



# EXAMINATION MANUAL

Rules and regulations for Autonomous College Examinations and  
Evaluation Mechanism for UG and PG Programs  
in accordance with Affiliating University, State Government, University Grant  
Commission, or such concern regulating council's

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**  
(Affiliated to Shivaji University, Kolhapur)

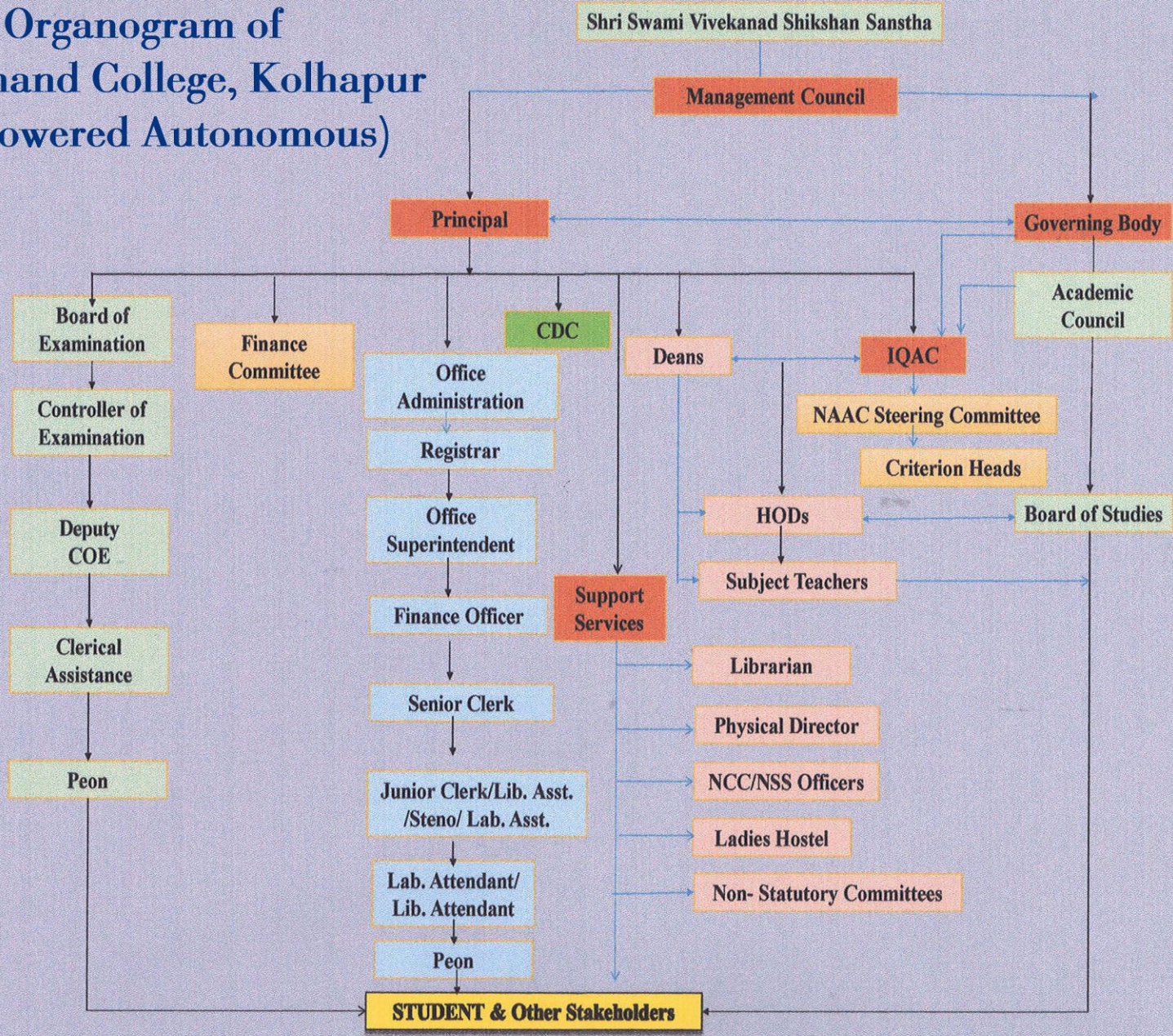
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# Organogram of Vivekanand College, Kolhapur (Empowered Autonomous)





## **1. PREAMBLE:**

Vivekanand College, Kolhapur (Empowered Autonomous) is one of the best college under Shivaji University Kolhapur. The college has been awarded an autonomous status wide **No. F.22-1/2017(AC)**.

The Academic Council vide UGC guidelines for autonomous college, empowered autonomous, University Act 2016, Shivaji University Statue & Ordinance during XII plan has been countersued with certain power and duties. One of them is to conduct the examination and evaluation. The Examination Manual for Vivekanand College, Kolhapur (Empowered Autonomous) serves as a comprehensive guide for the rules and regulations governing the conduct of examinations and evaluation mechanisms for undergraduate and postgraduate programs. This Manual aims to provide clarity and transparency to all stakeholders, including students, faculty and administrative staff, regarding the conduct of autonomous college examinations and the evaluation process.

The Manual serves as a reference document for the implementation of the autonomous system of examinations and it is imperative that all stakeholders adhere to the guidelines laid down in the Manual to maintain the integrity and fairness of the evaluation process.

The Manual provides an overview of the examination policies, procedures and regulations of Vivekanand College, Kolhapur (Empowered Autonomous). It aims to ensure that the evaluation process is efficient, accurate and unbiased. It outlines the responsibilities of all stakeholders involved in the evaluation process, including students, faculty and administrative staff and sets out the procedures for conducting examinations, including the registration process, conduct of examinations and the announcement of results.

The Manual also provides guidance on the evaluation mechanism for undergraduate and postgraduate programs, including the assessment of theoretical knowledge, practical skills and project work. It outlines the criteria for evaluation, the grading system and the processes for reevaluation and grievance redressal. In conclusion, this Manual is a vital resource for all stakeholders involved in the examination and evaluation process of Vivekanand College, Kolhapur (Empowered Autonomous). It serves as a framework for ensuring the highest standards of academic integrity and fairness in the conduct of autonomous college examinations and the evaluation process.

## **2. Board of Examination:**

The Board of Examination is the highest body responsible for the conduct of autonomous college examinations and to set the evaluation mechanism for UG and PG Programs at Vivekanand College, Kolhapur (Empowered Autonomous). The Board of Examination consists of the Controller of Examinations as the Chairman, along with other members, including faculty members and external experts. The examination cell as per UGC guidelines shall consist of following members.

1. Principal of the College - Chairman & Chief COE
2. COE
3. Deputy COE
4. Three invitee members from outside
5. One faculty member.

### **2.1 Power and Duties of Board of Examination:**

(1) The Board of Examinations and Evaluation shall have the following powers and duties, namely:—

- ✓ To devise policy, mechanism and operational strategies to do the tasks relating to assessment of performance of students efficiently and in a time bound manner;
- ✓ To ensure proper organization of examinations and tests of the university, including moderation, tabulation, evaluation and timely declaration of results: Provided that, the Board of Examination and Evaluation shall, for the purposes of this clause, give effect to the recommendations of the Board of Students' Development and the Board of Sports and Physical Education, regarding alternative arrangements.
- ✓ To prepare the financial estimates relating to examinations and evaluation for incorporation in the annual financial estimates (budget) of the university and shall submit the same to the Finance and Accounts Committee;
- ✓ To arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.;
- ✓ To establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks;

- ✓ To ensure that the assessment of answer books for award of degrees, diplomas or certificates shall be done centrally through central assessment system by following system of masking and de-masking of answer books or any other alternative system for ensuring the objective of secrecy;
  - ✓ To undertake examination and evaluation reforms in order to make examination and evaluation system more efficient;
  - ✓ To appoint paper-setters, examiners and moderators from amongst the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the committee under clause (b) of sub-section (5), remove them or debar them;
  - ✓ To approve detailed programme of examinations and evaluation as prepared by the Director, Board of Examinations and Evaluation;
  - ✓ to consider the reports of review of results of university examinations forwarded by the Director, Board of Examinations and Evaluation;
  - ✓ to hear and decide the complaints relating to conduct of examinations and evaluation;
  - ✓ to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under this Act.
- (2) In case of any emergency requiring immediate action to be taken, the Chairperson of the Board of Examinations and Evaluation or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report the action taken by him at the next meeting of the Board.
- (3) (a) In order to appoint paper-setters, examiners and moderators, the Board of Examinations and Evaluation shall constitute committees for every subject consisting of, -
- (i) the Dean of the concerned faculty - Chairperson;
  - (ii) Associate Dean, if any;
  - (iii) the Chairperson of the Board of Studies concerned;
  - (iv) two members of the Board of Studies, nominated by it from amongst its members of whom at least one shall be a post-graduate teacher;
  - (v) the Director of Board of Examinations and Evaluation shall act as a Secretary of such committee.
- (b) The committee shall prepare lists of persons for various examinations and tests, included in the panels to be prepared by the Board of Studies and shall submit them to the Pro- Vice- Chancellor, who shall submit the same with his recommendations, if

any, to the Board of Examinations and Evaluation, which shall then appoint paper-setters, examiners and moderators, and where necessary referees.

- (c) No member of the Board of Examinations and Evaluation or the committees constituted under this section shall be appointed as a paper-setter, examiner, moderator or referee: Provided that, the principal (Chairperson) shall have power to appoint a member of the Board of Examinations and Evaluation or the committees constituted under this section, as a paper-setter, examiner, moderator or referee where no teacher relating to such subject who is not a member of the Board of Examinations and Evaluation or the committees is available.
- (4) It shall be obligatory on every teacher and on the non-teaching employee of the Empowered Autonomous College to render necessary assistance and service in respect of examinations of the College and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the College, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or nonteaching employee of Empowered Autonomous college to comply with the order of the College in this respect, the principal shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher, as may be prescribed by the Statutes.
- (5) (a) In order to investigate and take disciplinary action for failure to comply with the order of the university for rendering assistance or service in respect of examinations by or on behalf of the university or evaluation of students or formal practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board of Examinations and Evaluation shall constitute a committee of not more than five persons of whom one shall be the Chairperson;
- (b) Such committee shall submit its report and recommendations to the Principal, who may direct the Director, Board of Examinations and Evaluation, the disciplinary action to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Board of Examinations and Evaluation shall proceed to implement the decision of the Principal.

## 2.2 Question Paper Setting Rules and Regulations:

<b>Syllabus:</b>	The question paper should be based on the syllabus prescribed for the course by the Vivekanand College, Kolhapur (Empowered Autonomous).
<b>Difficulty Level:</b>	The difficulty level of the question paper should be in proportion to the level of the course and the expected knowledge and skills of the students.
<b>Coverage of Topics:</b>	The question paper should cover all the important topics of the syllabus in a balanced manner.
<b>Question Types:</b>	The question paper should include different types of questions based on Blooms Taxonomy, such as objective type questions, short answer type questions, and long answer type questions.
<b>Clarity and Precision:</b>	The questions should be framed in a clear and precise manner, and the language used should be simple and unambiguous.
<b>Avoidance of Ambiguity:</b>	The questions should be free from ambiguity, and the instructions for answering the questions should be clear and specific.
<b>Length of the Paper:</b>	The length of the question paper should be reasonable and appropriate to the duration of the examination.
<b>Marking Scheme:</b>	The question paper should have a well-defined marking scheme, and the marks allotted to each question should be clearly specified.
<b>Use of Graphics:</b>	If the course involves the use of diagrams, graphs, or charts, the question paper should include appropriate visuals to test the students' understanding.
<b>Confidentiality:</b>	The question paper should be kept confidential until the time of the examination, and the paper setters should maintain the confidentiality of the question paper.
<b>Answer Key (Model Answer):</b>	Answer Key should be proper as per the question set. The question paper setting rules and regulations are crucial for ensuring the fairness and objectivity of the examination process. The rules and regulations should be followed strictly by the paper setters to ensure that the question paper is of the right difficulty level, covers all the important topics, and is free from ambiguity.



