical Engineering, Basic Electronics Engineering, Engineering Mechanics, Programming and Problem solving in semester I and II dividing number of FE divisions into two appropriate groups.
- Assessment of tutorial work has to be carried out as term-work examination. Term-work Examination and Practical Examination at first year of engineering course **shall be internal continuous assessment only.**

Q 1 Credit for Engineering Graphics theory has to be awarded on the basis of End semester examination of 50 marks while 1 credit of tutorial and practical **shall be awarded on internal continuous assessment only.**

@ Credit for the course of workshop practical is to be awarded on the basis of continuous assessment / submission of job work.

§ Project based learning (PBL) requires continuous mentoring by faculty throughout the semester for successful completion of the tasks selected by the students per batch. While assigning the teaching workload a load of 2 Hrs/week/batch needs to be considered for the faculty involved. The Batch needs to be divided into sub-groups of 5 to 6 students. Assignments / activities / models/ projects etc. under project based learning is carried throughout semester and Credit for PBL has to be awarded on the basis of internal continuous assessment and evaluation at the end of semester.

& Audit course for Environmental Studies and II (As per D.O.No.F.13-1/2000 (EA/ENV/COS-I) dated 14 May, 2019) is mandatory but non-credit course. Examination has to be conducted at the end of Sem I & II respectively for award of grade at college level. Grade awarded for audit course shall not be calculated for grade point & CGPA.

Audit course for Physical education is mandatory non-credit course. Examination has to be conducted at the end of Semester for award of grade at college level. Grade awarded for audit course shall not be calculated for grade point & CGPA.

TABLE -4 Structure for Semester-III

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	15	150	350			15
PR/OR/Tut	14			100	100	07
Total	29	150	350	100	100	22

TABLE -5 Structure for Semester-IV

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	15	150	350			15
PR/OR/Tut	10			100	50	05
Project based learning	04				50	02
Total	29	150	350	100	100	22

TABLE -6 Structure for Semester-V

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	15	150	350			15
PR/OR/Tut	10			100	50	05
Seminar	01				50	01
Total	26	150	350	100	100	21

TABLE -7 Structure for Semester-VI

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	12	120	280			12
PR/OR/Tut	10			100	100	05
Internship	04				100	04
Total	26	120	280	100	200	21

TABLE -8 Structure for Semester-VII

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	12	120	280			12
PR/OR/Tut	08			100	50	04
Moocs etc.					50	02
Project Stage-1	04			50	50	02
Total	24	120	280	150	150	20
Credits of MOOCs Courses shall be awarded based on completion of relevant course (recommended by college / University) of equivalent or more credits and submission of Certificate to college. College shall submit the same to university through online process to be followed in due course.						

TABLE -9 Structure for Semester-VIII

Subject Head	Duration (Hrs/week)	ISE	ESE	PR/OR Marks	TW Marks	Credits
Theory	12	120	280			12
PR/OR/Tut	04			100	50	02
Project Stage-2	12			50	100	06
Total	28	120	280	150	150	20

Note: Any Course offered (Semester-III to Semester-VIII) should be of minimum 2 credits.

2. Examination Scheme:

R.21

The theory examination shall be conducted in two phases for all the subjects of semester-I to semester-VIII.

R2.1.1: Phases of Examination

Phase I as In-Semester Examination of 30 marks written theory examination based on Unit-1 and Unit-2 of course syllabus scheduled by university

Phase II as End Semester Examination of 70 marks written theory examination based on unit number 3, 4, 5, 6 of course syllabus scheduled by university.

3. Structure of Question Paper:

R3.1 Two units (Unit 1 and Unit 2) will be covered for 30 Marks for Phase I (ISE). Equal weightage will be given to both the units (15 Marks each)

R3.2 Four units (Unit 3, Unit 4, Unit 5 and Unit 6) shall have weightage of 70 Marks for Phase 2 (ESE). Marks weightage for the unit 3, unit 4, unit 5 and unit 6 shall be as shown in Table no.10

- Marks weightage to be given for questions per unit is as :-

TABLE -10. Marks weightage per unit for examination

Unit Number	Phase I	Phase II
	ISE	ESE
	Marks Weightage	Marks Weightage
1	15	==
2	15	==
3		18
4		17
5	==	18
6	=	17

R3.3 Paper will have only one section and two questions for ISE and four questions for ESE. For each question there will be alternate Question based on same unit and of the same marks.

R3.4 Framing of questions should be according to Anderson/Blooms Taxonomy and disseminated through the question papers with a mention of course outcomes as well.

4. Assessment

A. Theory:

R4.1

ISE assessment will be done at the centralized assessment programme (CAP) Centre of the College by the Expert who is appointed as an examiner for the courses as per 48(3) panel of Maharashtra public university act 2016.

R4.2

ESE assessment will be done at the CAP Centre designated by the University by the Expert who is appointed as an examiner for the subject as per 48(3) panel.

B. Term work:

R4.3

Term Work assessment shall be conducted for the Lab Practice, Project, Tutorials and Seminar. Term work is continuous assessment based on work done, submission of work in the form of report/journal, timely completion, attendance, and understanding. It should be assessed by subject teacher of the institute for first to sixth semester and by the external examiner at seventh and eighth semester. At the end of the semester, the final grade for a Term Work shall be assigned based on the performance of the student and is to be submitted to the Savitribai Phule Pune University (SPPU). A student who fails in the Term Work on account of unsatisfactory performance shall be given F grade and on the account of inadequate attendance shall be given FX grade. Failing in a particular course Term Work shall not be the criteria for detention in the semester.

C. Practical/Oral/Presentation:

R4.5

Practical/Oral/presentation is to be conducted and assessed jointly by internal and external examiners. The performance in the Practical/Oral/Presentation examination shall be assessed by at

least one pair of examiners appointed as examiners by the Savitribai Phule Pune University. The examiners will prepare the mark / grade sheet in the format as specified by the Savitribai Phule Pune University and authenticate it.

D. Project Based Learning

R4.6

It is recommended that the all activities are to be record and regularly, regular assessment of work to be done and proper documents are to be maintained at college end by both students as well as mentor (you may call it PBL work book). Continuous Assessment Sheet (CAS) is to be maintained by all mentors/department and institutes.

Recommended parameters for assessment, evaluation and weightage:

- Idea Inception (5%)
- Outcomes of PBL/ Problem Solving Skills/ Solution provided/ Final product (50%)
(Individual assessment and team assessment)
- Documentation (Gathering requirements, design & modeling, implementation/execution, use of technology and final report, other documents) (25%)
- Demonstration (Presentation, User Interface, Usability etc) (10%)
- Contest Participation/ publication (5%)
- Awareness /Consideration of -Environment/ Social /Ethics/ Safety measures/Legal aspects (5%)

PBL workbook will serve the purpose and facilitate the job of students, mentor and project coordinator. This workbook will reflect accountability, punctuality, technical writing ability and work flow of the work undertaken.

E. Internship

R4.7

Student may choose to undergo Internship at Industry/Govt./NGO/MSME/Rural Internship/ Innovation/ IPR/Entrepreneurship. Student may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/NGO's/Government organizations/Micro/Small/ Medium enterprises to make themselves ready for the industry[4].

Every student is required to prepare a maintain documentary proofs of the activities done by him. The evaluation of these activities will be done by Programme Head/Cell In-charge/ Project Head/ faculty mentor or Industry Supervisor based on- Overall compilation of internship activities, sub-activities, the level of achievement expected, evidence needed to assign the points and the duration for certain activities.

Based on internship the assessment and evaluation parameters may include as-

- Working for consultancy/ research project,
- Participation at Events (Technical / Business)
- Participation in innovation related completions for eg. Hackathon etc.),
- Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council,
- Learning at Departmental Lab/Tinkering Lab/ Institutional workshop,
- Development of new product/ Business Plan/ registration of start-up,
- Participation in IPR workshop/Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos.

It is necessary to produce participation certificate, if applicable.

F. Seminar and Communication Skills

R4.8

Seminar is the first formal curricular activity at the UG level, where students are supposed to exhibit their communication skills and knowledge by undertaking the study of the chosen topics. Core objective is to explore the basic principles of communication (verbal and non-verbal) and

active, empathetic listening, speaking and writing techniques. It exposes the student to new technologies, researches, products, and services.

Authorities/ examiner (optional) along with a guide would be assessing the seminar work based on various parameters which may include- Topic selection, Contents and Presentation, regularity, Punctuality and Timely Completion, Question and Answers, Report, Paper Presentation/Publication, Attendance and Active Participation in overall class activity.

G. Project Work at Final Year

R4.9

Progress of project work is monitored regularly on weekly project slot/project day. Regular interval presentations are to be arranged to review and assess the work. During process of monitoring and continuous assessment AND evaluation the individual and team performance is to be measured.

Project work is monitored and continuous assessment is done by guide and authorities. During university examination Internal examiner (preferably the guide) and External examiners jointly, evaluate the project work. Recommended performance measure parameters may include-Problem definition and scope of the project, Literature Survey, Appropriate Engineering approach used, Exhaustive and Rational Requirement Analysis, Comprehensive Implementation- Design, modeling, documentation, Usability, Optimization considerations(Time, Resources, Costing), Thorough Testing, Project Presentation and Demonstration(ease of use and usability), Social and environment aspects, Presentation of work in the form of Project Report(s), Understanding individual capacity, Role & involvement in the project, Team Work (Distribution of work, intra-team communication and togetherness), Participation in various contests, Publications and IPR, Manuals(Project Report, Quick reference, System, Installation guide) among other parameters.

5. Rules of Passing

R5.1

To pass the Term Work / Practical / Oral/ presentation the student has to earn Minimum of 40 percent marks in each respective examination head.

R5.2

To pass the Theory Subject head the student has to earn minimum of 40 percent marks in End-Semester examination and 40 percent total marks (In-Semester Examination and End-Semester Examination).

R5.3

The failing student can repeat the End-semester examination to pass the head in any semester and the In-Semester Examination marks will be retained as it is. OR the failing student can repeat for the End-Semester Examination as well as In-semester examination for the head of Even semester in the Even semester only and for the head of Odd semester in the Odd semester only for the theory head

R5.4

To earn credits of a course (Theory/term work/practical/oral/presentation) student must pass the course with minimum passing marks/grade.

R5.5

Student can apply only for the Revaluation/Photocopying of End-Semester theory examination.

6. Rules of ATKT (Allowed To Keep Term):

R6.1

A student can register for the third semester (SE), if he/she earns minimum 50% credits of the total of first and second semesters (FE).

R6.2

A student can register for the fifth semester (TE), if he/she earns minimum 50% credits of the total of third and fourth semesters (SE) and all the credits of first and second semester (FE).

R6.3

A student can register for the seventh semester(BE), if he/she earns minimum 50% credits of the total of fifth and sixth semesters(TE) and all the credits of third and fourth semester(SE).

R6.4

A student will be awarded the bachelor's degree if he/she earns 170 credits and clears all the mandatory non credit courses in respective semesters

7. Assessment and Grade Point Average:**R7.1 Marks/Grade/Grade Point**

A grade is assigned to each head based on marks obtained by a student in examination of the course. The marks obtained in In-semester and end-semester examination are considered together to calculate the grade of the course. These grades, their equivalent grade points are given in Table 11.