### 2.3 Eligibility Criteria for Paper Setter

<b>Academic Qualifications:</b>	The paper setter should have a minimum of a post-graduate degree in the relevant subject area. They should have a deep understanding of the subject and be able to demonstrate their expertise through their academic qualifications.
<b>Teaching Experience:</b>	The paper setter should have a minimum of 3 years of teaching experience in the relevant subject area at the undergraduate or postgraduate level.
<b>Knowledge of Syllabus:</b>	The paper setter should have a thorough knowledge of the syllabus of the course for which they are setting the paper.
<b>Knowledge of Examination Pattern:</b>	The paper setter should have a good understanding of the examination pattern and the types of questions that are usually asked in the examination.
<b>Unbiased and Objective:</b>	The paper setter should be unbiased and objective in their approach while setting the question paper. They should ensure that the paper is fair, and each question has equal weightage.
<b>Timely Submission of Papers:</b>	The paper setter should submit the question paper within the specified time frame and adhere to the guidelines provided by the examination board.
<b>Confidentiality:</b>	The paper setter should maintain the confidentiality of the question paper until the examination day to ensure the integrity of the examination process.
<b>Communication Skills:</b>	The paper setter should have excellent communication skills and should be able to frame the questions in a clear and concise manner.
<b>Quality Consciousness:</b>	<p>The paper setter should be quality conscious and should ensure that the question paper is error-free, grammatically correct, and free from any spelling mistakes.</p> <p>The eligibility criteria for paper setters are crucial for ensuring the quality and fairness of the examination process. The criteria should be strictly followed by the examination board to ensure that only qualified and experienced paper setters are appointed to set the question papers.</p>

## 2.4 Roles & Responsibilities of Paper Setter

<b>Designing the Question Paper:</b>	The primary responsibility of the paper setter is to design the question paper that is in line with the syllabus, pattern of the examination, and difficulty level of the course.
<b>Following the Guidelines:</b>	The paper setter should follow the guidelines provided by the examination board regarding the format, length, and type of questions to be included in the question paper.
<b>Ensuring Quality:</b>	The paper setter should ensure that the question paper is of high quality and free from errors, spelling mistakes, and grammatical errors.
<b>Ensuring Objectivity:</b>	The paper setter should ensure that the question paper is objective, unbiased, and provides an equal opportunity for all the students to showcase their knowledge and skills.
<b>Maintaining Confidentiality:</b>	The paper setter should maintain the confidentiality of the question paper until the examination day to ensure the integrity of the examination process.
<b>Providing Instructions:</b>	The paper setter should provide clear and concise instructions to the students on how to answer the questions, including the format, word limit, and time limit.
<b>Meeting Deadlines:</b>	The paper setter should meet the deadlines for submitting the question paper and ensure that it reaches the examination board on time.
<b>Reviewing the Answer Scripts:</b>	The paper setter should review the answer scripts of the students and ensure that the marking scheme is applied correctly and the answers are evaluated fairly.
<b>Continuous Improvement:</b>	The paper setter should constantly strive to improve the quality of the question paper and incorporate feedback from the students and the examination board to make necessary changes.
<b>Staying Up-to-date:</b>	The paper setter should stay up-to-date with the latest developments in their subject area, examination patterns, and guidelines provided by the examination board to ensure that the question paper is relevant and current. The roles and responsibilities of the paper setter are crucial for ensuring the quality and fairness of the examination process. The paper setter should perform their duties with integrity, objectivity, and professionalism to ensure that the students are evaluated fairly and accurately.

## 2.5 Roles & Responsibilities of Board of Studies Chairman:

The Board of Studies Chairman (BSC) plays a significant role in the examination section of the college. The BSC is responsible for overseeing and coordinating the examination activities of the department, ensuring that the examination process is fair, transparent, and in compliance with the regulatory bodies' guidelines. The following are the key roles and responsibilities of the Board of Studies Chairman in the examination section:

<b>Conducting Examinations:</b>	The BSC is responsible for conducting the examinations for the academic programs offered by the department, including setting the examination schedules, coordinating with the examination board, and ensuring that the examinations are conducted smoothly.
<b>Designing Examination Policy:</b>	The BSC is responsible for designing the examination policy, including setting the examination pattern, marking scheme, and other guidelines related to the examination process.
<b>Evaluating Examination Results:</b>	The BSC is responsible for evaluating the examination results and ensuring that the marking scheme is applied correctly and fairly.
<b>Addressing Examination-related Issues:</b>	The BSC is responsible for addressing examination-related issues, such as student grievances, malpractices, and other issues that may arise during the examination process.
<b>Ensuring Compliance:</b>	The BSC is responsible for ensuring that the examination process is in compliance with the regulatory bodies' guidelines and the college's policies and procedures.
<b>Maintaining Confidentiality:</b>	The BSC is responsible for maintaining the confidentiality of the examination process, including question paper preparation, evaluation, and result declaration.
<b>Co-ordinating with Examination Board:</b>	The BSC is responsible for coordinating with the examination board to ensure that the academic programs offered by the department are evaluated fairly and accurately.
<b>Training and Development:</b>	The BSC is responsible for providing training and development opportunities for the examination staff, including invigilators, paper setters, and other staff involved in the examination process.
<b>Continuous Improvement:</b>	The BSC is responsible for continuously monitoring and evaluating the examination process and making necessary changes to ensure that it is fair, transparent, and efficient. The Board of Studies Chairman plays a critical role in the examination section of the college. The BSC should perform their duties with integrity, professionalism, and a commitment to continuous improvement to ensure that the examination process is fair, transparent, and in compliance with the regulatory bodies' guidelines.



### **3. Code of Conduct for Examination:**

#### **3.1 General:**

- ✓ Students should arrive at the examination hall on time and with all necessary documents.
- ✓ Any form of cheating or misconduct during the examination will result in disciplinary action.
- ✓ Any kind of electronic device or communication equipment is strictly prohibited in the examination hall.
- ✓ Students should maintain silence and not disturb others during the examination.
- ✓ Students should not bring any kind of unauthorized material into the examination hall.
- ✓ Students should follow the instructions given by the invigilators and examination authorities.

#### **3.2 Semester Examination:**

- ✓ Students should bring their admit cards and identity proofs to the examination hall.
- ✓ Students should sit in the assigned seat and not move around during the examination.
- ✓ Students should only attempt the questions for their respective program and not for any other program.
- ✓ Students should not attempt to copy or share their answer sheets with others during the examination.
- ✓ Students should not leave the examination hall until the end of the examination period.

#### **3.3 Practical Examination:**

- ✓ Students should follow the instructions given by the examiners during the practical examination.
- ✓ Students should wear appropriate clothing and safety gear for the practical examination.
- ✓ Students should not attempt to cheat or manipulate the practical examination in any way.
- ✓ Students should not damage or misuse any equipment or materials during the practical examination.
- ✓ Students should maintain cleanliness and orderliness during the practical examination.

The Code of Conduct for Examination aims to ensure that the examination process is fair, transparent, and conducted with integrity. It is the responsibility of the students to follow the rules and regulations set forth in the code of conduct to maintain the sanctity of the examination process. Any form of misconduct or violation of the code of conduct will result in disciplinary action.

Vivekanand College, Kolhapur is one of the renowned autonomous institutes under Shivaji University, Kolhapur. The following objectives for autonomous colleges. An autonomous college will have the freedom to

- Determine and prescribe its own courses of study and syllabi and restructure and redesign the courses to suit local needs.

- Prescribe rules for admission in consonance with the reservation policy of the state Government.
- Evolve methods of assessment of student's performance, the conduct of examinations and notification of results.
- Use modern tools of educational technology to achieve higher standards and greater Creativity.
- Promote healthy practices such as community service, extension activities.
- Projects and programmes for the benefit of the neighbourhood area and to the society at large etc.

Common programmes to be adopted are:

- Semester pattern of study
  - Continuous internal assessment
  - Credit / Grading system
  - Student feedback
  - Self – appraisal of teachers
- 1) The various examinations shall be conducted as per the examination schemes approved by Board of studies for the various programmes.
  - 2) The students shall be evaluated for his / her academic performance through Teacher's assessment class tests, practical examination and final examination (end semester examination).
  - 3) There shall be class tests during each semester for every course. The tests shall be conducted by the respective department.
  - 4) At the end of each semester there shall be end semester examination for every theory course. It shall consist of theory examination of respective marks as mentioned in the examination scheme approved by Board of studies of the respective programmes. The examination shall be based on the entire syllabus of the respective course.
  - 5) Practical examination shall be conducted for every practical course, seminar and project at the end of academic year for U.G. courses. Practical Exams in NEP conducted semesterwise.
  - 6) Practical examination for P.G. Courses shall be conducted at the end of each semester.
  - 7) Internal evaluation of the students shall be done by giving and checking home assignments/Periodical tests/project/seminars/ surprise test etc.
  - 8) End semester examination for all programmes shall commence on the particular date as per the schedule approved by the examination committee.
  - 9) COE shall be responsible for smooth and proper conduct of examination in the college. He shall
    - a. Give the directions to all Head of Departments for conduct of examination.
    - b. Prepare the master plan for seating arrangement.

- c. Send the copy of examination schedule to all heads.
  - d. Receive the cases of misbehaviour, Mal Practices and copy cases and forward the same to chief COE or complaint redresser committee for further necessary action.
- 10) Heads of departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers.
  - 11) COE shall appoint staff for various examination activities as per following structure.  
CAP Director, Quality Director, Senior supervisor, Jr. Supervisors, Reliever, Two-three class – III employees to assist Sr. Supervisor., Two Peons
  - 12) Chief COE/ Principal shall appoint a flying squad of three senior faculties including a lady faculty.
  - 13) Practical examination shall be conducted as per the examination schedule approved by the examination committee.
  - 14) Heads of Departments shall act as Co-ordinators for conducting practical examinations of their respective departments.
  - 15) Respective Heads shall prepare detailed time table (batchwise) for the practical examination, after taking consent of Heads of other departments to avoid the overlapping of schedule.
  - 16) Head of Department shall appoint staff for practical examination as per structure.
  - 17) After the practical examination of the course is over Internal and external examiner shall fill the marksheet, sign on it, seal it in a Packet, and hand over the same to Heads.
  - 18) Head of Department shall hand over the marksheet to COE.



#### 4. CENTRAL ASSESSMENT:

- I) For assessment of answer books chief COE, will form committee for Central assessment cell.
- II) Assessment is compulsory to all teaching staff of the college.
- III) Normal working hours of Central assessment cell shall be 9:00 A.M. to 6:00 P.M. working hours may be extended at may be decided as per requirement.
- IV) Examiner shall collect Answer books scheme of marking from CAP Coordinator.
- V) Examiner shall assess the answers in terms of marks only. He/She neither shall put any comment nor shall put any markings.
- VI) The CAP Co-ordinator shall send all valued answer books in sealed bundles to the COE.
- VII) All valued answer books shall be preserved for the consecutive semester under the custody of COE office.
- VIII) If student is not satisfied with declared result a facility to get photocopy of the answer book is made available. To issue the photocopy Empowered Autonomous College procedure shall be followed.
- IX) On receipt of Photocopy of the concerned answer book from CAP co-ordinator the COE shall issue the same to the student with due acknowledgement.
- X) Photocopy for a particular course in a particular examination shall be issued only once.
- XI) After getting the photocopy of the answer book, if he/she is not satisfied with valuation, he/she may apply for the revaluation within three working days.

##### 4.1 कॅप संचालक - कर्तव्ये व जबाबदाऱ्या

- 1) कंडक्ट विभागाकडून आलेल्या उत्तरपत्रिका मोजून, सुपरवायजर रिपोर्टच्या अनुषांगाने खातरजमा करून घ्याव्यात. जमा केलेल्या उत्तरपत्रिकांवर नंबरिंग मशीनने विषय निहाय सिंगल कोडिंग करावे, जेणेकरून एकूण उत्तरपत्रिकेची संख्या समजेल व त्यानंतर 20 चे गट्टे करावे. सर्व उत्तरपत्रिकांवर काळ्या/गुलाबी रंगाची स्टीकर विहित ठिकाणी चिटकविली असल्याची खात्री करावी.
- 2) परीक्षक नियुक्ती विभागाकडून Synoptic Answers or Marking scheme घेवून त्याच्या योग्य झेरॉक्स प्रती उपलब्ध करून देणे व प्रश्नपत्रिकेतील चूका त्याबरोबर Synoptic Answers मधील त्रुटी त्या विषयांचे चेअरमन आणि उप परीक्षा नियंत्रक (प्री-एक्जाम) यांच्याशी चर्चा करून निर्णय घेणे.

- 3) मूल्यमापन सुरु असताना पर्यवेक्षण करणे, उत्तरपत्रिका जमा करून घेताना रँडम पद्धतीने गुणदान व्यवस्थित झाले आहे की नाही ते पाहणे उदा. टोकाचे मूल्यमापन, म्हणजे सर्व विद्यार्थी सर्वाधिक अथवा सर्वात कमी गुणांनी पास/नापास होणे, परीक्षक आणि परीनिरीक्षक यांच्या गुणामध्ये नियमापेक्षा जास्त तफावत असणे, असे आढळल्यास महाविद्यालयातील मध्यवर्ती मूल्यमापन विभागाचे संचालक, परीक्षा व मूल्यमापन मंडळ यांच्या निदर्शनास आणावे.
- 4) मूल्यमापन करून घेतलेनंतर नियमानुसार मॉडरेशन करून घेवून सदर उत्तरपत्रिका गुणवत्ता नियंत्रण संचालकाकडे स्क्रुटीनी करण्यासाठी घ्याव्यात.
- 5) परीक्षक व परीनिरीक्षक यांनी उत्तरपत्रिका तपासून प्रश्ननिहाय गुण उत्तरपत्रिकेच्या मुखपृष्ठावरील रकान्यात नोंदविले आहेत का ते पाहणे. तेथे स्वाक्षरी केली आहे का ते पाहणे व तशा सूचना देणे.
- 6) समितीच्या यादीनुसार सर्व परीक्षक/परीनिरीक्षक यांची नियुक्तीपत्रे मूल्यमापनाची तारीख नमूद करून परीक्षा विभागाकडून स्वतंत्रपणे पाठविण्यात येतात. जे परीक्षक/परीनिरीक्षक उपस्थित नाहीत. त्यांच्याशी संपर्क साधून त्यांना बोलावून घ्यावे जर येत नसतील तर त्यांची नावे मा. प्राचार्य यांना कळवावी.
- 7) परीक्षक/परीनिरीक्षक यांची टि.ए./डि.ए. आणि मानधन यांचे वितरण/मंजूरी हे परीक्षा विभागाने आणि लेखा विभागाने दिलेल्या मार्गदर्शक सूचनेनुसार संबंधितांना रोखीने अथवा बँक खातेवर अदा करावे. प्रत्येक वर्गाच्या किती उत्तरपत्रिका दररोज तपासणे आवश्यक आहे याचा तक्ता पुढीलप्रमाणे-

सत्र परीक्षा पद्धतीनुसार उत्तरपत्रिका तपासणी संख्या:

विद्याशाखा	पदवी द्वितीय/तृतीय वर्ष (40 व 50 गुणांसाठी)	पदवी/पदव्युत्तर (75, 80 व 100 गुणांसाठी)
कला	80 ते 100	40 ते 60
समाजशास्त्रे	80 ते 100	40 ते 60
वाणिज्य	80 ते 100	40 ते 60
व्यवस्थापन	80 ते 100	40 ते 60
विज्ञान	80 ते 100	40 ते 60

त्यानुसार जर उत्तरपत्रिका तपासल्या असतील तरच पूर्ण डी.ए. देय राहिल अन्यथा देय राहणार नाही. मूल्यमापन कामाची वेळ सकाळी 7.30 ते सायंकाळी 6.00 पर्यंत चालू ठेवावी, गरजेनुसार वेळ वाढविण्याचा अधिकार समन्वयक/कॅंप संचालकांना राहतील.

- 9) परीक्षकांची/संचालकांची व केंद्रीय मूल्यमापन कामासाठी नेमलेल्या सेवकांची बिले तयार करताना खालील बाबी विचारात घ्याव्यात. को-ऑर्डिनेटर/संचालक यांना जादा तास काम केलेबाबतचा मेहनताना देय नाही.
- 10) केंद्रीय मूल्यमापन केंद्रावर मूल्यमापन कामासाठी बाहेरील गावाहून येणाऱ्या परीक्षकांना प्रवासभाडे व दैनिक भत्ता परीक्षा विभागाच्या मानधन सूचीमध्ये नमूद केल्याप्रमाणे द्यावा.

- 11) परीक्षकास कमीत कमी मानधन रु. 154/- देय आहे. Minimum Remuneration to be paid to examiners at one and the same examination session.
- 12) मध्यवर्ती मूल्यमापन कामासाठी मान्यतेपेक्षा जादा सेवकांची आवश्यकता भासल्यास त्याबाबत महाविद्यालयाच्या परीक्षा विभागास सविस्तर प्रस्ताव पाठवून पूर्व मान्यता घ्यावी.
- 13) तृतीय वर्ष मूल्यमापनासाठी जास्तीत जास्त 20 दिवस कामास मान्यता असेल.
- 14) मध्यवर्ती मूल्यमापन कामासाठी आलेल्या कोणत्याही परीक्षकास चेअरमन अलौन्स अनुज्ञेय नाही.
- 15) मूल्यमापन कामाच्या अनुषंगाने 1) परीक्षक मेहनताना 2) संकीर्ण 3) परीक्षक प्रवास भत्ते यासाठी स्वतंत्ररित्या तसलमात देण्यात येतात. तेव्हा संबंधित खर्च हा त्या-त्या तसलमातमधून करण्यात यावा. संकीर्ण खर्च यामध्ये स्टेशनरी व पोस्टेज खर्चाचा समावेश आहे.
- 16) केंद्रीय मूल्यमापन कामासाठी घेतलेल्या तसलमातचे समायोजन मूल्यमापनाचे काम पूर्ण होताच 15 दिवसाचे आत सर्व कागदपत्रासह करण्याची कार्यवाही करावी. बिले सादर करताना त्यासोबत सर्वांचे हजेरीपत्रक, इतर सर्व रजिस्टर व परीक्षकांची विषयवार यादी न चुकता द्यावी.
- 17) केंद्रीय मूल्यमापन केंव्हा सुरू झाले व केंव्हा संपले या तारखेसह व किती उत्तरपत्रिकांचे मूल्यमापन झाले याचाही तपशिल बीले सादर करताना द्यावा.

केंद्रीय मूल्यमापन कामासाठी मानधनाचे दर प्रति 30, 000 उत्तरपत्रिकांसाठी खालीलप्रमाणे:

- 1) केंद्रप्रमुख/समन्वयक/प्राचार्य (एक) – रु.12,000/- संपूर्ण परीक्षेसाठी
- 2) संचालक (एक) – रु. 750/- प्रतिदिन
- 3) क्वालिटी संचालक (एक) - रु. 750/- प्रतिदिन
- 4) असि. क्वालिटी संचालक (एक) - रु. 600/- प्रतिदिन
- 5) लेखनिक (दोन महाविद्यालयीन) - रु. 180/- प्रतिदिन
- 6) डाटा एन्ट्री ऑपरेटर (दोन) - रु. 180/- प्रतिदिन
- 7) शिपाई (दोन महाविद्यालयीन) - रु. 113/- प्रतिदिन
- 8) चौकीदार (एक) कॅप काम पूर्ण होईपर्यंत रु. 113/प्रतिदिन

तसेच कॅप संचालक यांनी कनिष्ठ पर्यवेक्षक यांचा उपस्थिती संदर्भातील अहवाल व Synoptic Answer Key ची मूळ झेरॉक्स प्रत कॅप संचालक क्वालिटी यांचेकडे सुपूर्त करणेचे आहे. विषय निहाय उत्तरपत्रिकेचे परीक्षण व परीनिरीक्षण झाल्यानंतर सदरच्या उत्तरपत्रिका सिलबंद स्टिकरसह कॅप संचालक क्वालिटी यांचेकडे पुढिल कार्यवाहीसाठी देणेचे आहे. देताना योग्य ती कागदोपत्री नोंद घ्यावी व त्याची रितसर पोहोच कॅप संचालक यांनी कॅप संचालक क्वालिटीकडून घेणेची आहे. याची कृपया नोंद घ्यावी.

#### ● कॅप संचालक - क्वालिटी



कॅप संचालक क्वालिटी यांनी कॅप संचालक यांचेकडून तपासून झालेल्या उत्तरपत्रिका ताब्यात घेणेचे आहे. तदनंतर मास्किंग स्टीकर आवश्यकतेनुसार एक किंवा दोन्ही परपोटीगच्या भागातून काढणेची आहे. स्टिकरचा चिकटलेला भाग काढून नये स्टीकर काढल्यानंतर (शक्यतो उजव्या भागावरील स्टीकर खुले करावा) त्या परीक्षार्थीचा बैठक क्रमांक दिसेल सदर बैठक क्रमांकावरील परीक्षकांनी दिलेले गुण अथवा परीनिरीक्षकाने दिलेले गुण संगणक कार्यप्रमाणालीचा वापर करून डाटा एन्ट्री करणेची आहे. डाटा एन्ट्री करण्यापूर्वी त्या उत्तरत्रिकेत परीक्षक व परीनिरीक्षक यांनी दिलेल्या गुणांची बेरीज बरोबर आहे का, तसेच सर्व प्रश्न तपासून गुण दिलेले आहेत काय? इत्यादी बाबीबाबत उत्तरपत्रिकेची छाननी करणेची आहे. उत्तरपत्रिकेची छाननी झाल्यानंतर यामध्ये कांही त्रुटी राहिलेल्या नाहीत याची खात्री झाल्यानंतर सदर गुण संगणक कार्यप्रणालीत डाटा एन्ट्री करून झाल्यानंतर E-Mark list प्राप्त करून घेवून त्यावर कॅप संचालक क्वालिटी यांनी स्वाक्षरी करून E-Mark list हे संबंधित ऑन परीक्षा विभागाकडे गोपनियरित्या पाठवून पोहोच घ्यावयाची आहे. मूल्यमापन कामकाज पूर्ण झाल्यानंतर सिंगल कोड नंबर नुसार व बैठक क्रमांकानुसार 100 उत्तरपत्रिकेचे गट्टे बांधून त्याच्यावर सविस्तर माहितीची स्लिप लावून उत्तरपत्रिका तात्काळ परीक्षाच्या गोडावून विभागाकडे देणेत यावे. तेंव्हा वरीलप्रमाणे कॅप संचालक क्वालिटी यांनी कामकाज करून परीक्षा विभागास सहकार्य करावे.

#### 4.3 कॅप संचालक यांना मध्यवर्ती मूल्यमापन कामासंबंधिच्या सूचना

- 1) कॅप संचालक यांचेकडून तपासलेल्या उत्तरपत्रिका ताब्यामध्ये घेवून त्यांचे योग्य ते रेकॉर्ड ठेवावे.
- 2) सदर उत्तरपत्रिकेवर चिकटवलेले Masking स्टीकर काढलेले नाही याची खात्री करणेची आहे. जर स्टीकर काढलेले असल्यास संबंधित कॅप संचालक यांचेकडून रितसर लेखी खुलासा घ्यावा व ते परीक्षा विभागाकडे पुढील कार्यवाहीसाठी पाठवावा.
- 3) परीक्षण व परीनिरीक्षण झालेल्या उत्तरपत्रिकातील विषय निहाय उत्तरपत्रिकेत परीक्षकांनी दिलेले प्रश्न निहाय गुण, उत्तरपत्रिकेतील सर्व प्रश्न तपासून गुण दिलेले आहेत काय, आतिल पानावरील गुणाची प्रश्ननिहाय गुणांची बेरीज, प्रश्ननिहाय गुण मुखपृष्ठावर बरोबर घेतली आहे काय? इ. छाननी करणेचे आहे. तसेच काही दुरुस्ती असल्यास परीक्षक व परीनिरीक्षक यांचेकडून तेथेच दुरुस्त करून घ्यावे व त्या दुरुस्तीच्या ठिकाणी त्यांची तारखेसह स्वाक्षरी घ्यावी. तदनंतर लावलेले स्टीकर फक्त बैठक क्रमांक दिसेल या अनुषंगाने स्टीकर काढावेत आणि डाटा एन्ट्री ऑपरेटर मार्फत डाटा एन्ट्री करून घेवून E-Marksheet generate होईल तसे गुण भरून क्वालिटी संचालकाकडून खात्री झाल्यानंतर E-Marklist ची प्रिंट काढणे व त्यावर कॅप क्वालिटी संचालक यांची स्वाक्षरी घेणे आवश्यक आहे. सर्व उत्तरपत्रिकेवरील बैठक क्रमांकानुसार डाटा एन्ट्री झाल्यानंतर व E-Marklist वर कॅप संचालक क्वालिटी यांची स्वाक्षरी झाल्यानंतर परीक्षा विभागात जमा करावेत. त्यानंतर Synoptic Answer Key (मूळ झेराक्स), इशू रजिस्टर व परीक्षकांचे हजेरी पत्रक परीक्षा विभागाकडे जमा करावे.

- 4) मध्यवर्ती मूल्यमापन केंद्रावरील कामकाज सुरळीत चालू असल्याबाबत खात्री करण्याकरिता भरारी पथके मध्यवर्ती मूल्यमापन केंद्राना वेळोवेळी भेट देतील, तेंव्हा त्यांना आवश्यक माहिती तसेच सविस्तर अहवाल देण्यात यावा.
- 5) मध्यवर्ती मूल्यमापन केंद्राकडील तपासलेल्या उत्तरपत्रिका या बैठक क्रमांकानुसार व सिंगल कोड नंबर नुसार 100 उत्तरपत्रिकेचे एक-एक बंडल करून सुतळीने बांधून ठेवावेत व त्याच्यावर सविस्तर माहिती असणारी स्लिप लावावी व बंडल नंबर टाकावा व सदर बंडल विषयनिहाय परीक्षा गोडावून विभागाच्या ताब्यात देणेचे आहे. वरीलप्रमाणे उत्तरपत्रिका व्यवस्थितरित्या अनुक्रमे लावून घेणेत याव्यात अन्यथा उत्तरपत्रिका ह्या गोडावून विभागात जमा करून घेतल्या जाणार नाहीत याची नोंद घ्यावी.
- 6) समन्वयक कॅंप संचालक, क्वालिटी संचालक यांनी उत्तरपत्रिका ऊन, वारा, पाऊस या नैसर्गिक तसेच इतर आपत्तीपासून संरक्षण करावयाचे असून उत्तरपत्रिका खराब (नष्ट) होणार नाही याची दक्षता प्रथम पासून घेणेची आहे. याची कृपया नोंद घ्यावी.
- 7) कॅंप संचालक यांनी मूल्यमापनाचे कामकाज 45 दिवसांच्या आत करवून घेवून विहित वेळेत निकाल लागण्याच्या दृष्टीने परीक्षा विभागास सहकार्य करावे, ही विनंती.