TABLE 11. Grade and Grade Point

Grade	Grade Point	Percentage of Marks Obtained	Remarks
O	10	90-100	Outstanding
A	9	80-89	Very Good
B	8	70-79	Good
C	7	60-69	Fair
D	6	50-59	Average
E	5	40-49	Below Average
F	0	Below 40	Fail
FX	0	—	Detained, Repeat the Course
IC	0	—	Incomplete Course-- Absent for Exam but continue for the course
AC	—	—	Audit Course Completed
ACN	—	—	Audit Course Not Completed

7. Passing Grade:

- The grades O, A, B, C, D, E are passing grades.
- A candidate acquiring any one of these grades in a course shall be declared as PASS. And student shall earn the credits for a course only if the student gets passing grade in that course.
- F Grade -The grade F shall be treated as a failure grade.
- The student with F grade will have to pass the concerned course by re-appearing for the examination.
- The student with F grade for any stage of the Project Work, will have to carry out additional work/ improvement as suggested by the examiners and re-appear for the examination.
- AC and ACN Grade -The student registered for audit course shall be awarded the grade AC after satisfactory completion of audit course and shall be included in the Semester grade report for that course, provided student has the minimum attendance as prescribed by the SPPU and satisfactory In-semester performance and secured a passing grade in that course. Student who is unable to complete audit course will be awarded as ACN grade.
- FX Grade-The grade FX in a course is awarded by the college, if a student does not maintain the minimum attendance in the Lecture / Tutorial class as prescribed by the SPPU and/or his performance during the semester is not satisfactory and/or he/she fails in the Term Work head of that course.
- The student with FX grade in a given course is not permitted to take the end of semester examination in that course. Such a student will have to re-register for the course.
- The student with F / FX in a course shall not be awarded any credits for that course.

8. Performance Indices:

R8.1

The semester end grade sheet will contain grades for the courses along with titles and SGPA. Final grade sheet and transcript shall contain CGPA.

R8.2

SGPA -The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses, seminars and projects registered by the student during the semester.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_{i=1}^n GP_i \times CI_i}{\sum_{i=1}^n CI_i}$$

$$\text{SGPA} = \frac{\sum \text{Grade Points Earned} \times \text{Credits for Each Course}}{\text{Total Credits}}$$

For Example: suppose in a given semester a student has registered for five courses having credits C1, C2, C3, C4, C5 and his / her grade points in those courses are G1, G2, G3, G4, G5 respectively. Then students

$$\text{SGPA} = \frac{C1G1 + C2G2 + C3G3 + C4G4 + C5G5}{C1 + C2 + C3 + C4 + C5}$$

SGPA and CGPA is calculated up to two decimal places by rounding off.

R8.3

CGPA- The CGPA is the weighted average of the grade points obtained in all the courses (Theory/term work/practical/oral/presentation) of first semester to eighth semester for the students admitted in the First year and third to eighth semester for the students directly admitted at Second year.

CGPA is calculated in the same manner as the SGPA.

R8.4

In case of a student passing a failed course or in case of improvement, the earlier grade would be replaced by the new grade in calculation of the SGPA and CGPA.

9. Result:

R9.1

Based on the performance of the student in the semester examinations, the Savitribai Phule Pune University will declare the results and issue the Semester Grade sheets. The class shall be awarded to a student on the CGPA calculated. The award of the class shall be as per Table 12.

Table 12. CGPA and Class awarded

Sr. No.	CGPA	Class of the Degree Awarded
1.	7.75 or More than 7.75	First Class with Distinction
2.	6.75 or more but less than 7.75	First Class
3.	6.25 or more but less than 6.75	Higher Second Class
4.	5.5 or more but less than 6.25	Second Class

X. References

- [1] https://www.aicte-india.org/sites/default/files/Vol%201_UG.pdf
- [2] [https://www.aicte-india.org/sites/default/files/induction-guide-jun17-aicte%20\(1\).pdf](https://www.aicte-india.org/sites/default/files/induction-guide-jun17-aicte%20(1).pdf)
- [3] <https://www.aicteindia.org/sites/default/files/FINAL%20BEST%20PRACTICES%20IN%20AICTE%20APPROVED%20INSTITUTIONS.pdf>
- [4] <https://www.aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>
- [5] <https://www.aicte-india.org/sites/default/files/ExaminationReforms.pdf>
- [6] <https://www.aicte-india.org/education/model-syllabus>

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SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)



RATES OF REMUNERATION
FOR EXAMINATION WORK

WITH EFFECT FROM
ACADEMIC YEAR 2019-20

PREPARATORY REMARKS

The University authorities appointed a committee of following members for considering and revising the rates of remuneration of examination work which were fixed in the year 2019.

1. Principal Dr. Gaikwad V. B. - Chairman
2. Dr. Sanjeev Sonawane - Member
3. Principal Dr. Bormane D. S. - Member
4. Director, Dr. (Smt.) Gankar Saylee - Member
5. Dr. Ashok Chavan, Director, Board of Examinations & Evaluation - Ex Officio Member
6. Dr. Rajendra Talware - Invitee
7. Prof. Lalit Pawar - Invitee

The committee gave due consideration to all relevant aspects involved in this matter and recommended a revised rates of remuneration to Teaching and Non-teaching staff appointed for the conduct of University Examinations. The University Authorities have accepted these recommendations and the revised rates of remuneration are prescribed accordingly and included in this booklet.

The booklet of remuneration comprises of six parts as follows

- (i) Part I : Paper-setters and Examiners.
- (ii) Part II : Conduct of Theory Examinations i.e. Senior Supervisors, Junior Supervisors and the staff engaged for the examination work.
- (iii) Part III : Conduct of Practical Examinations.
- (iv) Part IV : Miscellaneous.
- (v) Part V : Procedure to include remuneration to examination work which is not included in the booklet.
- (vi) Part VI : Assistants for Practical Examinations.
- (vii) part VII : Various forms.

Due care is taken while revising the rates of remuneration; however, if there are any discrepancies or corrections in this booklet, same may be brought to the notice of Asst. Registrar, Examination (Co-ordination Unit) Savitribai Phule Pune University.

The revised rates shall come into force from the examinations to be held with effect from academic year 2019-20.

Dr. Ashok Chavan
Director
Board of Examinations & Evaluation

Examination Section
www.unipune.ac.in

Sr. No.	Name of	Tel. No.	E-mail
1	Director, Examinations & Evaluations	020-25601201	bee@unipune.ac.in or coe@pun.unipune.ac.in
2	Scrutiny and Tabulation Unit Deputy Registrar	020-25601204	drsandt@pun.unipune.ac.in
3	Assistant Registrar	020-25601210	arexamst@pun.unipune.ac.in
4	S & T Arts	020-25601213	st-arts@pun.unipune.ac.in
5	S & T Mental Moral	020-25601213	st-mentalmoral@pun.unipune.ac.in
6	S & T Science	020-25601214	st-science@pun.unipune.ac.in
7	S & T Law	020-25601216	st-law@pun.unipune.ac.in
8	S & T Engineering	020-25601219	st-engineering@pun.unipune.ac.in
9	S & T Commerce	020-25601215	st-commerce@pun.unipune.ac.in
10	S & T Education	020-25601216	st-education@pun.unipune.ac.in
11	S & T Management	020-25601216	st-management@pun.unipune.ac.in
12	S & T Pharmacy	020-25601220	st-pharmacy@pun.unipune.ac.in
13	S & T Physical Education	020-25601216	st-physicaleducation@pun.unipune.ac.in
2	Certificate Unit Deputy Registrar	020-25601207	dyregi-certification@pun.unipune.ac.in
	Certificate/Convocation/ Transcript	020-25601217	
	(Copy case) Unfairmeans	020-25601231	
	Arts-cert		arts-cert@pun.unipune.ac.in
	Mental-cert		mentalmoral-cert@pun.unipune.ac.in

	Science-cert		science-cert@pun.unipune.ac.in
	Law-cert		law-cert@pun.unipune.ac.in
	Engineering-cert		engineering-cert@pun.unipune.ac.in
	Commerce-cert		commerce-cert@pun.unipune.ac.in
	Education-cert		education-cert@pun.unipune.ac.in
	Management-cert		management-cert@pun.unipune.ac.in
	Pharmacy-cert		pharmacy-cert@pun.unipune.ac.in
	Physical edu-cert		physicaledu-cert@pun.unipune.ac.in
3	Coordination Unit Deputy Registrar	(Direct) 020-25601218 020-25601206	dyregi-coordination@pun.unipune.ac.in examcoordination@unipune.ac.in drcoordination@pun.unipune.ac.in
	Asst. Registrar	020-25601206	ar coordination@pun.unipune.ac.in
	Arts-coord		arts-coord@pun.unipune.ac.in
	Mentalmoral-coord		mentalmoral-coord@pun.unipune.ac.in
	Science-coord		science-coord@pun.unipune.ac.in
	Law-coord		law-coord@pun.unipune.ac.in
	Engineering-coord		engineering-coord@pun.unipune.ac.in
	Commerce-coord		commerce-coord@pun.unipune.ac.in
	Education-coord		education-coord@pun.unipune.ac.in
	Management-coord		management-coord@pun.unipune.ac.in
	Pharmacy-coord		pharmacy-coord@pun.unipune.ac.in
	Physicaledu-coord		Physicaledu-coord@pun.unipune.ac.in

4	Revaluation/Photocopy Unit	020-25601222	kbkhilari@unipune.ac.in
	Deputy Registrar	020-25601209	drphotocopy_reval@unipune.ac.in
	Dr photocopy Revaluation	020-25601232	photocopy@pun.unipune.ac.in
	Photocopy		reval@pun.unipune.ac.in
	Reval support		
5	Confidential Section (Strong room)	020-25601205	strong_ar@unipune.ac.in
6	Godown	020-25601233	godown@pun.unipune.ac.in
7	Exam Finance	020-25601247	examfinance@unipune.ac.in
8	Management Information Cell (Data Processing unit)	020-25601234	examsupport@pun.unipune.ac.in for exam form related support. revalsupport@pun.unipune.ac.in for reval support & photocopy. intmarks@pun.unipune.ac.in for internal marks related support.

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PART – I

1. REMUNERATION TO PAPER-SETTERS AND EXAMINERS

1.1 Remuneration to Paper - Setters & Examiners for Theory and Practical Examinations :

The faculty wise rates of remuneration to Paper-Setters and Examiners shall be as under :

1. FACULTY OF SCIENCE & TECHNOLOGY

(A) : SCIENCE

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.Sc.	535	16	535	26*
2	S.Y.B.Sc.	535	16	535	36*
3	T.Y.B.Sc.	535	16	535	36*
4	F.Y.B.Sc. (Comp. Science)	535	16	535	26*
5	S.Y./T.Y.B.Sc. (Comp. Science)	535	16	535	36*
6	B.Sc. Applied Scientific Instrumentation	535	16	535	36*
7	B.Sc. Applied Advanced Electronics	535	16	535	36*
8	B.Sc. Applied (B.M. Tech.)	535	16	535	36*
9	B.Sc. Applied / Wine Tech Biotechnology/Applied Petro-Tech./ Geoinformatics	535	16	535	36*
10	B.Sc. (Animation)	535	16	535	26*
11	F. Y.B. C. A.	535	16	535	26*
12	S.Y./T.Y.B. C. A.	535	16	535	36*
13	F. Y. B. Sc. (Hospitality Studies)	535	16	535	26*
14	S.Y./T.Y. B. Sc. (Hospitality Studies)	535	16	535	36*
15	M.Sc. (All Courses)	715	20	715	50*

16	M.Sc. Applied Advanced Electronics	715	20	715	50*
17	M.Sc. (Computer Science)/ M.C.S./M.C.A.	715	20	715	50* 260* Dissertation
18	M. Tech. (Dissertation) (per examiner)	-	-	-	425 Term Work 425 Oral
19	M. Tech.	885	36	---	50 Pracatival 25 Term Work
20	M.Sc. Biotechnology	715	20	715	40
21	Diploma in Equipment Management	535	16	---	---
22	Diploma in Communication Technology	535	16	---	---
23	CAD based 3D Modelling	535	16	---	---
24	V.L.S.I. Design Course	535	16	---	---
25	P.G. Diploma in Automotive Technology	535	16	535	36
26	P.G. Diploma in Explosive & Armament Technology	535	16	535	36
27	Advanced Diploma Course in Bioinformatics	535	16	535	36
28	Diploma in Computer Science, Industrial Electronics, Radio & T.V.	535	16	535	36

29	Certificate Course in Computer Hardware Networking	340	16	---	---
30	Certificate Course V.L.S.I	340	16	---	---
31	Courses instituted from time to time :			---	---
	(a) Certificate	340	16		
	(b) Diploma (U.G.)	475	16	340	16
	(c) Diploma (P.G.)	535	16	475	16
	(d) Degree	535	16	535	16
	(e) Post-Graduate Degree	535	16	535	26
		715	20	715	40

The Paper-setters for the examinations under Inter-disciplinary schools will be paid Rs. 440/- for setting of each paper.