#### 4.4 कॅंप संचालक क्वालिटी यांना उत्तरपत्रिकेच्या छाननीसंबंधीच्या सूचना

- 1) प्रथमतः छाननीसाठी दिलेल्या उत्तरपत्रिकांच्या गट्ट्यामध्ये योग्य त्या ठरविलेल्या संख्येइतक्या उत्तरपत्रिका आहेत का? याची सिंगल कोड नंबर नुसार खात्री करून घ्यावी.
- 2) प्रत्येक उत्तरपत्रिकेची छाननी करित असताना उत्तरपत्रिकेतील शेवटच्या पानापर्यंत सर्व प्रश्न परीक्षकांनी तपासले आहेत की नाही याची खात्री करावी.
- 3) उत्तरपत्रिकेमधील सर्व प्रश्न हे प्रश्नपत्रिकेतील सूचनेप्रमाणे बरोबर सोडविले आहेत की नाही, हे पहावे.
- 4) प्रत्येक प्रश्नाला परीक्षकाने गुण दिलेले आहेत की नाही, हे पहावे.
- 5) उत्तरपत्रिकेमध्ये प्रत्येक प्रश्नाला दिलेले गुण मुखपृष्ठावर घेतलेले आहेत की नाही, हे पहावे.
- 6) प्रत्येक प्रश्नाला दिलेल्या गुणांची उत्तरपत्रिकेच्या मुखपृष्ठावरील बेरीज बरोबर आहे की नाही, हे पहावे.
- 7) वरीलप्रमाणे एखाद्या प्रश्नाबाबत काही शंका असल्यास त्या ठिकाणी 'फ्लॅग' लावण्यात यावा आणि संबंधित परीक्षकांकडून त्याची पडताळणी/दुरुस्ती करून घ्यावी. तसेच गुणातील बदल मुखपृष्ठावर पेन्सिलने दर्शवून परीक्षकांकडून ती दुरुस्त करून घेऊन संबंधित परीक्षकांची त्या ठिकाणी स्वाक्षरी घ्यावी.
- 8) परीक्षकांकडून उत्तरपत्रिकेमधील त्रुटी दुरुस्त करून घेताना आपणास देण्यात आलेल्या स्कूटिनी चार्ट मध्ये त्यांच्या योग्य त्या नोंदी करून परीक्षकांच्या सहाय्येने देण्यात याव्यात.
- 9) उत्तरपत्रिकेची स्कूटिनी करताना उत्तरपत्रिकेत प्रत्येक ठिकाणी पेन्सिलचाच उपयोग करावा.

- 10) विद्यार्थ्यांने जर जादा प्रश्न सोडविले असतील आणि त्यास गुण दिले असतील तर ते प्रश्नपत्रिकेशी पडताळून पहावे व जादा गुण असल्यास योग्य ती दुरुस्ती करण्यात यावी.
- 11) गट्याची स्कूटिनी पूर्ण झालेनंतर परीक्षण झालेल्या गट्यावर संचालक क्वालीटी यांनी Q.C. – O. K. वर टिकमार्क करावी व गट्यावर आपली स्वाक्षरी करावी. तसेच नाव व दिनांक लिहावे.
- 12) उत्तरपत्रिकेची छाननी करती असताना विद्यार्थ्यांने उत्तरपत्रिकेमध्ये काही खुणा वगैरे केलेल्या आहेत का? उत्तरपत्रिकेतील काही पाने फाडली आहेत का? याची पडताळणी करावी. तसे आढळल्यास त्वरीत वरिष्ठांशी संपर्क साधून त्यांना याची कल्पना देण्यात यावी.
- 13) कॅंप संचालक क्वालिटी यांना (30,000 उत्तरपत्रिकांसाठी) मदतीकरिता मंजूर शिक्षकेतर कर्मचारी वर्ग तसेच मानधनाचा दर खालीलप्रमाणे - (कॅंप संचालक क्वालिटी व सहायक संचालक क्वालिटी ही व्यक्ती शिक्षक वर्गातील अनुभवी असावी.)
  - कॅंप संचालक क्वालीटी (एक) मानधन रु 750/- प्रतिदिन
  - सहायक कॅंप संचालक क्वालीटी (एक) मानधन रु 600/- प्रतिदिन
  - लेखनिक/डाटा एंट्री ऑपरेटर (दोन) मानधन रु 180/- प्रतिदिन
- 12) आपल्या मध्यवर्ती मूल्यमापन केंद्रात डाटा एन्ट्री कर्मचारी हे प्रशिक्षित असावेत. जेणे करून डाटा एन्ट्री चे काम बिनचूक होईल.
- 13) त्याचबरोबर मूल्यमापनाचे कामकाज कोणत्याही परिस्थितीत 30 दिवसांच्या आत पूर्ण करून घ्यावे.

#### 4.5 मध्यवर्ती मूल्यमापन केंद्रावरील परीक्षक/परिनिरीक्षकांना सूचना:

1. मध्यवर्ती मूल्यमापन केंद्रावर कार्यरत असलेल्या परीक्षक/परिनिरीक्षकांनी व अन्य कर्मचारी/सेवक यांनी आपले मोबाइल बंद ठेवावेत.
2. परीक्षक/परिनिरीक्षकांनी उत्तरपत्रिकेचे मूल्यांमापन करून गुण देताना खाडाखोड होणार नाही याची खबरदारी घ्यावी. तथापी, खाडाखोड अपरिहार्य असल्यास परीक्षक/परिनिरीक्षक यांनी त्या ठिकाणी स्वतःची स्वाक्षरी करावी.
3. परीक्षक/परिनिरीक्षक यांनी उत्तरपत्रिकेत गुण देताना प्रश्न व उपप्रश्ननिहाय उत्तरपत्रिकेच्या प्रत्येक पृष्ठाच्या वरील बाजूस छापलेल्या रकान्यामध्येच गुण नमूद करावेत.
4. परीक्षक/परिनिरीक्षक यांनी उत्तरपत्रिकेतील प्रत्येक रिकाम्या/कोऱ्या पानावर सुरुवातीपासून शेवटपर्यंत उभ्या रेषा माराव्यात.
5. ज्या ठिकाणी विद्यार्थ्यांनी प्रश्नांची उत्तरे लिहिताना प्रश्न क्रमांक लिहिले नसतील त्या ठिकाणी परीक्षक/परिनिरीक्षक यांनी प्रश्न क्रमांक लिहावेत.

6. परीक्षक/परिनिरीक्षक यांनी उत्तरपत्रिका तपासताना प्रश्नासमोर ( ✓ ) बरोबर अथवा चूक ✘ अशी खूण करावी. सदर खूण ही समासातच करावी.
7. परिनिरीक्षकांनी परिनिरीक्षण कक्षेत (Moderation Range) न येणारी उत्तरपत्रिका कोणत्याही परिस्थितीत तपासू नये.
8. उत्तरपत्रिका तपासतांना परीक्षक/परिनिरीक्षकांकडून काही त्रुटी राहून गेल्याचे स्क्रीटनी चार्ट मध्ये त्याची योग्य ती नोंद घेऊन स्वतःच्या सहीने दुरुस्त करावायाच्या आहेत. मोठ्या चुकांची प्रकरणे परीक्षा प्रमाद समितीकडे द्यावयाची असलेने व त्याबाबत दंडात्मक कार्यवाही होणेची शक्यता असलेने परीक्षक/परिनिरीक्षक यांनी असेसमेंट कृपया अत्यंत दक्षतेने करावे.
9. परीक्षक/परिनिरीक्षक यांनी उत्तरपत्रिकेतील सर्व प्रश्न हे प्रश्नपत्रिकेतील सूचनेप्रमाणे बरोबर सोडविले आहेत किंवा नाही हे पहावे.
10. परीक्षक/परिनिरीक्षक यांनी उत्तरपत्रिकेतील मुखपृष्ठावर तसेच उत्तरपत्रिकेच्या उजव्या बाजूच्या समासामध्येच व उत्तरपत्रिकेच्या पानावरील बाजूच्या रकान्यातच गुण द्यावेत. उत्तरपत्रिकेवर इतरत्र गुण देऊ नयेत.
11. विद्यार्थ्यांने जर जादा प्रश्न सोडविले असतील तर त्यास गुण दिले असलीत तर प्रश्नपत्रिकेशी पडताळून पहावे. जादा प्रश्नाच्या गुणास गोल करावा आणि जादा असे लिहावे.
12. विद्यार्थ्यांनी लिहीलेल्या उत्तरांवर परीक्षकांनी रेषा मारू नयेत अथवा कोणतेही शेरे लिहू नयेत.
13. उत्तरपत्रिकेची संख्या कमी असल्यास मूल्यमापन न करता थेट परिनिरीक्षण करण्याबाबतची बाब परीक्षा मंडळासमोर विचारार्थ

**टिप्पणी:** महाराष्ट्र विद्यापीठ कायदा 2016 नुसार विद्यापीठाकडून/स्वायत्त महाविद्यालयाकडून विविध परीक्षेचे आयोजन केले जाते. तदनंतर सदर कायद्यातील कलम 32 (5) च नुसार मूल्यांकन करण्यासाठीची प्रक्रिया अवलंबून उत्तरपत्रिका मूल्यांकनासाठी उपलब्ध करून दिल्या जातात. परीक्षक नियुक्ती विभागाकडून सदर कायद्यातील कलम 32 (5) (ग) नुसार तयार केलेल्या याद्या परीक्षा मंडळाच्या मान्यतेनुसार परीक्षक परिनिरीक्षकाची नियुक्ती केली जाते.

सदरचे परीक्षक परिनिरीक्षक हे निर्धारित वेळेत उपलब्ध होत नाहीत. उदा. काही परीक्षक/परिनिरीक्षण हे कनिष्ठ पर्यवेक्षक, वरीष्ठ पर्यवेक्षक म्हणून महाविद्यालयात कार्यरत असतात. त्यामुळे मूल्यांकनाच्या कामकाजास विलंब होण्याची शक्यता असते.

तेव्हा महाराष्ट्र विद्यापीठ कायदा 2016 नुसार महाविद्यालयाने आयोजित केलेल्या परीक्षेचे निकाल 30 ते जास्तीत जास्त 45 दिवसात जाहिर करण्याची तरतूद आहे. त्यामुळे निर्धारित वेळेत मूल्यांकनाचे कामकाज लवकरात लवकर पूर्ण करण्याच्या दृष्टिकोनातून किमान एक विषयाच्या 100 पर्यंत उत्तरपत्रिका संख्या असल्यास परिस्थितीनुसार अशा उत्तरपत्रिकेची परीक्षण न करता थेट किमान 5 वर्षांचा शिकविण्याचा अनुभव असलेल्या व 32 (5) (ग) च्या यादीतील शिक्षकांकडून परीक्षण न करता थेट परिनिरीक्षण करून घेण्याची बाब परीक्षा मंडळासमोर विचारार्थ)

- ठराव: ज्या विषयाच्या उत्तरपत्रिकांची संख्या 100 पर्यंत आहे; अशा उत्तरपत्रिकांचे फक्त मूल्यांकन करण्यात यावे.
- परीक्षा कामकाजात अनियमितता आढलेल्या उत्तरपत्रिकासंदर्भात करावयाच्या कार्यवाहीबाबत
  - 1 अ) परीक्षा प्रमाद समितीच्या दि. 16/03/2019 च्या बैठकीत परीक्षा कामकाजात अनियमितता झालेल्या बाबीस अनुसरून करावयाच्या कारवाईबाबत खालीलप्रमाणे धोरणात्मक शिफारशी झालेल्या आहेत.
    - ब) परीक्षा केंद्राने परीक्षार्थींना 36 पानी उत्तरपत्रिकेऐवजी 24 पानी उत्तरपत्रिका देवून पुन्हा विद्यार्थ्यांच्या मागणीवरून दुसरी उत्तरपत्रिका पुरवणी म्हणून दिल्यास किंवा या सारखी चुक केल्यास
      - शिफारस: यातील परीक्षार्थींच्या परीक्षेचा निकाल जाहीर करावा तथापि, संबंधित विभागास
        - 1) 1 ते 10 उत्तरपत्रिकांसाठी दंड रक्कम रु. 1000/- व समज देणे
        - 2) 11 ते 20 उत्तरपत्रिकांसाठी दंड रक्कम रु. 2000/- व समज देणे
        - 3) 21 ते 30 उत्तरपत्रिकांसाठी दंड रक्कम रु. 3000/- व समज देणे
        - 4) 31 ते 40 उत्तरपत्रिकांसाठी दंड रक्कम रु. 4000/- व समज देणे
        - 5) 41 ते 50 उत्तरपत्रिकांसाठी दंड रक्कम रु. 5000/- व समज देणे
        - 6) 51 च्या पुढील उत्तरपत्रिकांसाठी दंड रक्कम रु. 10000/- व समज देणे
  2. अ) परीक्षार्थींनी निळ्या रंगाच्या शाई ऐवजी काळ्या, हिरव्या व इतर रंगाच्या शाईचा वापर केल्यास तसेच वस्तुनिष्ठ प्रश्नांना हायलाइट करण्यासाठी लाल अथवा इतर रंगाच्या शाईचा वापर केल्यास
    - ब) परीक्षार्थींनी उत्तरपत्रिकेवर चुकीचा बैठक क्रमांक लिहील्यास
      - शिफारस: परीक्षार्थींना प्रत्येक पेपरसाठी रक्कम रु. 500 /- दंड आकारून परीक्षार्थींच्या परीक्षेचा निकाल जाहीर करणेत यावा.
- 3. अ) परीक्षा केंद्राने मध्यवर्ती मूल्यमापन केंद्रावर उत्तरपत्रिका उशीरा जमा केल्यास-
  - शिफारस: अंतर्गत वरिष्ठ पर्यवेक्षकास रु. 1000/- दंड करण्यात येईल व समज देण्यात येईल व यातील परीक्षार्थींचा निकाल जाहीर करण्यात येईल.
  - उपरोक्त परीक्षा प्रमाद समितीच्या शिफारसींना मा. प्राचार्यांनी मान्यता दिली आहे. परीक्षा कामकाज दक्षतेने व सतर्कतेने करणेबाबत आपल्या स्तरावर संबंधिताना सूचना देण्यात याव्यात.



# Vivekanand College, Kolhapur (Empowered Autonomous)

## Examination Cell

### Moderation Chart

10 to 11	All
Above 30	All

**2] UG Programs (Passing: 14) (40 Marks)**

11 to 13	All
Above 34	All

**3] UG Programs (Passing: 16) (40 Marks)**

13 to 15	All
Above 34	All

**4] UG Programs (BBA) (Passing: 24) (60 Marks)**

21 to 23	All
Above 51	All

**5] UG Program- BCA, BCS (Passing: 28) (70 Marks)**

25 to 27	All
Above 60	All

**6] PG Programs & UG Program- BCA, BCS (Passing: 32) (80 Marks)**

29 to 31	All
Above 68	All

**7] PG Programs (Mathematics) (Passing: 36) (90 Marks)**

33 to 35	All
Above 77	All

Note:

- There shall be no moderation for the 1<sup>st</sup> & 2<sup>nd</sup> year UG programs.
- In case of 3<sup>rd</sup> year UG programs, there shall be minimum 50 papers required for the moderation.
- The moderation for the PG programs shall be done on the random basis.

## 5. LAPSES:

Board of Examination (BoE) constitute examination lapses inquiry committee to investigate disciplinary action for malpractices and lapses on the part candidates, paper setters, examiners, moderators, referees, teachers or any other person connected with the conduct of examination as per provision made under Maharashtra Universities Act followed by Shivaji University, Kolhapur.

### Amendment regarding revised quantum of punishment

**Sr. No.12: The broad Categories of Unfair Means Resorted to by Students at the University/ College / Institution Examinations and the Quantum of Punishment for each Category thereof.**

Sr. No.	Nature of malpractice	Quantum of punishment
1.	Possession of copying material. Depending upon the text of the copying in proportion and gravity of the malpractice.	a) Annulment of the performance of the student in the Subject / Paper concerned b) Annulment of the performance of the student at the University/ College/ Institution examination in full * (i.e. only that part/Semester to which the copying material is related) c) Expulsion of the student from University/College/ Institution examination for Two additional examinations (Note: The quantum of punishment mentioned at (b) above shall also apply to the following categories of malpractice at Sr.No. (2) to Sr.No. (12) and Sr.No. (15) in addition to the punishment prescribed there at)
2.	Actual copying from the copying material	Expulsion of the students from University/ College/ Institution examination for one to three additional examination/s.
3.	Possession of another student's answer-book	Expulsion of the student from University/College/ Institution examination for one additional examination (BOTH THE STUDENTS)
4.	Possession of another student's answer-book + actual evidence of copying therefrom	Expulsion of the student from University /College/ Institution examination for two additional examinations (BOTH THE STUDENTS)
5.	Mutual / Mass opying	Expulsion of the students from University/College/ Institution examination for two additional examinations + Fine of Rs.200/- each student involving in mass copying
6.	(i) Smuggling-out or smuggling-in of answer book as copying material. (ii) Smuggling-in of written answer book based on the question paper set at the examination. (iii) Smuggling-in of written answer book and forging signature of the Junior Sup. thereon.	Expulsion of the student from University /College/ Institution examination for three additional examinations + Fine of Rs. 500/- Expulsion of the student from University/College/ Institution examination for Four additional examinations + Fine of Rs.1000/- Expulsion of the student from University / College/ Institution examination for five additional examinations + Fine of Rs. 2000/-
7.	Attempt to forge the signature of the Junior Sup. on the answer-book or supplement	Expulsion of the student from University/ College/ Institution examination for two to four additional examinations + Fine of Rs. 1000/-
8.	Interfering with or counterfeiting of University/ College/ Institution seal, or answer books or office stationery used in the examination.	Expulsion of the student from University /College/ Institution examination for four additional examinations + Fine of Rs. 1000/-

9.	Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Expulsion of the students from University / College/ Institution examination for two to four additional examinations + Fine of Rs.1000/-
10.	Insertion of currency notes in the answer book attempting to bribe any of the person/s connected with the conduct of examinations	Expulsion of the student from University / College /Institution examination for four additional examinations + Fine of Rs. 1000/-
11.	Using obscene language / violence / threat at the Examination /Assessment Centre by a student/s at the University / College / Institution examination to Junior/Senior Supervisor / Chief Conductor /Principal / Moderator/ Examiner/ person/s concerned with University Examinations	Expulsion of the student from University / College/Institution examination for two to four additional examinations + Fine of Rs. 500/- to Rs. 2000/- depending upon of the gravity of the offence.
12.	(a) Impersonation at the University/ College/Institution examination (b) Impersonation by a University / College / Institute student at S.S.C./ H.S.C. / any other examination.	1) Expulsion of the students from University/College/ Institution examination for five additional examinations (both the students, if impersonator is a University / College / Institute student) + Fine of Rs.2500 each for both students. 2) In case of first year student expulsion of student from University/College/Institution examination for two additional examinations. + Fine of Rs. 2500 Expulsion of the impersonator from University /College/ Institution examination for five additional examinations. + Fine of Rs.2500
13.	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University/College/ Institution examination.	Annulment of the performance of the student at the University/College/ Institution examination in full. + Fine of Rs.1000/-
14.	Found having written on palms/ on the body/ on the clothes during the examination	Annulment of the performance of the student at the University/College/ Institution examination in full. (i.e. only that part/Semester to which the copying material is related.)
15.	Identical answer/s in answer book/s reported by the Moderator /Examiner/ Sr. Supervisor/ Jr. Supervisor.	Expulsion of the students concerned from University/ College/Institution examination for two additional examinations.
16.	Tearing off/ of the answer book/page/s of the Answer Book	Annulment of the performance of the student at the University /College/ Institution examination for one additional examination + Fine of Rs. 500/-
17.	1) Attempting question in wrong Section e.g. Question of Section-I written in section-II or vice versa 2) Repeating question in the both Sections.	Fine of Rs. 1000/- in each case
18.	All other malpractice/s not covered in the aforesaid categories.	Annulment of the performance of the student at the University /College/Institution examination in concerned paper, full, and/or severe punishment and/or fine depending upon the gravity of the lapse.
19.	If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractice used at the examinations, in this event he/she shall be dealt with severely. Severe additional punishment can be imposed on such students. This punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
20.	• <u>Malpractices at Practical examination/Dissertation/Thesis/Project Report at U.G./P.G. level</u>	

	A) Student involved in malpractice at Practical examination/Dissertation/Thesis/Project Report at U.G./P.G. level the punishment shall be dealt with as per the punishment provided for the theory examination depending upon the gravity of the case. B) Student involved in malpractice in Dissertation/Thesis at M.Phil /Ph.D level the punishment shall be Withdrawal of the Degree/and three years to permanent disqualification for re-registration.
21.	Student getting admission for any courses by using fake and/or forged examination documents Cancellation of terms, annulment of entire performance and withdrawing of the Degree as the case may be.
22.	The Competent Authority, in addition to the above-mentioned punishments, may impose a fine and/or punishment on the student /person concerned declared guilty.

- [ Note: 1) The Term ‘Annulment of the performance in full’ includes performance of the student at the theory as well as Annual Practical Examination conducted by the University, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice used thereat. 2) In case of B.Se. part III examination students Annulment of the performance in full would include Annulment of the performance of theory examination only.]

Sr. No.14: Action for Malpractice and Lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Principal, Teacher or any other person connected with the conduct of University / College / Institution Examinations.

Sr. No.	Nature of punishment	Quantum of punishment
1.	Paper-setter found responsible for leakage of the questions set in the University / College / Institution examination/s whether intentionally or due to the negligence before the time of examinations.	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification + Fine of Rs.1000/- + disciplinary action by concerned authorities as per the rules applicable.
2.	Leakage of question/s/ question paper set in the University / College / Institution examination before the time of examination at the University / College / Institution, or examination.	Disqualification from all examination work for a period of minimum three years and maximum up to permanent disqualification depending upon the gravity of the case as applicable + Fine of Rs.2000/- + Disciplinary action against the guilty / responsible person/s as per the prevailing rules /Standard Code by the concerned authorities.
3.	Favouring a student (examinee) by examiner, moderator, referee in assessment of Answer Books/ Dissertation / Project Report / Thesis by assigning the student marks to which the student is not entitled, at the University / College / Institution examination.	Disqualification from all examination work for a period of minimum three years + Fine of Rs.500/-to Rs.2000/- + disciplinary action by concerned authorities as per the rules applicable.
4.	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation / project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from all examination work for a period of one to two years + Fine of Rs. 500/- to 2500/- + disciplinary action by the concerned authorities as per the rules applicable.
5.	Paper-setter omitting question/s at the time of finalization of question paper set at examination or repeating Sr. No. of questions while writing or wrong insertion of question paper in the envelope.	1) Fine of Rs. 500/- for first mistake 2) Repeating of the same disqualification from all examination work.
6.	Paper-setter repeating questions in same / different section/s.	Fine of Rs. 500/- per error.
7.	Paper-setter setting questions outside the scope of the syllabus.	Fine of Rs.100/- per mark of the questions out of the scope of the syllabus.
8.	While assessing answer book examiner showing negligence in detecting malpractice used by the student/s.	Fine of Rs.500/-to Rs.5000/-

9.	A Research Guide showing negligence in supervision of Thesis/ dissertation / project work (e.g. use of manipulated data by a student)	Disqualification as a Research Guide and disqualification from any examination work as decided by the competent authorities of the University / College / Institution.
10.	Sr. Supervisor / Chief Conductor showing apathy in carrying out duties mentioned in the examination instruction manual.	Fine of Rs.1000/-minimum.
11.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answer by students when on supervision duty	Disqualification from all examination work up to a period of minimum three years + Fine of Rs. 1000/- minimum + disciplinary action by the concerned authorities as per the rule
12.	Jr. Supervisor helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + Fine of Rs. 5000/- minimum + disciplinary action by the concerned authorities as per the rule
13.	A) While assessing Answer Book Examiner / Moderator not assessing answer/s B) While assessing Answer Book making mistakes in totaling the marks, and such other lapses	A) Fine of Rs.200/- minimum B) Fine of Rs. 10/- per mistake
14.	Refusal of examination work without any genuine reason to do so, as a) Flying Squad member b) Jr./Sr.Supervisor/Paper Setter/ Examiner / Moderator / Director CAP C) Any other work concerning any examination.	Fine of Rs. 1000/- minimum Fine of Rs. 1000/-minimum Fine of Rs. 1000/-minimum
15.	Principal / Director/HOD refusing to provide services of teaching and non-teaching staff and other facilities at any examination work.	Fine of Rs. 1000/- in each case + disciplinary action by the concerned authorities as per the rule.
16.	Wrong distribution of Question Paper by the Senior / Junior Supervisor/s.	All expenditure of re-printing, distribution etc. be recovered from the concerned Senior / Junior Supervisor/s + disciplinary action by the concerned authorities as per the rule.
17.	Late submission of MSS	Rs. 50/- per day
18.	Violation of any of the instruction to the Paper-setter and Examiner/Moderators	Minimum Rs. 100/-
19.	Not submitting the manuscripts in properly sealed covers	Rs. 100/- per unsealed cover.
20.	Giving insufficient instructions.	Rs. 100/- per question paper.
21.	Mistakes in transferring marks from Answer-books to Mark list or Marks from inner side of Answer-books to cover page of Answer-book	Minimum Rs. 10/- per mistake.
22.	Setting an unsolvable problem	Entire amount for setting the particular question papers.
23.	Late submission of mark-lists	Rs. 10/- per day
24.	For entering the marks against wrong number.	Minimum Rs. 100/- per mistake and not more than Rs. 2000/- .
25.	Non-Assessment of the answer/s or a part of answer	Minimum of Rs. 200/- for per question or part of answer
26.	Mistake in totalling	Minimum of Rs. 10/- per mistake.
27.	Other irregularities	Minimum Rs. 100/-



In addition to above provisions following provisions are also applicable.

1. Board of Examinations will be the competent authority to decide the quantum of punishment and to take disciplinary action
2. Disciplinary action such as show cause notice, strong warning, noting of the offence in the service book of the concerned person, fine, withholding or extending the promotion, withholding the increment/s, withdrawing the recognition, suspension and termination shall be implemented by the Management concerned.
3. All types of monetary fines should be credited in the Examination Fund. This fund should be used for Examination work only with the prior approval of Board of Examinations.
4. All serious malpractices relating the examination work should be reported to the concerned BoE.
5. In addition to the above-mentioned punishment, the competent authority may impose a fine and or punishment on the concerned person if declared guilty.
6. The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.
7. All other malpractices not covered in the aforesaid categories - Punishment + Fine + Disciplinary action as decided by the Competent Authority Above Ordinance O.9 Sr. No. 12 & 14 (Regarding the Quantum of punishment.) Amendment chart is enclosed with Office CIRCULAR

Shri Swami Vivekanand Shikshan Sanstha  
**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**  
**EXAMINATION LAPSES SECTION**  
Long form of the Punishment

<b>Short Form</b>	<b>Long Form - of the Recommendation of Committee</b>
<b>C</b>	Annulment of the Performance of the <b>Concerned Paper/Subject</b> i.e: ....., only theory.
<b>A</b>	Annulment of the Performance of the <b>Entire theory Exam</b>
<b>A+1</b>	Annulment of the Performance of the <b>Entire theory Examination</b> and he/she is not allowed to appear for any of the examination conducted by this College till next exam. Further he/she is also not allowed to register his name for any of the regular or external course of this College during the period.
<b>A+2</b>	Annulment of the Performance of the <b>Entire theory Examination</b> and he/she is not allowed to appear for any of the examination conducted by this College till next exam.. Further he/she is also not allowed to register his name for any of the regular or external course of this University during the period mentioned above.
<b>A+3</b>	Annulment of the Performance of the <b>Entire theory Examination</b> and he is not allowed to appear for any of the examination conducted by this University till next exam.. Further he is also not allowed to register his name for any of the regular or external course of this University during the period mentioned above.
<b>A+4</b>	Annulment of the Performance of the <b>Entire theory Examination</b> and he is not allowed to appear for any of the examination conducted by this University till next exam.. Further he is also not allowed to register his name for any of the regular or external course of this University during the period mentioned above.
<b>A+5</b>	Annulment of the Performance of the <b>Entire theory Examination</b> and he is not allowed to appear for any of the examination conducted by this College till next exam.. Further he is also not allowed to register his name for any of the regular or external course of this University during the period mentioned above.
<b>R.D.</b>	Result to be declared
<b>P.P.</b>	Candidate is absent. Candidate be called again Postponed Metting.