Rates of remuneration for Project Work :

Sr. No.	Examination	Examiners		Practical	
		Less than 160 marks (per examiner) Rs.	160 or more marks (per examiner) Rs.	Less than 160 marks (per examiner) Rs.	Less than 160 marks (per examiner) Rs.
(1)	(2)	(3)	(4)	(5)	(6)
45	B.Sc. (Physics / Electronic Science Project Work)	36	46	46	80
45	M.Sc. (All Subjects)	36	56	110	130

*The rates are per candidate, per examiner.

- Please also refer Point no. 1.2 on page number 26 regarding duration of paper and corresponding remuneration.
- For the subject ' Communication Skill ' in B. C. A. Course under Science Course, remuneration for oral shall be applicable as follows.

Sr. No.	Name of the Examinations	Oral	
		Less than 50 Marks (Rs.)	50 more Marks (Rs.)
1.	B. C. A.	20/-	36/-

(B) : ENGINEERING

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical			
				For Paper-Setting Rs.	Per Candidate Rs.		
					Pra.	Tw.	Oral
1	F.E. & S.E.	610	26	---	26	16	16
2	T.E. & B.E.	610	26	---	30	22	22
3	M.E. (All Branches)	885	36	---	50	26	---
4	M.E. (Seminar) * I/II/III	---	---	---	---	*110	110
5	1.M. E. Project Stage I 2. M.E. (Dissertation) / Project Stage II (per Examiner)	---	---	---	---	216	216
						426	426
6	M.C.A. (Engg.)	675	20	---	---	---	220 Project & Viva per student per examiner
7	T.E./B. E. (In – Semester Examination)	230	10	-----	----	-----	-----
8	M. E. (All Branches) (Elective Paper in Semester Examination	455	16	-----	----	-----	-----

Name of Examination	Subject	Rates of Remuneration per Candidate, per examiner	
		Term work Rs.	Oral Rs.
(a) T.E. (All branches of Sandwich Course)	Industrial Inplant Training	34	70
(b) B.E. (All branches of Sandwich Course)	1. Industrial Inplant Training	34	70
	2. Project Term Work and Oral	156	156
	3. Seminar	156	156

Name of Examination	Subject	Rates of Remuneration per Candidate, distributed equally amongst the examiners	
		Term work Rs.	Oral Rs.
1. T. E. (All branches except Sandwich Course)	• Seminar		
2. B.E. (All branches except Sandwich Course)	1. Project Term work and Oral 2. Seminar	----- 156 156	* 70 156 156

B) Architecture :

		Paper- Setting per Paper Rs.	For Examining per Paper Rs.	Sessional Work Rs.	Viva -voce only Rs.	Sessional Viva- voce only Rs.	TW 25 Marks Rs.	TW 100 Marks Rs.
1	F.Y.B. Arch.	610	26	16	16	36	14	26
2	S.Y.B. Arch.	610	26	16	16	36	14	26
3	T.Y.B. Arch.	610	26	26	26	46	14	26
4	Fourth B. Arch.	610	26	26	26	46	14	26
5	Fifth B. Arch.	610	26	26	26	46	14	26
6	B. Des.	610	26	26	26	46	14	26
7	M. Arch.	845	40	40	40	66	20	40

Please also refer Point No. 1.2 on page number 26 regarding duration of paper and corresponding remuneration

Minimum Remuneration : 1 For Practical, Oral, etc.: S.E. T.E., B.E., M.E., M. Arch.
Rs. 280/- per centre, per subject, per examiner.

Assessment of Dissertation Work at the Fifth Year B.Arch. Examination Rs. 170/-
per candidate to be equally distributed amongst examiners appointed for the subject.

*Remuneration for Practical/Oral / Sessional / TW will be equally divided amongst the
examiners appointed except for M.E. (Dissertation).

(C) : PHARMACEUTICAL SCIENCE

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper- Setting Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	B. Pharm. I, II, III & IV	610	26	610	36
2	M. Pharm.	885	30	885	50

1. Remuneration of Rs. 120/- per Candidate for III Year B. Pharmacy for Assessment of Project Work and Viva-Voce, Per candidate per examiner.
2. a) Assessment of M. Pharmacy dissertation Rs. 250/- per candidate.
b) Viva-Voce on dissertation of M. Pharmacy Students Rs. 585/- per candidate.

2. FACULTY OF COMMERCE & MANAGEMENT

(A) : COMMERCE

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.Com.	535	16	---	12*
2	S.Y.B.Com.	535	16	---	12*
3	T.Y.B.Com.	535	16	---	12*
4	B.B.A. (Sem. I to VI)	535	16	---	Dissertation* 70
5	B.C.A. (Sem. I to VI)	535	16	---	70*
6	B.F.T./B.B.M. (IB) (Sem. I to VI)	535	16	---	70*
7	M.Com.	715	20	---	*100 Project Dissertation
8	M.C.A.	715	20	---	Project & Via 220* 40* Practical Rs. 36/- Oral Rs. 36/-
9	Post-Graduate Diploma in Banking / Company Secretaryship / Taxation / Salesmanship & Advertisement / Accountancy & All such Diplomas	535	16	---	---
10	Certificate Course in 'E' Commerce	340	12	340	16
11	P.G. Diploma in International Business	535	16	535	16
12	Courses : Instituted from time to time : (a) Certificate	340	12	340	16
	(b) Diploma	535	16	535	16

* The rates are per candidate, per examiner

(B) : MANAGEMENT

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	M.B.A.	675	20	---	120*
2	M.P.M.	675	20	---	120*
3	M.M.S.	675	20	---	---
4	M.C.M.	675	20	---	Project & Viva
5	M.M.M.	675	20	---	---
6	M.C.A.	675	20	---	Project & Viva 220*
7	B.H.M.C.T. /B.Sc. Hospitality Studies	535	20	---	90*
8	P.G.D.B.M.	535	20	---	---
9	Diploma in Office Management	535	20	---	---
10	P.G. Diploma in Hospital Management	535	20	---	36
11	P.G. Diploma in Computer Management	535	20	---	70 for Practical 145 for Oral
12	P.G. Diploma in Computer Application	535	20	---	---
13	P.G. Diploma in Financial Services	535	20	---	---
14	P.G. Diploma in Capital Marketing Management	535	20	---	---
15	Diploma in Co-operative Management	535	20	---	---
16	P.G. Diploma in Marketing Management	535	20	---	---
17	P.G. Diploma in Environmental Management	535	20	---	---
18	P.G. Diploma in Print Administration	535	20	---	36
19	Diploma instituted from time to time	535	20	---	36

* Per Student Per examiner

3. FACULTY OF HUMANITIES

(A) ARTS, MENTAL MORAL & SOCIAL SCIENCES AND LIBERAL ARTS

Sr. No.	Examination	For Paper-Setting per Paper	For Examining per Paper	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	F.Y.B.A.	535	16	535	26
2	S.Y.B.A.	535	16	535	26*
3	S.Y.B.A. (Yoga)	535	16	535	26*
4	T.Y.B.A.	535	16	535	26*
5	T.Y.B.A. (Yoga)	535	16	535	26*
6	M.A.	715	20	715	36*

* These rates are per candidate, per examiner for S.Y.B.A. (Geography & Statistics), T.Y.B.A. (Geography, Statistics, Psychology & Economics), S.Y.B.A., T.Y.B.A. (Yoga) & M.A. (Psychology & Geography)

Sr. No.	Examination	For Paper-Setting per Paper	For Examining per Paper	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	All Certificate Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Hindi, Prakrit, etc.	340	12	340	16
2	Lower Diploma Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Prakrit, Hindi, etc.	440	12	440	16
3	All Diploma & Higher Diploma Courses in M.E.L., Sanskrit, Pali, Ardhamagadhi, Prakrit, Hindi, etc.	440	12	440	16

4	Diploma in Hindi (Prayojan mulak and Anuvad padavika)	535	16	--	26
5	Diploma in Development Planning	535	16	535	26
6	Diploma in Rural Dev./ Diploma in Tribal Dev.	535	16	535	26
7	P.G. Diploma in Travel & Tourism	535	16	---	36 including Oral 56 Material etc.
8	Diploma Course in Manuscriptology	535	16	535	16
9	Diploma Course in English	535	16	535	16
10	Adv. Diploma in English Literature	535	16	535	16
11	Diploma in Family & Child Counseling	535	16	535	16
12	P.G. Diploma in School Psychology	535	16	535	16
13	Diploma in Industrial Psvchology	535	16	535	16
14	Diploma course in River Bosin Planning & management	535	16	535	16
15	Diploma Course in Urdu	535	16	535	16
16	Diploma in Medieval Indian Studies & Archival Science	535	16	535	16
17	P.G. Diploma in Investment & Financial Management	535	16	---	---
18	P.G. Diploma in Insurance & Financial Services	535	16	---	---
19	P.G. Diploma in Logic & Epistemology	535	16	---	---
20	Diploma Course in Public Administration	535	16	535	16
21	Certificate Course in Manuscriptology	340	13	340	16
22	Certificate Course in Modi	340	13	340	16
23	Certificate Course in English	340	13	340	16
24	Certificate Course in English Literature	340	13	---	---

25	Certificate Course in River Basin Planning and Management	340	13	-	---
26	Courses instituted from time to time : (a) Certificate	340	13	340	16
	(b) Diploma (U.G.)	475	16	475	16
	(c) Diploma (P.G.)	535	16	535	16
	(d) Degree (U.G.)	535	16	535	20
	(e) Post-Graduate Degree	675	20	675	30

*The rates are per candidate, per examiner.

(B) : LAW

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	I, II, III LL.B.	535	16	---	---
2	New Five-Year Law Course (B.S.L.)	535	16	---	---
3	LL.M.	715	26	---	---
4	Master of Labour Laws & Labour Welfare	715	26	---	---
5	Dip in Labour Laws & Labour Welfare	535	16	---	---
6	Diploma in Taxation Laws	535	16	---	---
7	Diploma in Criminology	535	16	---	---
8	Diploma in Co-Operative Laws	535	16	---	---
9	Certificate Course in Forensic and Medical Jurisprudence	535	16	---	---
10	Courses instituted from time to time : Certificate Diploma	505	16	---	---
		535	16		

Remuneration per examiner, per candidate for viva, viva on project report/field work will be

- (i) Rs. 40/- for Five-Year Law Course and Three-Year Law Course.
- (ii) Rs. 25/- for D.L.L. & L.W.
- (iii) Rs. 50/- for M.L.L. & L.W.

4. FACULTY OF INTER – DISCIPLINARY STUDIES

(A) : EDUCATION

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practica	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	(a) B.Ed. (General) (b) B.Ed. (Hearing Impaired) (c) B.A. / B.Sc. B.Ed. integrated	535	16	535	35*
2	M.Ed. (General) / M.A. (Education)	675	20	675	400*Disser 400* viva
3	Diploma in Deaf Education	420	13	420	25
4	Diploma in Education for Teachers of Mentally Retarded Children. All other Diplomas.	420	13	420	25

*Each Examiner per Student.

(Remuneration to moderation committee for Rationalization of B.Ed. and M.Ed. internal Marks):

The rate of remuneration to members of moderation committee for Rationalization of B.Ed. and M.Ed. internal mark will be Rs. 400/- per member, per division per year in the college concerned.

Chairman of B.Ed. and M.Ed. moderation committee will be paid chairman allowance Rs. 10,000/- lump sum. (For up to 50 colleges), Rs. 20,000/- lump sum (For 1 to 100 Colleges) and Rs. 25,000/- lump sum (For more than 100 Colleges)

Chairman of viva of B. Ed. & M. Ed. will be paid Chairman allowance Rs. 10,000/- lumsum.

(B): PHYSICAL EDUCATION

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper-Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	B.Ed. (Physical Education)	535	16	535	35*
2	M.Ed. (Physical Education)	675	20	675	400*Disser 400*Viva
3	M.A.(Yoga Education)	675	20	675	35

* Each Examiner per Student.

Remuneration to moderation committee for rationalization of B.Ed. and M.Ed. internal marks:

The rate of remuneration to member(s) of moderation committee for rationalization of B.Ed. and M.Ed. (Physical Education) internal marks will be Rs. 400/- per member, per division per year in the college, concerned.

Chairman of moderation committee will be paid chairman allowance Rs. 3000/- lump sum.

Chairman of consolidator of viva marks will be paid Chairman allowance Rs. 3,000/- lump sum.

**(C) FINE ARTS & PERFORMING ARTS
JOURNALISM & SOCIAL WORK,
LIBRARY & INFORMATION SCIENCE**

Sr. No.	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical	
				For Paper- Setting Per Paper Rs.	Per Candidate, per Practical Course Rs.
(1)	(2)	(3)	(4)	(5)	(6)
1	M.A. Lalit Kala	715	20	715	35
2	M.A. Music (Part I & II)	715	20	715	390
3	B.F.A. I & II	535	15	535	25
4	B.F.A. III & IV	535	15	535	25
5	F.Y./S.Y./T.Y. B.A. (Music, Drama, Dance etc.)	535	25	535	105 *
5	B.Lib. & I.Sc.	535	15	535	25
6	Bachelor of Performing Arts	535	25	535	---
7	B.F.D.	535	25	535	---
8	Bachelor of Communication and Journalism (B.C.J.)	535	15	535	25
9	Master of Communication and Journalism (M.C.J.)	715	20	690	130 Dissertation
10	M.S.W.	715	20	690	35
11	M.Lib. & I.Sc.	715	20	690	35
12	Master of Mass Relation	715	20	---	130 Project 22 Field Work
13	Diploma in Journalism	535	15	535	25
14	Certificate Course in Journalism	340	15	---	---
15	Certificate Course in Library Science	340	15	---	---

* These rates are per candidate, per examiner for F.Y./S.Y./T.Y. B.A. (Music, Drama, Dance etc.)

5. VOCATIONAL STUDIES

FACULTY OF B.Voc.

Examination Remuneration Rate for Evaluation of B.Voc. Coures

Sr. No	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical			
				For Paper- Setting Rs.	Per candidate Rs.		
					Pra.	Tw.	Oral
1.	F.Y.	470	20	470	20	12	12
2.	S.Y.	470	20	470	20	12	12
3.	T.Y.	470	20	470	20	12	12

5. VOCATIONAL STUDIES

FACULTY OF B.Voc.

Examination Remuneration Rate for Evaluation of B.Voc. Coures

Sr. No	Examination	For Paper-Setting per Paper Rs.	For Examining per Paper Rs.	Practical			
				For Paper-Setting Rs.	Per candidate Rs.		
					Pra.	Tw.	Oral
1.	F.Y.	470	20	470	20	12	12
2.	S.Y.	470	20	470	20	12	12
3.	T.Y.	470	20	470	20	12	12

1.2 Remuneration to Paper-Setters & Examiners for less than 3 hours and more than 3 hours duration of paper session. This is applicable for Theory Examination only.

- (a) The rates of remuneration for Paper-Setters & Examiners in all faculties mentioned above are prescribed for the examinations of 3 hours duration.
- (b) For the examination with less than 3 hours duration, the remuneration will be 20% less than the rate prescribed for 3 hours duration. The Paper-Setter(s) & Examiner(s) concerned will be paid remuneration accordingly.
- (c) For the examination with more than 3 hours duration, the remuneration will be 20% more than the rate prescribed for 3 hours duration. The paper-Setter(s) & Examiner(s) concerned will be paid remuneration accordingly.

1.3 Remuneration to Moderators :

The moderator will be paid Rs. 3.00/- per paper (Re. 1.50/- per section) in addition to the normal rate prescribed for the examiner in the respective examination for the paper/section which he/she moderated.

However, minimum remuneration to the moderator will be paid, 10% more than the remuneration to the examiner for assessing maximum number of answer-books prescribed per day.

1.4 Remuneration for Restructuring Courses at Degree Level :

Remuneration for the 'C' Component examinations shall be as under:-

(a) *Assessment*

- (a) Remuneration for assessment, per student and for both the examiners together

Ser No	Faculty	Theory (Rs.)	Practical (Rs.)
(a)	Science	10.00	30.00
(b)	Commerce	10.00	20.00
(c)	Humanities	10.00	20.00

(b) .Remuneration for assessment of Project Work Course (per candidate)

Ser No	Faculty	Remuneration (Rs.)
(a)	Science	30.00
(b)	Commerce	30.00
(c)	Humanities	20.00

(c) *Additional expenses (per student) :*

Ser No	Faculty	Per Students (Rs.)
(a)	Science	40.00
(b)	Commerce	30.00
(c)	Humanities	20.00

1.5 Minimum remuneration to Paper-Setter & Examiner:

- (1) The minimum remuneration payable to the paper-setter attending the meeting of paper-setting will be Rs. 220/- The paper-setter who does not attend the meeting but sends the question-papers by post will get actual remuneration distributed amongst the paper-setters. He will not be entitled for minimum remuneration of Rs. 220/-. The Chairman of respective Board of Paper-setters should specify the names of paper-setters attending the meeting. In absence of this the actual amount payable to Paper-Setter/s will be distributed among the Paper-Setters.
- (2) The minimum remuneration payable to the examiner for theory examination will be Rs. 445/- and for Practical / Viva / Oral examination, etc. will be Rs. 445/- for the work of one or more per subject/course at one and the same examination season. This will be exclusive of charges for proof-reading, supervision charges, charges for working as Laboratory Supervisors or Expert Assistant, Chairman's Allowance, supply of copies of question papers, scheme of marking and model answers, etc.
- (3) Minimum remuneration will not be paid if the person fails to perform the entire duty as per his/her appointment.

1.6 Joint claim for Paper-Setters at Written and Practical Examinations:

The Chairman has to see that a joint claim for himself/herself and of his colleagues in the subject indicating therein, the amount of remuneration payable to each Paper-Setter is submitted to the University duly countersigned by him/her and all present members at the Paper-setting Meeting along with A/B forms & Bank Account details. (Refer Annexure)

2. CHAIRMAN ALLOWANCE

The Chairman will be paid Chairman's allowance for each separate appointment as per following norms:

- (1) Rs. 220/- if there are two Paper-Setters and/or Examiners.
- (2) Rs. 325/- if there are three to five Paper-Setters and/or Examiners.
- (3) Rs. 450/- if there are six to ten Paper-Setters and/or Examiners.
- (4) Rs. 450/- per block of ten Paper-Setters and/or Examiners or part thereof, if there are more than ten Paper-Setters and/or Examiners.

The Chairman/convenor allowance is admissible separately in all faculties where different appointments for Practical/Oral/Term Work/Assessment of Dissertation / Moderation Committee are made. One Chairman appointed at M.Ed. Paper-III examination for assessment of Research work of students of all colleges will be paid remuneration of Rs. 650/- lump sum.

The Chairman appointed at B.Ed. Part II Examination will be paid minimum remuneration of Rs. 650/- for the work in connection with examination and also Chairman's allowance according to the rates prescribed above.

The Chairman allowance will be paid for paper-setting or assessment.

3. Remuneration for Model Answer, Scheme of Marking, Translation & proof reading

3.1 Remuneration for Model Answer, Scheme of Marking:
The Board of Paper-setters, required to submit model answers, along with scheme of marking will be paid Rs.400/- per paper. This remuneration will be distributed equally amongst the paper-setters who are present at the meeting and who actually do the work.

3.2 Remuneration for Translation:

The Paper-Setters will be paid Rs. 200/- for supplying:

- (i) Marathi version of the question paper.
- (ii) Devnagari version of the question paper in Sindhi / Arabic Script.

3.3 Remuneration for Proofreading :

Whenever a proof a question paper is read by paper setter in that subject ,qualified person will be paid remuneration as
Rs. 105/- per question paper. If it is one medium
Rs. 125/- per question paper. If it is two or more than two medium It is permissible to claim remuneration for reading proof of question paper in special method and Contents at B.Ed. examination for which he/she will be Paid Rs. 165/-

4. Remuneration for assessment of Ph.D., M.Phil., Project Report, Dissertation, Field Work, Oral, Viva & Term Work, etc.

4.1 Honorarium for examining Thesis, Dissertation :

		Honorarium for Thesis, Dissertations, Viva-voce for each Internal and External referee	
		Evaluation	Viva-voce
1	M. Phil. Dissertations	Rs.1000/-	Rs. 1000/-
2	Ph.D. Thesis Honorarium to External Referee, Internal Referee (Guide & Co-guide) (i) In India (ii) Outside India	--- Rs. 2600/- \$ 200	Rs. 2000/- Per candidate per examiner
3	D.Litt. & D.Sc. Honorarium to each external referee (i) In India (ii) Outside India	Rs. 2600/- \$ 250	Rs. 2000/-
4.	M. Phil/ Ph. D. Course work (Evaluation at research centre.) 1. Setting up question paper for course work subject. 2. Examining answer sheets for course work paper. 3. Remuneration to guide per candidates to be paid once only during the course.	Rs. 500/- Rs. 40/- per paper. Rs. 1000/-	----- ----- -----

5.	M. Phil/ Ph. D. result preparation and declaration at university office.	Rs. 500/- per candidates for concerned faculty administrative assistant and Rs. 250/- for concerned officers (to be paid once only during the course.)
6.	M. Phil/ Ph. D. result preparation and declaration at university office.	Rs. 500/- per candidates for concerned administrative assistant at research centre. Rs. 250/- for research centre coordinator. (to be paid once only during the course.)

The Internal Referee will be paid an allowance of Rs. 600/- (for correspondence) per candidate registered with him, for Ph.D. or M.Phil. or D.Litt. or D.Sc.

- The Chairman of viva –Voce for Ph.D. or M.Phil. or D Litt. Or D.Sc. will be held eligible for Rs. 1300/- honorarium.
- The External Referees shall be entitled to the actual postage for dispatching the thesis, subject to production of voucher or postage receipts in original.
- M.Sc. (Partly by Papers and Partly by Research) each Referee appointed for evaluation of dissertation will be paid Rs. 450/-.

4.2 Remuneration for Examining a Dissertation / Field Work / /Project /Project Report / Viva, etc. (for Internal and External Examiners) (Unless otherwise specified)

Examination	Examiners		Examiners & Viva	
	Less than 100 marks Rs.	100 or more marks Rs.	Less than 100 marks Rs.	100 or more marks Rs.
Upto Degree Level	50	60	50	90
P.G. Degree	65	90	120	150
P.G.. Diploma	50	80	120	130

The above rates are applicable where no separate rates of remuneration are prescribed in the respective examination under the faculty.

4.3 Remuneration for Oral (External and Internal Examiners per candidate to be divided equally)

Examination	Oral	
	Less than 50 Marks	50 or more Marks
Up to Degree Level	20	35
P.G. Degree	35	50
P.G. Diploma	25	20

The above rates are applicable where no separate rates of remuneration are prescribed in the respective examination under the faculty.