## C - Concerned One subject punishment

- 1) हातावर, पायावर, हातरुमालावर ओढणीवर लहान/5-6 ओळीचा मजकूर लिहिलेला आहे परंतु विद्यार्थ्यांनी उत्तरपत्रिकेमध्ये लिहिलेला नाही.
- 2) हस्ताक्षरातील/छापील लहान/5-6 ओळीचा (पॉईंट) मजकूर आहे परंतु विद्यार्थ्यांनी उत्तरपत्रिकेमध्ये लिहिलेला नाही.
- 3) टेबलवर/बेंचवर/पॅडवर, कॅलक्युलेटरवर व इतर वस्तूवर लहान/5-6 ओळीचा मजकूर लिहिलेला आहे परंतु विद्यार्थ्यांनी लिहिलेला नाही.
- 4) विषयाशी संबंधित नसलेले परंतु मागील/पुढील पेपरशी संबंधित असलेले हस्ताक्षरातील/छापील एक पान
- 5) परीक्षेदरम्यान मोबाईल फोन/स्मार्टवॉच सापडल्यास.
- 6) प्रात्यक्षिक परीक्षेला बनावट प्रमाणपत्र जोडल्यास.
- 7) गार्डची छापील पाने सापडल्यास परंतु लिहिलेले नाही.
- 8) 1 ते 10 पाने हस्तलिखित/छापील सापडली परंतु लिहिलेले नाही.

## A - All Exam. Performance Punishment

- 1) 10 ते 20 पाने हस्तलिखित/छापील सापडली परंतु लिहिलेले नाही.
- 2) हातावर, पायावर, रुमालावर मजकूर जास्त प्रमाणात म्हणजे 5-6 ओळीपेक्षाही जास्त असेल तर परंतु लिहिलेला नाही.
- 3) हस्ताक्षरातील/छापील मजकूर जास्त प्रमाणात असेल म्हणजे 5-6 ओळीपेक्षाही जास्त आहे परंतु विद्यार्थ्यांनी उत्तरपत्रिकेमध्ये लिहिलेला नाही.
- 4) टेबलवर/बेंचवर/मोबाईलवर, कॅलक्युलेटरवर व इतर वस्तूवर जास्त प्रमाणात असेल म्हणजे 5-6 ओळीपेक्षाही जास्त आहे परंतु विद्यार्थ्यांनी लिहिलेला नाही.

## A + 1 - Two Exam. performance punishment

- 1) 20 ते 30 पाने हस्तलिखित/छापील पाने असतील व त्यातील मजकूर उत्तरपत्रिकेत लिहिला असेल तर
- 2) 1 ते 20 पाने हस्तलिखित/छापील पाने असतील परंतु विद्यार्थ्यांनी उत्तरपत्रिकेमध्ये लिहिले नसेल तर

## **A + 2 - Three Exam. performance punishment**

- 1) 30 ते 40 पाने हस्तलिखित/छापील पाने असतील व त्यातील मजकूर उत्तरपत्रिकेत लिहिला असेल तर
- 2) छापील गाईड असेल परंतु लिहिलेले नाही
- 3) समिती सदस्यांना विद्यार्थ्यांची उध्दट वर्तणूक (Arrogant behaviour) आढळली

## **A + 3 - Four Exam. performance punishment**

- 1) छापील गाईड व लिहिलेले असेल तर
- 2) छापील /हस्तलिखित पाने जादा असतील व त्यातील मजकूर लिहिला असेल तर
- 3) समिती सदस्यांना विद्यार्थ्यांची उध्दट वर्तणूक (Arrogant behaviour) आढळली

## **A + 4 - Five Exam. performance punishment**

- 1) छापील गाईड व लिहिलेले असेल तर
- 2) छापील /हस्तलिखित पाने जादा असतील व त्यातील मजकूर लिहिला असेल तर
- 3) समिती सदस्यांना विद्यार्थ्यांची उध्दट वर्तणूक (Arrogant behaviour) आढळली
- 4) सदरची शिक्षा क्वचित दिली जाते परंतु समिती सदस्यांना जर आवश्यक वाटेल तर दिली जाते.

## **A + 5 - Six Exam. performance punishment**

- 1) तोतया (Dummy) विद्यार्थी

# विवेकानंद कॉलेज, कोल्हापूर (अधिकारप्रदत्त स्वायत्त)

कनिष्ठ पर्यवेक्षक / वरिष्ठ पर्यवेक्षक यांचा अहवाल

ब्लॉक क्र.:

परीक्षा:

विषय:

प्रति,

मा. परीक्षा नियंत्रक,

विवेकानंद कॉलेज,

कोल्हापूर (अधिकारप्रदत्त स्वायत्त)

महोदय,

मी खाली सही करणार कनिष्ठ पर्यवेक्षक उपरोक्त ब्लॉकमध्ये \_\_\_\_\_  
परीक्षेमध्ये \_\_\_\_\_ महाविद्यालय / केंद्रामध्ये काम करित असता बैठक क्रमांक \_\_\_\_\_ चे/च्या  
श्री. / श्रीमती \_\_\_\_\_ यांच्या परीक्षेबाबत खालील प्रमाणे अहवाल  
देत आहे.

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कनिष्ठ पर्यवेक्षकाचे नांव व पत्ता

दिनांक :

आपला विश्वासू

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वेळ :

(कनिष्ठ पर्यवेक्षक)

कनिष्ठ पर्यवेक्षकाच्या अहवालावरून माझे असे मत झाले आहे की, उपरोक्त बैठक क्र. \_\_\_\_\_ च्या परीक्षार्थीने  
सकृतदर्शनी परीक्षेत गैरप्रकार केल्याचे आढळून आले आहे आणि म्हणून सदरचे प्रकरण प्रमाद समितीकडे पुढील  
चौकशीसाठी सादर करण्यात येत आहे.

दिनांक :

वरिष्ठ पर्यवेक्षकाची सही

नांव : \_\_\_\_\_

मा. परीक्षा नियंत्रक, विवेकानंद कॉलेज, कोल्हापूर (अधिकारप्रदत्त स्वायत्त) यांचेकडे योग्य कार्यवाहीसाठी सादर.

ठिकाण :

दिनांक :

सोबत :

उप-परीक्षा नियंत्रक (Deputy CoE)



**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

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

Block No.  
Examination:  
Subject:

To  
**The Controller of Examinations,**  
Vivekanand College,  
Kolhapur (Empowered Autonomous)

Sir,

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

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Name & Address of the Junior Supervisor

Date:  
Time:

Yours faithfully,

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**(Jr. Supervisor)**

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

Date:

**Name & Signature of Sr. Supervisor.**

Forwarded to the Control of Examinations, Vivekanand College. Kolhapur (Empowered Autonomous) for necessary action.

Place:

Date:

Encl.:

**Signature of Deputy CoE**

परीक्षेत गैरप्रकार केल्याचा आरोप असणाऱ्या परीक्षार्थीचे निवेदन

संपूर्ण नांव : \_\_\_\_\_

संपूर्ण पत्ता : \_\_\_\_\_

परीक्षा : \_\_\_\_\_

पेपर क्र. व विषय : \_\_\_\_\_

बैठक क्रमांक : \_\_\_\_\_

प्रति,

मा. परीक्षा नियंत्रक,  
विवेकानंद कॉलेज,  
कोल्हापूर (अधिकारप्रदत्त स्वायत्त)

महोदय,

मी उपरोक्त परीक्षेस दि. \_\_\_\_\_ रोजी सकाळच्या/सायंकाळच्या सत्रात उपस्थित होतो.

मी माझे निवेदन खालीलप्रमाणे देत आहे :

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ठिकाण:

तारीख :

वेळ :

परीक्षार्थीची सही

**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

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

**Name in Full** : \_\_\_\_\_

**Address** : \_\_\_\_\_

**Examination** : \_\_\_\_\_

**Paper No. & Subject** : \_\_\_\_\_

**Seat No.** : \_\_\_\_\_

To

**The Controller of Examinations,**  
Vivekanand College,  
Kolhapur (Empowered Autonomous)

Respected Sir/Madam,

I, appeared at the above examination held on\_\_\_\_\_in the Morning / Evening session.  
I give below my statement as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place:

Date:

Time:

**Signature of the Candidate**

“Dissemination of Education for Knowledge, Science and Culture”

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha

**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**

2130 E-Ward, Tarabai Park, Tq. Karveer, Dist. Kolhapur 416003

UGC 2(f) & 12(B) Recognised

Affiliated to Shivaji University, Kolhapur (Maharashtra)

Website: www.vivekanandcollege.ac.in E-mail: info@vivekanandcollege.org

**EXAMINATION SECTION**

AY \_\_\_\_\_



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20...

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, I am directed to inform you that as per the decision made by the Lapses committee in the meeting dated --/--/20---- you are instructed that the College has imposed a fine of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) to you. The amount of fine is paid immediately at the College counter. If you fail to pay the amount of fine, your examination form of the upcoming examination will not be accepted.

**(Dr. R. R. Kumbhar)**

**Copy to:**

1. Record file
2. Account Section (Cash)

“Dissemination of Education for Knowledge, Science and Culture”

-Shikshanmaharshi Dr. Bapuji Salunkhe

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**EXAMINATION SECTION**

AY \_\_\_\_\_



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20...

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, Investigation of your case is completed. I am directed to inform you that the College has imposed a fine of Rs. \_\_\_\_/- (Rs. \_\_\_\_\_ only) to you. The amount of fine is paid immediately at the College counter. If you fail to pay the amount of fine, your result will be not declared.

Henceforth care should be taken not to malpractice during any examination of the college otherwise you will be responsible for the consequences.

**(Dr. R. R. Kumbhar)**

**Copy to:**

1. Record file
2. Account Section (Cash)

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**EXAMINATION SECTION**

AY \_\_\_\_\_

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20...

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, I am directed to inform you that your performance in the subject/paper \_\_\_\_\_ of the College examination mentioned above is cancelled and you are declared to have failed in the said paper/subject.

You can therefore, appear for the said examination to be held in ----- 20--- according to the applicable rules and regulations of the college and Shivaji University, Kolhapur.

Also you are instructed that the College has imposed a fine of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) to you. The amount of fine is paid immediately at the College counter. If you fail to pay the amount of fine, your examination form of the above mentioned examination will not be accepted as and when you are eligible.

**(Dr. R. R. Kumbhar)**

**Copy to:**

- 3. Record file
- 4. Account Section (Cash)



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**EXAMINATION SECTION**

AY \_\_\_\_\_



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20...

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, Investigation of your case is completed and you are not found guilty. Hence your examination result will be declared. Further you can register your name/fill in the examination form for the further examination as per the existing rules and regulations of the college.

**(Dr. R. R. Kumbhar)**

**Copy to:**

1. Record file

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**EXAMINATION SECTION**

**AY 2021-22**



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20 ---

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, I am directed to inform you that your performance in the subject/paper \_\_\_\_\_ of the College examination mentioned above is cancelled and you are declared to have failed in the said paper/subject.

You can therefore, appear for the said examination to be held in ----- 20----  
-- according to the applicable rules and regulations of the college and Shivaji University, Kolhapur.

**(Dr. R. R. Kumbhar)**

**Copy to:**  
Record file

“Dissemination of Education for Knowledge, Science and Culture”

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Website: www.vivekanandcollege.ac.in E-mail: info@vivekanandcollege.org

**EXAMINATION SECTION**

**AY 20 -----**



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20...

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, I am directed to inform you that your performance of the above mentioned College theory examination in which you have appeared is cancelled and you are declared to have failed in the said examination.

Also you are instructed that the College has imposed a fine of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) to you. The amount of fine is paid immediately at the College counter. If you fail to pay the amount of fine, your examination form of the above mentioned examination will not be accepted as and when you are eligible.

You can therefore, appear for the said examination to be held in -----20-----  
--- according to the applicable rules and regulations of the college and Shivaji University, Kolhapur.

**(Dr. R. R. Kumbhar)**

**Copy to:**

- 2. Record file

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**EXAMINATION SECTION**

AY -----



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session ----- 20...

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, I am directed to inform you that your performance of the above mentioned College theory examination in which you have appeared is cancelled and you are declared to have failed in the said examination.

I am further to inform you that, you are **DEBARRED** from appearing any of the examinations conducted by this college till ----- **20**----- . Further you are instructed that you are not allowed to register your name for any of the regular or distance course/s of the college during the period mentioned above.

**(Dr. R. R. Kumbhar)**

**Copy to:**

3. Record file

“Dissemination of Education for Knowledge, Science and Culture”

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**EXAMINATION SECTION**

**AY 20 -----**



Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject:** Regarding Lapses Case in the exam session -----

**Ref:** Our Letter dt. \_\_\_\_\_

With reference to the above office letter, I am directed to inform you that your performance of the above mentioned College theory examination in which you have appeared is cancelled and you are declared to have failed in the said examination.