5. **Remuneration for Revaluation of Answer-Books :**
 (a) The Examiners appointed for revaluation of answer-books for courses of Engineering, Management, Pharmacy, Education, Physical Education and Law will be paid Rs. 80/- per theory answer- books. The minimum remuneration will be Rs. 325/-
 (b) The Examiners appointed for revaluation of answer-books in all other faculties will be paid Rs.40/- per theory answer-book. The minimum remuneration will be Rs. 130/-
6. **Remuneration For Courses to be Instituted from Time to Time :**
 The rates of remuneration prescribed in this booklet for Undergraduate, Post-graduate Degree, Diploma and Certificate Courses, etc. under various faculties will be applicable to all such Degrees, Diploma and Certificate Courses that will be instituted under respective Faculties from time to time.
7. Remuneration for Online Examinations & online Question paper delivery to examination center for all faculties wherever applicable

Part A : Remuneration for conduct of Online Examination

Sr. No.	Particulars	Rates
1	Senior Supervisor per Exam Center	Rs. 65/- per Session* for specified duration of Examination
2	System Administrator per Exam Center Phase wise exams	Rs. 50/- per Session* for specified duration of Examination
3	Expert Teacher* (In a capacity of Junior Supervisor) *One per block of 50 students	Rs. 45/- per batch* for specified duration of Examination
4	Lab Asst* *One per block of 50 students	Rs. 20/- per batch* for specified duration of Examination
5	Peon* /Waterman *One per block of 50 students	Rs. 15/- per batch* for specified duration of Examination
6	Principal / Director	Rs. 1300/- per examination for specified duration of Examination

Part- B : Online Question Paper Generation using Question Bank.

Sr. No.	Particulars	Rates	Minimum Amount to be paid
1.	For addition Online Question Bank, Solution to Questions along with scheme of marking.	Rs. 22/- Per Question	-----
2.	Online Question Bank Validation/Updation .	Rs. 8/- Per Question	Rs. 650/-
3.	Question Paper & Model answer Generation from question Bank/ paper.	Paper Setting Rs.1550/-	-----

CCTV Camera Mandatory for online examination Halls/Laboratory.

***Recording of the coverage of the conduct of online examination will be mandatory.**

* Session: 100 students appearing for examination simultaneously. Less than 100 students can be accounted for session if less than 100 students are appearing for examination of the said subject.

* Batch: 30 students appearing for examination at one laboratory location simultaneously. Less than 30 students can be accounted for Batch if less than 30 students are appearing for examination of the said subject.

Part C: Facility charges to be paid to Examination Centers for online exam and QPD.

- (i) Rs. 5/- per students per examinations per day against use of Computation facilities, Electricity and allied.
- (ii) Rs. 2/- per Question Paper per student for Photocopying charges of the Question Paper which are sent by electronic media.

PART – II

1. REMUNERATION FOR THE CONDUCT OF THEORY EXAMINATIONS

1.1 Remuneration to Senior Supervisors, Junior Supervisors, Peons, Waterman etc.

Written Examination

Sr. No.	Particulars		For session of less than 3 hrs. Rs.	For session of 3 hrs. & more Rs.
a.	Senior Supervisor	Per paper / session	200	260
b.	Assistant Senior Supervisor, CEO	Per paper / session	155	215
c.	Junior / Relieving Supervisor/Internal Vigilance Squad	Per paper / session	170	200
d.	Dispatch Clerk (It should be equal Junior Supervisor)	Per paper / session	170	200
e.	Stationery Store Clerk	Per Paper/ Session	40	-----
f.	Peon	Per paper / session	70	90
g.	Watchman	For twelve hours attendance	130	130
h.	Sweeper / Hamal / Scavenger	Per paper / session	90	90
i.	Water Charges (To be paid to College)	Per Exam season	2000	
j.	Electrician or Generator Operator	Per Exam season	1000	
k.	Xerox Operator (To be divided among operators if more than one.)	Per session	100	

Dispatch Clerk : Dispatch Clerk is appointed as follows .

1 to 600 Students	One Dispatch Clerk
601 to 1000 Students	Two Dispatch Clerk
Above 1000	Three Dispatch Clerk

A schedule of staff, which can be appointed for University Theory Examination at approved centres, shall be as follows :

- Two assistants out of which One Assistant to the Senior Supervisor and other to the College Exam Officer of the status of Head Clerk or Senior Clerk or Junior Clerk with five years of administrative experience in Senior College, for one examination or group of examinations held simultaneously in a day.
- One Junior Supervisor for one block of 25 to 40 students.
- One Relieving Supervisor (i.e. one Relieving Supervisor up to ten blocks and thereafter in multiple of ten blocks).

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g.	Watchman	For twelve hours attendance	130	130
h.	Sweeper / Hamal / Scavenger	Per paper / session	90	90
i.	Water Charges (To be paid to College)	Per Exam season	2000	
j.	Electrician or Generator Operator	Per Exam season	1000	
k.	Xerox Operator (To be divided among operators if more than one.)	Per session	100	

Dispatch Clerk : Dispatch Clerk is appointed as follows .

1 to 600 Students	One Dispatch Clerk
601 to 1000 Students	Two Dispatch Clerk
Above 1000	Three Dispatch Clerk

A schedule of staff, which can be appointed for University Theory Examination at approved centres, shall be as follows :

1. Two assistants out of which One Assistant to the Senior Supervisor and other to the College Exam Officer of the status of Head Clerk or Senior Clerk or Junior Clerk with five years of administrative experience in Senior College, for one examination or group of examinations held simultaneously in a day.
2. One Junior Supervisor for one block of 25 to 40 students.
3. One Relieving Supervisor (i.e. one Relieving Supervisor up to ten blocks and thereafter in multiple of ten blocks).

4. Two Peons for Office of the Senior Supervisor one of whom shall work as Bellman also.
5. One Block Peon for each group of every four blocks.
6. One Watchman for twelve hours.
7. One Hamal / Sweeper for sweeping of each group of ten blocks.
8. One Wet Sweeper for cleaning W.C.
9. If the number of students on any examination centre is more than 800 in a day, then in place of one Internal Senior Supervisor, two Internal Senior Supervisors and two Assistant Senior Supervisors are allowed on that day.
10. Junior Supervisor on the examination block require some time to fill up the particulars of candidates in prescribed formats and during that time additional Junior Supervisor (one against every six blocks of 30 to 40 candidates) will assist the Junior Supervisor on block by undertaking following responsibilities :
 - (a) The junior supervisor will check the seat numbers barcode etc. of the candidates and verify the report.
 - (b) If required, check the Admit Card and Identity Card of the candidates.
 - (c) He/ She will see that no unfair practices shall be adopted by the candidates and for that purpose he/she may take physical verification of the candidates.
11. It shall be the duty of all persons involved in examination work to conduct the examinations smoothly, discouraging all kinds of unfair practices. All staff will carry the responsibilities assigned by the Principal of the concerned affiliated College/Director of the concerned recognized Institute Head of the University Teaching Department pertaining to the examination work.

No additional staff more than that noted above will be paid for unless the prior approval of the Director, B.E.E/Deputy Registrar (Examinations) is obtained for such additional appointments with full justification.

12. **Internal Squad** : One Internal Squad team of three members per 10 blocks, at least one lady staff member shall be part of Internal squad.

1.2 Remuneration to Principal & others. :

- (a) The Principal or in his absence his nominee, who will look after smooth conduct of examination work will be paid Rs. 650/- per day for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (b) An amount at the rate of Rs. 260/- per day will be paid to only one Internal Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (c) An amount at the rate of Rs. 200/- per day will be paid to the Assistant Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (d) The work of Pre/ Post Examinations wherever is applicable be entrusted to the person by the Principal/Head of the University Department and be paid Rs. 8/- per candidate for examination work. This amount will be paid to the persons concerned from the share of the University Examination Fee retained by the College for the conduct of University Pre/post Examinations.
- (e) Where the examination paper sessions of two hours and three hours or more than three hours duration are conducted simultaneously, remuneration to the Senior Supervisor, will be granted for three hours session only.

- (1) The Principal of the College will be paid Rs. 3,250/- per examination session for acceptance of Manuscripts of Question Papers, appointment of Jr. Supervisors, other staff for the conduct of University Examinations, overall supervision of examinations and submission of necessary record in time to the University. Such claims should be paid from the advance placed at the disposal of the College for conduct of the theory examination. Generally the duration of each examination session shall not be less than 12 working days and not more than 14 working days.

1.3 Charges for Medical Aid :

A Senior Supervisor or a Laboratory Supervisor can invite R.M.P. for giving medical relief to the candidate at the place of examination in case of emergency during the conduct of the examination.

The R.M.P. called for such a visit will be paid a visit fee of Rs. 325/- and also other reasonable medical expenses as have been actually incurred. This expenditure will be incurred from the factotum charges.

1.4 Writer's Charges : (To be paid from the factotum charges)

The Writer appointed to write answer papers of the blind, disabled or such other examinee in case met accident and cannot write answer sheet will be paid Rs. 200/- per paper in respect of examination upto and inclusive of graduation and Rs. 230/- in respect of post-graduate examination.

The Senior Supervisors are authorized to make the appointment of a Writer at an examination for a candidate who, in their opinion, is unable to write the answer-scripts on serious medical grounds, blind or disabled. The Writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The Senior Supervisors will recover the prescribed fee of Rs. 200/- per paper, upto graduation and Rs. 230/- per paper for Post-graduate examination from the candidate asking for the Writer. The Principal or Senior Supervisor is permitted to collect the writer fee at the prescribed rate mentioned above from the candidate concerned and disburse them to Writer appointed by them directly. **No writer fee shall be collected from the blind candidate.**

2. REMUNERATION FOR VIGILANCE SQUAD, CUSTODIAN

2.1 Remuneration to Vigilance Squad :

The members appointed on Vigilance squad will be paid Rs. 600/- as honorarium per working day provided the members visit at least two examination centres in a day. The members will be paid T.A./D.A. as per University rules. The condition of visiting at least two examinations centres in a day will not be applicable if the examinations are not conducted at more than one place or in exceptional cases, if distance in two exam centres is so much that it is not possible to visit two exam centres within a day will be allowed with the approval of Director, BEE.

The Vigilance Squad may use a vehicle whenever necessary to visit the Examination Centre in a group of not less than 3 and not more than 4 members at the rate approved by the University from time to time.

2.2 Remuneration to college Examination Officer :

The college Examination Officer appointed at the college will be responsible for overall conduct of examination and pre and post examination activities at the college. He/she will be paid Rs 4000/- per examination term /semester and can be entrusted with the responsibility of the custodian too. The same shall be the discretion of the Principal/Director of the college, as per requirements for smooth conduct of examination and responsibility allocation.

Principal/Director/CEO of college/institute will not be paid remuneration for any other duty of examination viz. Senior Supervisor/Asst Sr. Supervisor etc, if they perform any of these duties during the exam period.

PART- III

1. REMUNERATION FOR THE CONDUCT OF PRACTICAL EXAMINATIONS

- 1.1 **Remuneration to Laboratory Supervisors, Expert Assistants, etc :**
 In each laboratory or workshop including Workshop Practice of Engineering Examinations and in respect of all Faculties, wherever practical examinations are conducted either in the laboratory, workshop or in the field, etc. the Principal/ Director of the College to which the laboratory or workshop belongs is authorized to appoint a responsible and duly qualified member of the staff where the practical examination is going on, to supervise the Laboratory or Workshop provided none of the examiners appointed for practical examination is a member of the staff at which the examination is actually conducted.

The Remuneration for the Laboratory Supervisors & Expert Assistant Other than Course under Engineering shall be as follows :

	Lab. Supervisors Rs.	Expert Asstt. Rs.
Duration of the Practical Examination, for batch time 4 hours or less	130/-	105/-
For batch time more than 4 hours	155/-	130/-
Two Practicals or two batches in a day	200/-	160/-

The Internal Examiners shall invariably work as Laboratory Supervisor.

Such Laboratory Supervisors, Staff and Expert shall also be eligible for payments on the day of preparation and rearrangement of instruments at the rate of Rs. 130/- and Rs. 85/- respectively per day.

1.2 Remuneration to Conveners and Co-ordinators :

(a) **Districtwise Co-ordinator :** The Convener/Co-ordinator/Asstt. Co-ordinator appointed for convening/co-ordinating districtwise practical examinations at B.A., B.Sc., B.Com., B.B.A., B.C.A., B.F.T., M.Com., B.Pharm. examination will be paid remuneration for conducting the practical examination/ Project work/ Viva-Voce as under :

Convener/Co-ordinator	Rs. 2,000/-/-
Asstt. Co-ordinator	Rs. 1,000/-

If the same person performs the duties of Co-ordinator as well as the Convener he/she will be paid remuneration of Rs. 2000/-.

Co-ordinator for restructuring courses :

- (a) The Chief Co-ordinators of Restructuring courses working at Centres will work as Senior Supervisor for the conduct of Practical Examination under 'C' Component courses, and they will be paid Rs. 130/- per paper session. In addition, they will be paid Rs. 260/- per day for two days i.e. one day for preparation and one day for conclusion of examination work for each examination session.

- (b) The Jt. Co-ordinator of 'C' Component courses will work as Convener for Practical Examinations under 'C' Component courses at different centres for practical examinations. He will be paid Rs. 650/- for each examination season/season.
- (c) The Co-ordinator appointed for co-ordinating Practical Examination in the Faculty of Engineering will be entitled for Rs. 1300/- for Co-ordinating the work. One Co-ordinator will be appointed for every block of five centers in each subject. If there are two or more than two Co-ordinators one of them will act as Convener and will be entitled for Rs. 1560/- instead of Rs. 1300/-.

1.3 Remuneration for Printing of Question Papers for Practicals :

- (1) For practical, when more than one paper at each practical of the same course is set, remuneration for one paper be paid as per rate of remuneration in each faculty and for each subsequent papers-setting (not practical slips), Rs. 90/- will be paid. However for Statistics practical examination rate of remuneration for subsequent paper is same as that for the first Paper.
- (2) The Principal of College of Education who have to frame time table for B.Ed. Practical Examination, in consultation with the Heads of respective practicing schools attached, they will be paid remuneration of Rs. 390/- at the B.Ed. Examination.
- (3) Head Masters of schools in which practice lessons of the B.Ed. are held will be paid Rs. 25/- per session, subject to the minimum of Rs. 260/- provided bills are submitted within one year from the date of the conclusion of the examinations to college/s concerned.
- (4) Each of the senior examiners at B.Ed. (Part-II)/M.Ed. Practicals for different centres will be paid Rs. 260/- for co-ordinating work of individual examiners appointed at the centres.
- (5) The Senior Examiner at different centres at B.Ed. Part II examination will be paid the actual postage for sending the mark-lists to the chairman as per instructions provided postage receipts, in original, are produced.
- (6) The Referees appointed to examine the thesis/dissertation of master's degree (fully or partly by Research) will be paid Rs. 650/- per thesis/dissertation.

1.4 Payments for the Conduct of Practical Examinations :

- (1) The rates of payment mentioned below are admissible per candidate appearing at the practical examination per Laboratory course. The Principals / Heads of the Departments/Director/ Laboratory Supervisors are, however, authorized to determine the actual amount to be spent on each of the three items viz. For the conduct of the examination, chemicals, material and remuneration to Assistants according to the needs,

Sr. No.	Name of the Examination	Rate per candidate (Actually appearing per Laboratory course (inclusive of preparation and cleaning charges and Remuneration to Asst. etc.)	To be Distributed as	
			Remuneration	Other Charges
1	B.A./B.Sc. (all subjects) /B.Sc. (Comp. Science), B.Sc. (Biotech), B.Com. B.B.A./B.C.A./B.F.T./ B.Pharm/B.Com.	100	65	35
2	B. Pharm.	125	65	60
3	M..Pharm	130	65	65
4	M. Sc (Wet Lab.)	130	65	65
5	M.Sc. (Dry Lab.)	110	65	45
6	Experimental Psychology	65	40	25
7.	All other Subjects	100	55	45
8.	Engineering	15	15	---
9.	BHMCT/B.Sc. Hosp.	280	120 Asst 60 Asst 25 Store Keeper	75
10	Pharmacy (All Exam in one gr. Only)	280	---	---

- (2) The Chairman appointed for the Practical Examination or any other competent person may frame suitable batches of the number of candidates to be examined practically according to the convenience of the Examiners.
- (3) No remuneration is payable to teaching staff out of this advance paid to the college for the conduct of examination.
- (4) The Principal of the College has to communicate the number of candidates appearing at practical examinations and statement of expenditure as per the format shown in Annexure '4' to '7'.

PART – IV

1. MISCELLANEOUS

1.1 Definitions

- (a) **Examination Session** : "Examination Session" means generally up to 12 working days of examinations.
- (b) **Paper Session** : "Paper Session" means duration of time prescribed (given) for particular theory / practical paper.
- (c) **Examination Season** : "Examination Season" means particular half of the year during which various examinations of the University are conducted.
- (d) **Paper Setting** : "Paper setting" means paper set by paper setters appointed by the committee under s. 48(3)(a) of Maharashtra Public Universities Act, 2016.

1.2 Payment at the place of Examination Centre :

- (a) The payment towards T.A./D.A./Auto charges at actual and remuneration to the Examiners appointed for the practical examination shall be made by the Principal of the College concerned from the advance placed at the disposal of the college for the conduct of University examination, as per the University Rules.
- (b) The Principal of the College shall make payment towards T.A./D.A. to the Senior Supervisor and his remuneration and remuneration to the staff concerned with the examination work, from the advance placed at the disposal of the college for the conduct of University Examination. (Annexure 1 and 4)
- (c) The remuneration to the Principal per examination session for acceptance of manuscripts of the question papers, appointments of Junior Supervisors and other staff for the conduct of the examination, overall supervision of examinations and submission of necessary record in time to the University etc. will be paid at the end of examination season from the advance received from the University.

1.3 Reimbursement of expenses incurred for returning the Answer-Books and Dissertation, project Report, etc. to the University :

- (a) The expenditure incurred for returning the answer-books, dissertation(s), project report, etc. will be reimbursed on production of official receipts or vouchers. Answer papers should be returned by insured post or by parcel only, and not in any case by V.P.P. or by railway parcel. The Director, B.E.E /Deputy Registrars (Examinations) are empowered to sanction such expenditure.
- (b) The examiners residing in the jurisdiction of the Savitribai Phule Pune University and who have received the answer-books, more than 100, are expected to hand over the marklists as well as the assessed answer-books to the University Office personally at one and the same time. Such examiners will be paid T.A./D.A. as per University Rules.
- (c) The assessed answer-books and the mark lists should be sent through Registered A.D. by :
 - (i) The examiners who are residing outside the jurisdiction of the Savitribai Phule Pune University Area, and
 - (ii) The Examiners mentioned above who are unable to come to the Savitribai Phule Pune University Office personally for handing over the mark lists and the answer-books, and

- (iii) The Examiners who have received the answer-books for assessment less than 100.
- (d) The local examiners who will hand over the mark lists along with the assessed answer-books to the University Office personally at one and the same time will be paid the Local Conveyance Allowance as per University Rules even though the answer-books are less than 100.

1.4 Advance for the University Examination work : (Factotum and other charges)

The college where examination centres are located will be paid advance for incurring expenditure on various items for conducting theory and practical examinations on behalf of the University. The College should incur expenditure on such items as per the rates prescribed in this booklet by obtaining vouchers, receipts, and other documents in support of the payments. The Colleges should not send these vouchers and other records to the University Office. They should prepare a statement of accounts of expenditure for all examinations conducted during each examination season and send it, in duplicate, duly audited and certified by the Chartered Accountant to the University. The Receipt and Payment Account of the examination expenditure is to be prepared in the form of Annexure '1' and the certificate is to be issued by the Chartered Accountant in the form of Annexure '2'.

Initially the advance will be paid before commencement of the examination. The amount of advance, for conducting the examinations to be held in the First Half of the year and Second Half of the year would be equal to the amount of approved expenditure incurred during the examinations held in the First Half and Second Half of the previous year, respectively.

Examination Centres will receive the advance on the basis of students registered for each examination at their centres.

The college will refund the balance amount or will get the reimbursement as the case may be due to them on submission of receipt and payment account in the form of Annexure '1' and the certificate is to be issued by the Chartered Accountant in the form of Annexure '2'.

- (a) The auditor's fee will be Rs. 2,600/- for expenditure upto Rs. 1,00,000/-
The auditor's fee will be Rs. 4,550/- for expenditure upto Rs. 1,00,000/- to Rs. 5,00,000/-
The auditor's fee will be Rs. 6,500/- for expenditure more than Rs. 5,00,000/- .
- (b) For proper maintenance of accounts of the examinations expenditure the person concerned will be paid honorarium of Rs. 1300/- for expenditure upto Rs. 1,00,000/- & Rs. 2600/- if the expenditure is more than Rs. 1,00,000/-.

The person concerned should see that accounts are audited and settled within one and half month from the date of conclusion of examinations held in each examination season.

The College where examination centre is located will meet the following items of miscellaneous examination charges, out of the examination advance, placed at their disposal :

Factotum Charges : The charges will be paid at the rate of Rs. 20/- per candidate registered for all examinations held during every examination season by giving number of students for each written examination at the centre and will include following miscellaneous charges. The minimum factotum charges will be of Rs. 3250/- only.

- (i) The remuneration at the rate of Rs. 60/- for 100 candidates once for whole examination for labour involved in arranging and re-arranging furniture.
- (ii) Sanitary arrangement.
- (iii) Seating and block arrangement and pasting writing numbers.

- (iv) Electricity Charges/Generator charges including fuel.
- (iv) Expenditure on the purchase of glasses, earthen pots, punching, pinning machines, etc.
- (v) Expenditure on stationery used for theory or practical examinations or stationery used for dispatch of answer-books.
- (vi) Hospitality.
- (vii) Charges for medical attendance by Registered Medical Practitioner.
- (x) Bank commission/D.D. commission.
- (viii) Such other miscellaneous expenditure which is connected directly or indirectly with the conduct of theory examination.
- (b) Local conveyance charges : The conveyance charges for sending parcels from the place of examination to Railway Station or S.T. stand should be incurred under this head by obtaining actual receipts for audit. No expenditure on engaging special vehicle for bringing manuscripts of question-papers or printed copies of question papers should be incurred unless it is possible to accommodate it within the factotum charges of Rs. 20/- per candidate.
- (c) Railway and S.T. Freight : These charges should be incurred by obtaining actual receipts.
- (d) Postal and registration charges be incurred by obtaining requisite vouchers duly classified into the following sub-heads :
 - (1) Post-Parcels. (2) Registered letters. (3) Phone calls etc. (4) Ordinary postage.
- (e) For distribution of statement of marks, clerk concerned will be paid at the rate of Rs.. 3.00/- per candidate.
- (f) T.A./D.A./Auto charges/cab charges on actual basis to the College employee for carrying answer-books from examination centre to CAP Centre/University Regional Centre/ University Office.
- (g) Payment to writer at the prescribed rate for blind candidates.

1.5 Remuneration for Departmental / Internal / Term End Examinations :

(a) Departmental Examination :

The examination fee for the Departmental examination is Rs. 105/- per course/paper/ subject out of which Rs. 80/- per course/paper/subject will be retained by the College/ Institute for conduct of departmental examination's including payment of remuneration to Paper-Setters and examiners. The remuneration to the persons including Paper-Setters/Examiners of the Departmental courses shall be made by College/ Institute concerned as per the rates mentioned in this booklet for respective examination.

(b) Internal Examination :

The examination fee for the internal examination is Rs. 20/- per course/paper/subject out of which Rs. 15/- has to be retained by the College/ Institute/ School/Centre. Out of Rs. 15/- Rs. 5.00/- has to be paid to Examiner, Rs. 4.00/- to the staff concerned with the examination work and Rs. 6.00/- be spent on stationary and Photocopying). The expenditure for conducting internal examination shall be met from the amount retained by the College/University Department/Institute/School/ Centre.

(c) Term End Examination : (UG & PG)

The examination fee for the term end examination (UG & PG) is Rs. 390/- for under Graduate and Post-Graduate out of which Rs. 250/- will be retained by the College/Institute/ School/ Centre for conduct of the Post-Graduate term-end examination. The expenditure for conducting Post-Graduate term-end examination including stationery, assessment and all other related items except the expenditure on question paper shall be met by the College/University Department/Institute/ School/ Centre concerned from the amount retained by them. The University will only provide question papers to the College/ University Department/Institute/School/Centre. The remaining amount of Rs.140/- shall be remitted to the University along with the term end examination mark. The remuneration to the person concerned shall be made by the College/University Department/Institute/School/Centre concerned as per the rates mentioned in this booklet for respective examination.

conduct of course and Rs.40/- shall be remitted to the University along with the grade sheet.