I am further to inform you that, you are **DEBARRED** from appearing any of the examinations conducted by this college till ----- **20----**. Further you are instructed that you are not allowed to register your name for any of the regular or distance course/s of the college during the period mentioned above. However, you can register your name/filled in examination form for the above mentioned examination to be held in as per existing rules and regulations of the college.

**(Dr. R. R. Kumbhar)**

**Copy to:**

4. Record file

## 6. DECLARATION OF RESULT:

The result is declared by on the college notice boards as well as on the websites of college/ Examination portal of college. Examinations are conducted by COE of college and results are declared by COE of college, the college sends list of successful candidates with their final grades and grade points including SGPA and CGPA to the Shivaji University, Kolhapur.

### 6.1 EXAM OTHER SERVICES:

Change in Name: The change in students name in the records of college may apply for change in name to the C.O.E. Vivekanand College in prescribed form. Change in name may be sanctioned on any one of the following bases viz.

- 1) Marriage (In case of Ladies)
- 2) Adoption
- 3) If Govt. of central or state specified a change in name and given a new name to a person.

Note: There will be no change in name in the past records of college.

#### • **Required documents:**

- 1) Affidavit (In case of Ladies) - Original
- 2) Marriage Certificate (In case of Ladies) - Original
- 3) Maharashtra State Govt. Gazette - Original
- 4) Photocopy of the statement of mark, previous examination.

The prescribed form for change in name is Rs. 120/-.

The applications should send to C.O.E.

- Corrected copy/ies of corresponding documents shall be issued after payment of fees applicable at that instant.
- Application should be done with attested copy of 12<sup>th</sup> standard and/ or last eligible examination (Eligibility of candidate which is finalized)

### 6.2 AWARD OF DEGREE:

A student shall be eligible for award of degree as per conditions stated by Academic Council/Governing Council. The degree shall be awarded by Shivaji University, Kolhapur on the recommendation of academic council/ Governing council of the college.

- **Note:** The rules and regulations are subjected to amendments as may be made by the competent authority of the college from time to time. All amendments will be effective from the date of admission and are applicable to all candidates and employees of the college.

बी.ए., बी.कॉम., बी.एस्सी., बी.बी.ए., बी.सी.ए., बी.सी.एस., बी.व्होक., एम.ए., एम. कॉम., एम.स्सी., पदविका अभ्यासक्रम. या पदवी – पदव्युत्तर अभ्यासक्रमांच्या सर्व सत्रांच्या परीक्षांचे आयोजन महाविद्यालय हे संयुक्तपणे करण्यात येणार असल्याने त्या अनुषंगिक कार्यपध्दतीचा तपशील -

### 6.3 पुढील वर्गात जाण्याबाबतची माहिती (फॉर्बर्ड प्रोग्रेशन)

प्रथम सत्रात कितीही विषयास किंबहुना सर्व विषयात अनुत्तीर्ण असला तरीही तो विद्यार्थी द्वितीय सत्रात प्रवेश घेऊ शकतो. राहिलेल्या विषयांची परीक्षा तो दुस-या सत्राच्या परीक्षेबरोबर देऊ शकतो. मात्र प्रथम वर्षाचा अंतीम निकाल तयार करताना दोन्ही सत्रातील विषयांचा व गुणांचा नियमानुसार विचार करून निकाल जाहीर केला जाईल. तसेच प्रथम वर्षासाठी ०.९४, ०.९६ हे दडक लागू होतात. तसेच सक्तिचे शा.शिक्षण या गुणाचा लाभ देता येतो. प्रथम सत्रात जे ऐच्छिक विषय निवडले आहेत. तेच दुसऱ्या सत्रातही घ्यावे लागतील. द्वितीय सत्रात ऐच्छिक विषय बदलता येणार नाहीत.

### 6.4 स्टॅंडर्ड ऑफ पासींग व ए.टी.के.टी. बाबत:

प्रथम वर्षाचे स्टॅंडर्ड ऑफ पासींगचे व ए.टी.के. टी. (ATKT) चे नियम सध्या आहेत तेच लागू राहतील. ए.टी.के.टी. व अनुत्तीर्ण विद्यार्थ्यांची परीक्षा महाविद्यालय पुढे आयोजित करेल. त्यामुळे प्रथम / द्वितीय सत्राच्या राहिलेल्या विषयांच्या परीक्षेचे शुल्क तसेच एटीकेटीच्या विद्यार्थ्यांचे परीक्षा शुल्क नियमानुसार महाविद्यालयात भरने आवश्यक आहे.

1. प्रथम वर्षाच्या वार्षिक पध्दतीच्या जुन्या अभ्यासक्रमांच्या संधी संपल्यामुळे आता जर त्यातील रिपिटर विद्यार्थी तो परफॉर्मन्स रद्द करून सत्र पध्दतीकडे नव्याने प्रवेश घेण्यासाठी इच्छुक असतील तर त्यांना सत्र पध्दतीच्या प्रथम वर्षासाठी नवीन (फ्रेश) म्हणून प्रवेश घेता येईल.
2. वार्षिक पध्दतीच्या प्रथम वर्षाच्या संधी संपल्यामुळे आता रिपिटर विद्यार्थ्यांना जर फक्त अनुत्तीर्ण विषयांची परीक्षा द्यावयाची असेल तर त्यांना सत्रपध्दतीमध्ये त्या विषयाचे दोन्ही सत्रांचे पेपर एकाच प्रयत्नात द्यावे लागतील. अशा विद्यार्थ्यांचे नियमानुसार दोन्ही सत्रातील परीक्षा शुल्क आकारण्यात यावे.
3. विद्यार्थ्यांनी निवडलेले विषय व अन्य माहिती बरोबर नमूद केले आहे किंवा नाही याची खात्री करूनच परीक्षा अर्ज स्वीकावेत. प्रत्येक विद्यार्थ्यांचा मोबाईल नंबर अवश्य नोंदविण्यास सूचना द्यावी. जेणेकरून ई-सुविधा फॅट माहिती त्याला मोबाईल मेसेज द्वारा पोहोचविणे सोयीचे होईल.



4. परदेशी विद्यार्थ्यांच्या बाबतीत त्यांची प्रवेश परीक्षा होणे आवश्यक असते. सदर परीक्षेबाबतही शिवाजी विद्यापीठाच्या पात्रता विभागाच्या उपकुलसचिवांचे मार्गदर्शन घ्यावे. त्या बाबतच्या नियमावलीनुसार परीक्षा घेतली जाईल. (आवश्यक तेथे बदल करण्याचा अधिकार BOE चा असेल.)
5. जे विद्यार्थी प्रथम वर्षाच्या परीक्षेत प्रवेशापासून सहा वर्षात उत्तीर्ण होऊन पुढे जाऊ शकलेले नाहीत अथवा एटीकेटी मिळवू शकलेले नाहीत, त्यांना आता जुन्या अभ्यासक्रमाने/वार्षिक पध्दतीने परीक्षेस बसता येणार नाही. त्यांनी सत्रपध्दतीने नव्याने प्रवेश घेऊन बसणे आवश्यक आहे. मात्र त्यांचेसाठी पुन्हा पात्रता नव्याने करावी लागणार नाही.

### 6.5 निकाल लावण्याची प्रक्रिया आणि दंडक - अनुषंगिक दंडक

(शारीरिक शिक्षण, रायटर देणे, पुर्नपरीक्षा घेणे इ. माहिती)

प्रथम वर्षाच्या सत्र 1 व सत्र 2 परीक्षांसाठी विद्यापीठाचे दंडक 94 व 96 हे लागू राहतील. प्रथम वर्षाच्या दोन्ही सत्रांच्या परीक्षेसाठी एवढेच दंडक लागू राहतील. दंडकांचा लाभ देण्याची मार्गदर्शक तत्वे खालीलप्रमाणे आहेत:

- **0.94: (U.O.01): Grace Marks for passing in each head of passing (Theory/ Practical/ Oral/ Sessional) (External/Internal):**
- The examinee shall be given the benefit of grace marks only for passing in each head of passing (Theory/Practical/oral/sessional) in External or Internal examination as follows:

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

- Provided that the benefit of such gracing marks given in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this ordinance shall be applicable only if the candidate passes the entire examination of semester/year. Provided further that this gracing is

concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCAIH, NCTE, UGC etc.

**0.96 (U.0.04) Condonation:**

If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only. Condonation deficiency of marks be shown in the statement of marks in the form of asterisk and Ordinance number. Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCAIH, NCTE etc.

**6.6 सक्तीचे शारीरिक शिक्षण परीक्षा नियम व कार्यपध्दती:**

प्रवेशाचे कामकाज अंतीम होणे व त्यानंतरच्या अन्य कामकाजाच्या सोयीसाठी सक्तीचे शारीरिक शिक्षण ही 10 गुणांची परीक्षा महाविद्यालयीन पातळीवर दुसऱ्या सत्रात आयोजित करण्यात येते.

**प्रात्यक्षिक परीक्षांचे नियोजन:**

1. प्रथम वर्षाच्या ज्या-ज्या अभ्यासक्रमांना प्रात्यक्षिक परीक्षा आहेत त्या-त्या अभ्यासक्रमाच्या प्रात्यक्षिक परीक्षा लेखी परीक्षेपूर्वी घेण्यात येतील.
2. महाविद्यालयाने लावलेल्या वेळापत्रकाप्रमाणे जे विद्यार्थी अपरिहार्य कारणास्तव प्रात्यक्षिक परीक्षेस उपस्थित राहू शकलेले नसतील व त्यांचे कारण संयुक्तिक असल्याची प्राचार्याची खात्री झाल्यास त्यांची प्रात्यक्षिक परीक्षा आऊट ऑफ टर्न शुल्क भरून घेऊन लेखी परीक्षेपूर्वी आयोजित करण्याचे अधिकार प्राचार्यांना राहतील.
3. सदर आऊट ऑफ टर्न शुल्क हे महाविद्यालयातच राहिल.

**● शारीरिक क्षमता बाधित अपंग/मूकबधीर/अस्थिव्यंग/डिस्लेक्सिक पर्सन (dyslexic person) इत्यादी विद्यार्थ्यांसाठी:**

1. शारीरिक क्षमता बाधित अपंग/मूकबधीर/अस्थिव्यंग/डिस्लेक्सिक पर्सन इत्यादी विद्यार्थ्यांसाठी शिवाजी विद्यापीठ नियमानुसार देय असलेल्या सर्व सोयी - सवलती परीक्षा समितीप्रमुख यांनी त्या - त्या विद्यार्थ्यांची खात्री करून व त्यांच्या जवळचे अधिकृत वैद्यकीय प्रमाणपत्र पडताळून प्रथम वर्षाच्या परीक्षेसाठी द्याव्यात.

## 6.7 परीक्षा निकालाची कामकाज पध्दती

निकालाची कामकाज पध्दती खालीलप्रमाणे राहिल.

1. महाविद्यालयात परीक्षा निकालाचे कामकाज होणार असले तरीही महाराष्ट्रसार्वजनिक विद्यापीठ कायदा – 2016 नुसार निकाल जाहीर करणे बंधनकारक राहिल.
2. त्यामध्ये उत्तरपत्रिका तपासणीसाठी 20 दिवस आणि निकाल प्रोसेससाठी 10 दिवस असे एकूण 30 दिवसात किंवा उशिरात उशिरा 40 दिवसात निकाल जाहीर केला जाईल.
3. निकाल जाहीर करण्याच्या एकूण कामकाजावर संपूर्ण नियंत्रण हे महाविद्यालयातील परीक्षा समितीचे राहिल. परीक्षा पार पाडताना महाविद्यालय नियमानुसार आवश्यक त्या नियुक्ती करण्याचे अधिकार समितीप्रमुखास राहतील. परीक्षेसाठी संबंधित शिक्षकाचे जवळचे नातेवाईक परीक्षार्थी असतील तर त्या विद्यार्थ्यांचा तो पेपर महाविद्यालयात त्या विषयाचे अन्य शिक्षक असतील तर त्यांचेकडून तपासून घेतला जाईल आणि त्या विषयाचे शिक्षक नसतील तर अन्य महाविद्यालयातील त्या विषय शिक्षकाकडून तपासून घेतला जाईल.
4. तपासण्यासाठी तयार असलेल्या उत्तरपत्रिका तपासण्याच्या कामकाजासाठी स्वतंत्र कक्ष तयार करण्यात येतो. तसेच तपासलेल्या उत्तरपत्रिका ठेवण्यासाठीही स्वतंत्र खोली आहे आणि त्यासाठी शिक्षक संवर्गातील १ आणि प्रशासकीय संवर्गातील १ कर्मचारी आहे.
5. महाविद्यालयात परीक्षेसाठी को-या उत्तरपत्रिका स्वतंत्र ओळख असलेल्या छपाई करून घेण्यात येतात.
6. महाविद्यालयातील रिपिटर विद्यार्थ्यांच्या उत्तरपत्रिकाही तपासून त्यांच्या गुणपत्रिका एकत्रितरित्या सिल करून परीक्षा विभागात द्याव्यात.
7. रिपिटर विद्यार्थ्यांच्या उत्तरपत्रिका तपासणीसाठी नियमानुसार मानधन महाविद्यालयातच आदा करण्यात येईल.