The repeater students who have failed in the course of Environmental Awareness, having passed in all other subjects, will have to pay Rs. 170/- in the college, out of which Rs.150/- will be retained by the college and the remaining amount of Rs. 20/- shall be remitted to the University along with the grade sheet. In addition to this students will have to pay prescribed charges for statement of marks.

(c) M.A. (Part II) English Long Term Paper :

The Examination fee for M.A. (Part II) English Long Term Paper is Rs. 13/- per paper, out of which Rs.9/- shall be retained by the college for conduct of said examination including payment of remuneration to Paper-Setters and Examiners and Rs. 4/- shall be remitted to the University along with the Mark List.

1.6 Maximum Remuneration to an Examiner for one examination season :

The total remuneration payable to any single person for all examination work done during the examination season shall be up to a limit of Rs. 78,000/- only. The Chairman's allowance, remuneration for supplying copies of question papers, model answer, proof-reading charges, supervision charges (including Laboratory or Workshop Supervision) and charges for working as Laboratory Supervisor of Expert Assistant and other assistant in Practical Examination shall not be included for calculating the limit of Rs.78,000/-. In case the actual bill payable excluding the above charges exceeds Rs.78,000/-, only half of the excess over Rs.78,000/- will be paid to him in addition to the maximum remuneration of Rs. 78,000/-.

In case actual bill payable to the Paper-Setter and Examiner excluding above charges exceeds Rs. 78,000/-, the Vice-Chancellor may decide whether the excess amount above Rs. 78,000/- be paid to him in full.

1.7 Remuneration to Non-Teaching Staff involved in Examination Work :

The remuneration at the rate of Rs. 10/- per candidate for Regular including Repeater and Rs. 5/- per candidate for Externally registered, will be paid to the Non-Teaching Staff working in the affiliated College/Recognized Institute/ /Centre/School for carrying out various examination work. The Principal/Director/Head of the Department shall distribute this amount of remuneration amongst the Non-Teaching Staff according to the work carried out by the staff concerned. This remuneration is payable to the College/ Institute/University Department/Centre/School for each Half of the year. The Principal/ Director/Head of the Department concerned shall submit the requisition letter to the University in the format shown in Annexure '8' within one and half month from the conclusion of the Examination/s.

1.8 Remuneration to Non-Teaching Staff of the University relating to the examination work:

University employee deputed for examination work or deputed for handing over the confidential documents/material to the College/Institutes, outside the Pune City will get following remuneration besides the admissible D.A.

Sr. No.	Particulars	Remuneration per Day Rs.
1.	Class - I and Class - II employee	650/-
2.	Class - III employee	520/-
3.	Class - IV employee	390/-

1.9 Time Limit for Claiming Remuneration :

Claims for the payment of bills for remuneration will not be entertained beyond six months from the date of declaration of the result of the examination concerned. Such bills, if otherwise admissible will, however, be paid after the period of six months with a deduction of 5% upto one year only. No claim shall be entertained after the period of one year.

Procedure to include Remuneration to examination work which is not included in the booklet

Also change in Remuneration due to introduction of new programme and examination work which is not included in the booklet but Remuneration needs to pay in such situation following procedure to be followed

-Co-ordination section will initiate note/resolution with consultation of relevant faculty BoS & Dean to Board of Examinations & Evaluation.

-After approval of Board of Examinations and Evaluation, it is to be send to Management Council for approval.

PART-VI

Schedule of assistants, etc. for the various practical examinations in science subjects at the F.Y., S.Y. and T.Y.B.Sc. and B.Sc. (Comp. Sc.) Courses

Note : (a)

Wherever the number in a batch exceeds the maximum laid down for dif-
----- to half the specified provision is permitted: (For the purpose of this cla-
----- Whenever a practical / oral examination is conducted consisting
of batch ----- sanction of the Director, B.E.E / Deputy Registrar
(Examinations) is -----

(b)

Sr. No.	Subject	Expert Asstt.	Laboratory Asstt.	Store-Keeper	Peons
1.	Physics, Electronics, Computer Science, First, Second & Third Year (A batch is to consist of F.Y. 25 S.Y. 20 & T.Y. 15 Students)	2	2		3
2.	Chemistry First, Second & Third Year (A batch is to consist of F.Y., S.Y., T.Y. 50 Students)	2 2 3	1 2 2	1 1 1	1 for F.Y. 4 for S.Y. 6 for T.Y.
3.	First, Second & Third Year (Botany, Zoology, Geology, Geography) (A batch is to consist of F.Y. 25, S.Y. 20 and T.Y. 15 Students)	1	1	1 (Field Collector)	2
4.	Statistics (I) F.Y., B.Sc./B.Sc. (Comp. Sc.) (A batch of 25 Students) (II) S.Y., B.Sc./B.A., T.Y.B.Sc./B.A.} (A batch of 25 Students)	—	1 (In addition 1 Junior 1 (In addition 1 Junior	Supervisor and one Supervisor and one	2 Machine Mechanic 2 Machine Mechanic
5.	Experimental Psychology First, Second & Third year At B.A. & B.Sc. (A batch is to consist of 10 Students)	1	1	—	
6.	Microbiology and Biotech First, Second & Third Year (A batch is to consist of 20 Students)	2	1	—	
7.	B.Lib. & M.Lib.	—	—	—	

NOTE : (I) 25% student in a batch may be taken in excess of requirement.
(II) The number of preparation days admissible for laboratory staff is two.
(III) Only one cleaning day is admissible to the laboratory staff.

II M.Sc. (Science) Examination

Sr. No.	Subject	Days for Preparation	Days for Cleaning up	Expert Assistants	Laboratory Assistants	Storekeeper	Peons
1.	Physics (Batch for M.Sc. practicals of 9 Students)	4 Days 2 Expert Assistants, 2 Laboratory Assistants 3 Peons	6. Day 1 Expert Assistant 2 Laboratory Assistants 3 Peons	1	2	---	3
2.	Chemistry in all Branches (Batch for M.Sc. Practical is To consist of 6 Students)	3 Days 2 Expert Assistants, 1 Laboratory Assistant 1 Store keeper 2 Peons	6. Day 1 Laboratory Assistant 1 Store Keeper 2 Peons	2	1	1 for the Whole exam. At one Inst.	2
3.	Botany (Batch of 15 Students)	6. Day 1 Expert Assistant, 1 Laboratory Assistant 2 Field Collector 1 Peon	6. Day 1 Expert Assistant 1 Laboratory Assistant 2 Peons	1	1	1 Field Collector	2
4.	Geology (Batch of 15 Students)	6. Day 2 Expert Assistants 1 Peon	6. Day 2 Expert Assistants 2 Peons	2	---	---	2
5.	Zoology (Batch of 15 Students)	6. Day 1 Expert Assistant, 1 Laboratory Assistant 1 Store Keeper 2 Peons	6. Day 1 Expert Assistant, 1 Laboratory Assistant 1 Store Keeper 2 Peons	1	1	1 Field Collector	2
6.	Exp. Psychology at M.A. (Batch of 10 Students)	1 day 1 Expert Assistant 1 Laboratory Assistant 1 Peon	1 day 1 Laboratory Assistant 1 Peon	1	1	---	1

Sr. No.	Subject	Days for Preparation	Days for Cleaning up	Expert Assistants	Laboratory Assistants	Storekeeper	Peons
7.	Statistics (M.A. Also)	6. Day 1 Expert Assistant, 1 Peon	6. Day 1 Expert Assistant 1 Peon	2	---	1 Expert Machine Mechanic	1
8.	Geography (M.A. also) (Batch of 15 Students)	6. Day 1 Expert Assistant 1 Laboratory Assistant 1 peon	6. Day 1 Laboratory Assistant	1	1	---	1
9.	Microbiology (Batch of 15 Students) and Biotechnology	3 Days 2 Expert Assistants 1 Laboratory Assistant 1 Laboratory Attendant	6. Day 1 Expert Assistant 2 Laboratory Attendants 1 Laboratory Assistant 1 Laboratory Attendant	2	1	---	2
10.	Electronics (A Batch of 6 Students)	4 Days 2 Expert Assistants 2 Laboratory Assistants 3 Peons	6. Day 1 Expert Assistant 2 Laboratory Assistants 3 Peons	2	2	---	3

NOTE : (1) If the number of students is 10 or less only half of the staff is permissible; fraction should be ignored.

(2) The Examination in each Special Subject should be treated as a Separate Practical irrespective of the number of students examined.

Practical Examination in Music, Dance, Drama.

F.Y., S.Y., T.Y. Diploma/Certificate examination in Music, Drama and Dance for Practical examination, musical instrument player and other staff :

- Tablaji : One, Rs. 155/- per day for Music and Dance.
- Harmonium or Violin or Sarangi : One, Rs. 355/- per day.
- Play Back Singer (Dance) : Rs. 155/- per day.
- Expert Assistant : One, Rs. 110/- per day.
- Stage Assistant : One, Rs. 110/- per day.

Sr. No.	Subject	Days for Preparation	Days for Cleaning up	Expert Assistants	Laboratory Assistants	Storekeeper	Peons
7.	Statistics (M.A. Also)	6. Day 1 Expert Assistant, 1 Peon	6. Day 1 Expert Assistant 1 Peon	2	---	1 Expert Machine Mechanic)	1
8.	Geography (M.A. also) (Batch of 15 Students)	6. Day 1 Expert Assistant 1 Laboratory Assistant 1 peon	6. Day 1 Laboratory Assistant	1	1	---	1
9.	Microbiology (Batch of 15 Students) and Biotechnology	3 Days 2 Expert Assistants 1 Laboratory Assistant 1 Laboratory Attendant	6. Day 1 Expert Assistant 2 Laboratory Attendants 1 Laboratory Assistant 1 Laboratory Attendant	2	1	---	2
10	Electronics (A Batch of 6 Students)	4 Days 2 Expert Assistants 2 Laboratory Assistants 3 Peons	6. Day 1 Expert Assistant 2 Laboratory Assistants 3 Peons	2	2	---	3

NOTE : (1) If the number of students is 10 or less only half of the staff is permissible; fraction should be ignored.

(2) The Examination in each Special Subject should be treated as a Separate Practical irrespective of the number of students examined.

Practical Examination in Music, Dance, Drama.

F.Y., S.Y., T.Y. Diploma/Certificate examination in Music, Drama and Dance for Practical examination, musical instrument player and other staff :

- Tabalji : One, Rs. 155/- per day for Music and Dance.
- Harmonium or Violin or Sarangi : One, Rs. 355/- per day.
- Play Back Singer (Dance) : Rs. 155/- per day.
- Expert Assistant : One, Rs. 110/- per day.
- Stage Assistant : One, Rs. 110/- per day.

Schedule of Assistant Days of Preparation/days of Cleaning

Sr. No.	Group of Examination	Number of days for		Category for Assistants authorized for Day of Preparation	Category of Assistants authorized for Day of Cleaning
		Preparation	Cleaning		
1.	Pharmacy All Examinations	1	1	Expert Assistant-1, Lab. Assistant-1, Peons-2	Lab. Assistant-1, Peon-2

Schedule of Assistant per batch per day on Days of Clinical/Practical and Oral Examination

Sr. No.	Group of Examination	Category of Assistants Authorized							Remarks
		Expert Asst.	Qualified Nurse	Lab. Asst. Museum Asst. Or Operation Room Asst.	Ayah/Peon Sweeper Museum Attendant	Plant Operator	Public Health Nurse, Care Worker, Medical Social Worker		
1.	Pharmacy All Examinations	1	---	1	1	---	---	---	

Statement showing the schedule for appointment of the Laboratory Staff for conducting the Practical Examination and Rates of Remuneration in the Faculty of Engineering

6. Rates of Remuneration

Sr. No.	Category	Per Batch 4 hrs or less. Rs.	Per Batch 4 to 10 hrs. Rs.
1.	Expert Assistant	110/-	110/-
2.	Laboratory Assistant or Store Keeper	50/-	60/-
3.	Foreman	50/-	60/-
4.	Peons	35/-	50/-

Note : Preparation and cleaning rates as shown for 4 to 7 hours.

(B) Norms of Appointment

Examination/ Subject	Days of Preparation	Days of Cleaning	Expert Asstt.	Lab. Asstt. Store Deeper	Tech. Asstt/ Foreman	Percol Hamal	Nos of Students Per Batch
I	2	3	4	5	6	7	8
S.E.							
1. Oral	1	---	---	1	---	1	20
2. Practical (Surveying)	2	1	2	1	1	2	20
3. Practical Workshop	2	1	1	1	4	2	12
4. Practicals all other subjects	2	1	4	1	1	2	12
T.E.							
1. Oral	1	--	---	1	--	1	20
2. Practical (Surveying)	2	1	2	1	1	2	20
3. Practical Workshop	2	1	1	1	4	2	12
4. Practicals all other subjects	2	1	4	1	1	2	12
B.E.							
1. Oral	1	---	---	1	---	1	25
2. practical Workshop	2	1	1	1	4	2	10
3. Practicals all other subjects	2	1	4	1	1	2	8 to 12
4. Term Woark	1	---	---	1	---	1	20
5. Project Oral	1	1	---	1	1	1	8 to 12
6. Seminar	---	---	---	1	1	1	8 to 12
M.E.							
1. Dissertation (TW/OR)	1	---	---	1	1	1	1
2. Practical	2	1	2	1	1	2	5 to 8

**FACULTY OF SCIENCE & TECHNOLOGY
COURS UNDER ENGINEERING**

Claims Regarding Practical Examinations should be submitted in the following format

Statement showing the Staff used for Practical Exam. Held in the College of
For April/October 355
(Year)

Total Nos of Supporting Staff used											Payment to Supporting Staff as per rate per batch + preparation and Cleaning.									
N.B. Total Payment for the Subject of exam Rs entered herewith on annex.																				
Year & Course	Subj of Exam	No of Student	Date's of Conduct of exam	Days of Preparation & Cleaning	No of Batches	Expt. Asstt.	Lab. Asstt.	Lab. Sup.	Peon Hamal	Rates	Expt. Asstt.	Lab. Asstt.	Lab. Super.	Peon Hamal	Any other					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16					
Total											Rs.					Rs.				
Grand Total																				

CERTIFICATE

Certificate that the practical and oral examination of the subject mentioned above has been conducted on the date and as per schedule of examination.
Advanced stamped Receipt of the staff (Acquasence Roll) is enclosed herewith.

Checked the data in this bill
And tabular statement

Dy. Registrar
(Exams.)

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Principal/ Director

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Schedule of assistant etc. for the various practical examinations in the courses of Management Faculty

Sr. No.	Subject	Expert Asstt.	Lab. Asstt.	Storekeeper	Peon
1	D.C.M. Batch of 10 Students	1 In addition 1 Junior	1 In addition 1 Junior	-- Super. & 1 Machine	2 Mechani
2	M.C.M. Part I Batch of 10 Students	2 In addition 1 Junior	2 In addition 1 Junior	1 Super. & 1 Machine	2 Mechani
3	M.P.M.				
4	M.B.A.				
5	P.G.D.M.M.			--	--
6	P.G.D.B.M.			1	1
10	P.G. Diploma in Hospital Mgt.				
8	P.G. Diploma in Financial Service				
9	P.G. Diploma in Capital Marketing Management				
10	M.C.A./B.H.M.C.T/B.Sc. Hosp.				

Schedule of assistant etc. for the practical examinations at B.Com., B.B.A., B.C.A., B.F.T. & M.Com Examinations

Sr. No.	Subject	Asstt.	Peon
1.	F.Y.,S.Y./T.Y. B.Com. Examination	1. Asstt. For overall examination for each College	1. for Each Division
2.	B.B.A.	1. Asstt. For overall examination for each College	1. for Each Division
3.	B.C.A.	1. Asstt. For overall examination for each College	1. for Each Division
4.	B.F.T.	1. Asstt. For overall examination for each College	1. for Each Division
5.	M.Com.	1. Asstt. For overall examination for each College	1. for Each Division

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)
Statement of Receipts and Payments A/c (Theory / Practical)
University Examinations _____, March/October _____

Name of the Examination Centre:

Sr. No.	Receipt	Amount Rs.	Sr. No.	Payment	Amount Rs.	Amount Rs.	Remarks (for office use)
1	Advance received Cheque No. and Date		1	Misc. Exam. Charges for Exam. Centres:			
			*	1 Factotum Charges (..... Students @ Rs.10/- per students)			
				2 Local Conveyance charges for sending parcels			
				3 Railway, S.T. Freight			
				4 Postage and Registration charges			
				5 Cyclostyling of Question paper charges			
				6 Cloth Bags & stitching charges			
			*	10 Remuneration to Peons, waterman, Hamal,- Sweeper, etc.			
				8 Payment to A/c's Clerk			
				9 Auditor's Fees			
				10 Store Clerk			
			*	11 Dispatch Clerk			
				15 Distribution of marklists (@Rs.2/- Per candidate for candidates)			
				16 Remuneration for preparing B.Ed. Time Table			
				14 Printing charges of B.Ed. Time Table			
				20 Others to be specified		0	
	Sub Total Rs.			Sub Total Rs.		0	

Sr. No.	Receipt	Amount Rs.	Sr. No.	Payment	Amount Rs.	Amount Rs.	Remarks (for office use)
	Total b/fd	0	2	Total b/fd			0
			*	Supervision Charges:			
				1 Hon. To Principal (Examination Session Dates)			
				From: to			
				From: to			
				From: to			
				From: to			
			2	Remu. To Sr. Supervisor			
			*	Remu. To Asstt. To Sr. Supervisor			
			*	Remu. To Jr. supervisor			0
			*3	T.A. / D.A. to Sr. Supervisor			
			*4	T.A. / D.A. to External Examiner			
			*5	Assistant & Servants:			
				Remu. To Lab Sup. & Expert Asstt.			0
			*6	Chemical & Breakage			
			*10	Remuneration to Examiners / Paper-Setters (Facultywise)			
			1				
			2				
			3				
			4				
			5				
			8	Unspent Balance to be sent to University (D.D. No.) (Date)			
	Grand Total Rs.	0		Grand Total Rs.			0

Place: _____
Date : _____

Principal

Chartered Accountant
(Membership No. : _____)

Note: 1. This statement is to be submitted to the University within forty-five days from the date of conclusion of the Examination.
2. * Please submit separate statements by giving the necessary details in the formats provided by the University.

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)

Statement Showing Details of Payment towards Peon, Bellman, Block Peon, Sweeper, Waterman, Watchman Charges

Name of College		April/Oct.		Office Peon			Sweeper			Waterman			Watchman			Grand Total Rs.
Sr. No.	Date of Exam	No. of Student	No. of Block	No. of Peons	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	No.	Rate Rs.	Total Rs.	
		M				0										0
		E				0										0
		M				0										0
		E				0										0
		M				0										0
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SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)
Statement Showing Details of Payment made towards Supervision Charges

Name of College										Exam										Date of Exam Session										April/Oct.									
Sr. No.		Date of Exam		No. of Student		No. of Blocks		Senior Supervisor			Asst. to Sr. Supervisor			Junior Supervisor			Dispatch Clerk			Grand Total Rs.																			
								No. of Sr. Sup.	Rate Rs.	Total Rs.	No. of Paper session worked	Rate Rs.	Total Rs.	No. of Supervisor	Rate Rs.	Total Rs.	No. of Paper session worked	Rate Rs.	Total Rs.																				
1	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
2	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
3	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
4	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
5	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
6	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
1	M									0			0						0	0	0																		
	E									0			0						0	0	0																		
Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																		

M = Morning, E = Evening

Principal/Director

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ANNEXURE '2'

CERTIFICATE

Certificate that the Examination Advance of Rs. _____ (Rs. _____) sanctioned by Savitribai Phule Pune University for the conduct of _____ Examinations, April / October _____ has been utilized by observing scrupulously all the rules and rates prescribed in the rate of remuneration booklet & T.A./D.A. prevailing rules of University of Pune, a copy of which has been scrutinized by us.

Certified that the total expenditure is Rs. _____
(Rs. _____) and an amount of Rs. _____
(Rs. _____) is receivable from Savitribai Phule Pune University.

Place:

Date :

Principal

Chartered Accountant
(Membership No. _____)

Certified that the original vouchers and stamped receipts for the above mentioned statement of A/c's are retained in this office and will be made available as and when required.

Place:

Date :

Principal

Statement showing Local Conveyance charges for sending parcels

Name of College

Exam April/Oct.

[illegible]

Principal/ Director

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)

Statement of T.A./D.A. to Sr. Supervisors/Ext. Examiners for Theory/

Practical Examination, April / October

Name of College

Sr. No.	Name of the Senior Supervisor/ External Examiner	Basic Pay Rs.	From Station	Mode of Journey	Halt from to (Dates)	T.A. + Other Incidentals (if any)	D.A. (Ord. + Spl)	Total Rs.
	Senior Supervisors:							
	Sub Total Rs.							0
	External Examiners:							
	Sub Total Rs.							0

Principal/ Director

(Formerly University of Pune)

Statement showing remuneration paid to Lab. Staff / Supervisors/ Expert Asstt., for Practical Examinations, March-April / Oct.-Nov. _____ Examination.

Name of College

[illegible]

Principal/ Director

Statement showing remuneration paid to Practical / Oral Examiners
for March-April / Oct.-Nov.____ Examination.

Name of College

[illegible]

Principal/ Director

Claims Regarding Practical Examinations should be submitted in the following format

Statement showing the Staff employed for Practical Exam. held in the College of _____
For April / October 355__

Particulars				Total No. of Supporting Staff used							Payment to Supporting Staff as per rate per batch + preparation & cleaning. N.B.: - Total Payment for the subject of exam. Be entered herewith on annex.				
Year & Course	Subject of Exam.	No. of Students	Date's of Conduct of Exam.	Days of Preparation & Cleaning	No. of Batches	Expert Asstt.	Lab. Asstt.	Lab. Sup.	Peon Hamal	Rates	Expert Asstt.	Lab. Asstt.	Lab. Sup.	Peon Hamal	Any other
1	2	3	4	5	6	1	8	9	10	11	15	16	14	20	16
											Rs.	Rs.	Rs.	Rs.	Rs.
Grand															

CERTIFICATE

CERTIFICATE
 Certified that the practical and oral examination of the subject mentioned above has been conducted on the date and as per schedule of examination.
 Advanced stamped Receipt of the Staff (Acquittance Roll) is enclosed herewith.

Checked the data in this bill
and tabular statement

**Dy. Registrar
(Examination)**

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Principal/ Director

Claims Regarding Practical Examinations should be submitted in the following format

Statement showing the Staff employed for Practical Exam. held in the College of _____
For April / October 355__

[illegible]

CERTIFICATE
Certified that the practical and oral examination of the subject mentioned above has been conducted on the date and as per schedule of examination.
Advanced stamped Receipt of the Staff (Acquittance Roll) is enclosed herewith.

Principal/ Director

Checked the data in this bill
and tabular statement

**Dy. Registrar
(Examination)**

March-April-May/October-November-December, 355

Sr. No.	Name of the Examination	No. of Candidates Registered for Exam.	Rate per Candidate	Amount
1	2	3	4	5
	Total			

I, hereby certify that information given above is correct.

Place :

Date :

Principal / Director / Head of the Dept.
(Seal)

for Office use only :
Ref. No.

Date :

To,
Section Officer (Exam. Finance)
Above information is verified and found correct, and make payment @ of Rs. 8/- per candidate (regular including repeater) and Rs. 4/- for externally registered candidates.

Deputy Registrar
(Examinations)