### ● फेरतपासणी/ गुणपडताळणीचे काम:

1. सन 2018-19 या शैक्षणिक वर्षापासून प्रथम वर्षाच्या विद्यार्थ्यांच्या निकालानंतर फेरतपासणी/ गुणपडताळणीचे काम महाविद्यालयातच करण्यात येते. त्या त्या विषयाच्या फेरतपासणीसाठी नजीकच्या महाविद्यालयातून विषय शिक्षकांना परीक्षक म्हणून निमंत्रित करून त्यांचेकडून फेरतपासणी करून घेतली जाते. त्यांचे मानधन व अनुषंगिक भत्ते महाविद्यालय नियमानुसार आदा केले जातात.
2. दंडक 105 व 106 मधील कार्यपध्दतीनुसार फेरतपासणी/ गुणपडताळणीचे काम करण्यात येते.

● फेरतपासणी Revaluation अर्जाकरिता महत्वाच्या सूचना:

- 1) फेरतपासणीसाठी प्रत्येक विषय/पेपरसाठी रू. 500/- फी (शुल्क) आकारण्यात येईल.
  - 2) विद्यार्थ्यांनी ज्या विषयांची फोटोकॉपी घेतली आली आहे त्याच विषयांसाठी फेरतपासणीसाठी अर्ज करता येईल.
  - 3) परीक्षा विभागातून फी अॅप्रुव्हल करून घ्यावी व अर्जासोबत फी भरलेली पावतीची झेरॉक्स जोडून अर्ज जमा करावा.
  - 4) विद्यार्थ्यांनी संबंधित विषयाचे ग्रीव्हन्स (तक्रार) व जस्टीफीकेशन (स्वतःचा खुलासा) भरणे बंधनकारक आहे.
  - 5) फेरतपासणी अर्जासोबत ग्रीव्हन्स व जस्टीफीकेशन फॉर्म व मार्कलिस्टची छायांकित प्रत जोडणे आवश्यक आहे.
  - 6) फेरतपासणीचा निकाल परीक्षा विभागामध्ये पाहता येईल.
  - 7) फेरतपासणी अर्जाचा नमूना खालील लिंक वर उपलब्ध करण्यात आला आहे.
- लिंक:

[http://www.vivekanandcollege.ac.in/uploads/exam/Downloads/Revaluation\\_proforma.pdf](http://www.vivekanandcollege.ac.in/uploads/exam/Downloads/Revaluation_proforma.pdf)

● गुणपडताळणी (Verification) अर्जाकरिता महत्वाच्या सूचना:

- 1) गुणपडताळणीसाठी प्रत्येक विषय/पेपरसाठी रू. 50/- फी (शुल्क) आकारण्यात येईल.
- 2) गुणपडताळणीसाठी प्रती सत्र तीन विषयांसाठी अर्ज करता येईल.
- 3) विद्यार्थ्यांनी ऑनलाईन अर्जामध्ये सर्व माहिती अचूकपणे भरावी. अपूर्ण अर्जाची कोणत्याही प्रकारे दखल घेतली जाणार नाही. याची नोंद घेण्यात यावी.
- 4) परीक्षा विभागातून फी अॅप्रुव्हल करून घ्यावी व अर्जासोबत फी भरलेली पावतीची झेरॉक्स जोडून अर्ज जमा करावा.
- 5) गुणपडताळणी अर्जासोबत मार्कलिस्टची छायांकित प्रत जोडणे आवश्यक आहे.
- 6) विद्यार्थ्यांना गुणपडताळणीचा निकाल परीक्षा विभागामध्ये पहावयास मिळेल.
- 7) संबंधित अर्जाचा नमूना खालील लिंक वर देण्यात आला आहे.

- लिंक: [http://www.vivekanandcollege.ac.in/uploads/exam/Downloads/Verification\\_Proforma.pdf](http://www.vivekanandcollege.ac.in/uploads/exam/Downloads/Verification_Proforma.pdf)

● फोटोकॉपी (Photocopy) अर्जाकरिता महत्वाच्या सूचना:

- 1) फोटोकॉपीसाठी प्रत्येक विषय/पेपरसाठी रू 150/- फी (शुल्क) आकारण्यात येईल.
- 2) फोटोकॉपीसाठी प्रतिसत्र दोन विषयांसाठी अर्ज करता येईल.
- 3) विद्यार्थ्यांनी ऑनलाईन अर्जामध्ये दिलेली सर्व माहिती अचूकपणे भरावी. अपूर्ण अर्जाची कोणत्याही प्रकारे दखल घेतली जाणार नाही, याची नोंद घेण्यात यावी.
- 4) परीक्षा विभागातून फी अॅप्रुव्हल करून घ्यावी व भरलेल्या फी पावतीची झेरॉक्स जोडून अर्ज जमा करावा.

- 5) फोटोकॉपी अर्जासोबत मार्कलिस्टची छायांकित प्रत जोडणे आवश्यक आहे.
- 6) विद्यार्थ्यांना उत्तरपत्रिकेची फोटोकॉपी परीक्षा विभागामध्ये उपलब्ध करून देण्यात येईल.
- 7) लिंक: <http://www.vivekanandcollege.ac.in/uploads/exam/Downloads/Photocopy-Proforma.pdf>

#### 6.8 उत्तरपत्रिकांचे व अनुषंगिक कागदपत्रांचे जतन:

1. महाविद्यालय नियमानुसार परीक्षा अर्ज, परीक्षकांची गुणपत्रके व परीक्षा विषयक कागदपत्रांचे जतन करण्यात येते.
2. परीक्षा प्रमाद समितीकडे पाठविलेल्या प्रकरणांमधील उत्तरपत्रिकांखेरीज उर्वरित उत्तरपत्रिका दोन महिन्यांपर्यंत जतन करण्यात याव्यात. त्यानंतर त्या रद्दी विक्रीसाठी न देता निर्लेखित करण्यात याव्यात.
3. महाविद्यालयांचे निकाल तयार करण्यासाठी स्वतंत्रपणे संगणक प्रणाली Software विकसित करण्याचे काम सुरू आहे. ती प्रणाली सर्व संबंधित विभागांना विनामूल्य उपलब्ध करून दिली जाईल.

#### 6.9 परीक्षा शुल्क विभागणी व स्टेशनरी इत्यादी:

1. ज्या अभ्यासक्रमांना प्रात्यक्षिक परीक्षा आहेत, त्या अभ्यासक्रमाच्या प्रत्येक सत्रासाठी एकूण परीक्षा शुल्काच्या ५० टक्के शुल्क प्रात्यक्षिक परीक्षा शुल्क म्हणून घेण्यात येईल. तथापि दोन्ही सत्रातील प्रात्यक्षिक परीक्षा एकाच सत्रात एकाच वेळी घेतल्यास हे शुल्क एकदाच आकारण्यात येईल.
2. गुणपत्रिकांचा कागद आणि स्टॅंडर्ड स्टेशनरी संस्था ज्या अधिकृत विक्रेत्याकडून खरेदी करेल त्याच्याकडूनच महाविद्यालय खरेदी करेल. जेणेकरून कागदपत्रांमध्ये एकजिनसीपणा येईल.
3. परीक्षेच्या कामासाठीच्या मानधनाबाबत सर्व आर्थिक व्यवहार महाविद्यालयीन पातळीवरच पूर्ण होतील.
4. परीक्षेचे मानधन आदा करण्यासाठी महाविद्यालयांचे स्वतःचे वेगळे फॉर्म छपाई केलेले आहेत. त्याचाच वापर करावा.

**Exhibit – ‘C’**  
**Ordinance 105**

**0.105 Verification of Marks:**

Information as to whether a candidates answers in any particular head or heads of college examination have been examined and marked, will be supplied to the candidate on his forwarding an application accompanied by a fee of Rs. 50/- for each head within Seven days of the declaration of the results of the said examination.

The verification fee so charged will not be refunded to the candidate. Additional information regarding verification is as under:

1. The result of the examination will be displayed on the internet ([www.vivekanandcollege.ac.in](http://www.vivekanandcollege.ac.in)) on the date of declaration of the result.
2. The marks statements and ledgers will be sent to the concerned department on the day of declaration of the result by hand.
3. The candidates shall apply in the prescribed form which can be obtained from the concerned college by paying Rs. 5/-.
4. The Candidates shall pay fee of Rs. 50/- per head. The application in prescribed form along with prescribed fees must be submitted to the College within Seven days of the date of declaration of results. Late application will not be entertained.
5. Candidate shall mention clearly the subjects for which verification is to be done, in the application form along with other essential information.
6. The candidate is permitted to apply for verification for maximum: of two subjects per semester.
7. The verification of marks facility includes checking of totalling of marks and whether all Questions or sub questions are assessed and marked or not. It does not include reassessment revaluation by other examiner.
8. The Colleges shall submit applications received from the examines immediately on the next day to the Controller of Examinations. Vivekanand College, Kolhapur (Empowered Autonomous).
9. Result of verification shall be communicated to the examinee within 45 days from the date of declaration of the result.
10. Fees paid for verification of marks shall not be refunded in any case.
11. The candidates can either apply for verification of Marks or for Xerox/ Photo copies of the answer books but for both.

# **Shivaji University, Kolhapur**

## **CIRCULAR**

It is hereby notified for line information of all concerned that the following ordinances NO. 66 and 106(b) were sent to the; Hon. Chancellor as provided under section 54 (4) of the Maharashtra Universities Act. 1994. The Hon. Chancellor has given assent vide letter No. C8/SU/42/ORD/06/(6420) 73002 dt 4.9.2006 and OS/SU/ORD/42/06/ (6421)/3001.dt. 4.9.2006 respectively to the amendment: following; ordinance.

O.66: Every person who passes an examination, for a Degree or Diploma or Certificate of the University shall be eligible on payment of the fees as shown below to be admitted to the respective Degree, Diploma or Certificates and a Degree, Diploma, Certificates shall be awarded to him.

### **Degree/Diploma/Certificate**

#### **Degree In Person**

Rs.100/- for First or subsequent Degree/Diploma/Certificates for current year.

Rs. 150/- for First or' subsequent Degree/Diploma/Certificates for last year/s.

Degree In Absentia

Rs.150/-for First or subsequent Degree/Diploma/Certificates for current year.

Rs.200/-for First or subsequent Degree/Diploma/Certificates for last year/s.

Rs.50/- will be charged as Late Fee after due date.

Rs,300/-will be charged as Super Late Fee after due date of late fee.

Rs.500/- For True Copy of Degree/Diploma/Certificate.

Note: The True Copy of the Degree Diploma/Certificate will be issued once only,

In case the applicant does not take away the Degree Certificate during Three months in which it was conferred, he/she will have to pay additional Fee of Rs. 50/

0.106-B: Application a form for obtaining Xerox copy of Answer Book:

- 1) The facility of obtaining Photo/Xerox copy/ies of assessed and/or moderated answer book/s by snail be
- 2) This facility, thus provided, shall be for- theory papers only of tire University Examination.
- 3) The Photo/Xerox copy/ies (if answer books of practical examination, sessional marks; viva-voce, dissertation, thesis and M. Phil./Pre Ph.D. examinations shall not be supplied to the examinee/s. The Photo/Xerox copy/ies of the theory papers shall be supplied on the payment of Non-refundable fee of Rs. 100/ per answer-book + Rs. 50/- towards postage per answer book, which shall have to be paid by the examinee/s. The said amount shall be remitted by cash or by D. D., drawn in favour of the Finance & Accounts Officer, Shivaji University, Kolhapur.
- 4) The prescribed application form for obtaining Xerox copy of answer book can be obtained from the publication Section, Shivaji University, Kolhapur on payment of Rs. 107- in cash.



5. The prescribed application form obtaining. Xerox Copy if answer book shall have to be filled and signed by the applicant examinee/s only and shall be submitted to the Controller of Examination within fifteen days from the date of the declaration of general, result of the examination. Incomplete form shall be rejected without as assigning any reason and this fee paid along with the application form shall not be refunded.
- 6) The photo/Xerox copy/ies of answer book/s shall be issued as it is blocking the signature and name of the examiner/Moderator, to the examinee within seven days from the date of receipt of application. After receiving the Xerox copy, if the examinee notices some errors only in totalling or unassessed answers, he should apply in the prescribed form for the notification of these errors within seven days only. Alternatively, on receipt the Xerox/Photo copy/ies of the answer books, the candidate can apply for fee revaluation, also pointing out errors of totalling/ unassessed portion if any within seven days from the receipt of Photo/Xerox copy of the answer book. In case, candidates avails of both these remedies simultaneously of rectification of errors and revaluation his/her application shall be treated to be one for revaluation only, as it includes rectification of errors.
- 7) The Photo/Xerox copy/ies shall be provided by the University to the applicant examinee/s by the registered post/speed post/courier.
- 8) The Photo/Xerox copy/ies so obtained by the examinee shall be for his/her exclusive and relevant use. If the applicant so desires, he can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the University under these rules.
- 9) While obtaining the Photo/Xerox copy/ies of answer book/s the examinee shall have to submit application in prescribed form. The examinee can apply for Photo copy/ies of not more than two papers.

Application for the Redressal of Grievances:

**Application for the Redressal of Grievances:**

- 1) On receipt of Photo copy/ies of desired answer book/s, if the examinee is not satisfied with the marks awarded to him/her by the original examiner he/she may apply for redressal of grievances to the University in the prescribed form, challenging the valuation done.
- 2) The prescribed application form for redressal of grievances regarding valuation of answer books can be obtained from publication Section, Shivaji University, Vidyanaagar, Kolhapur on payment of Rs. 10/-in cash.
- 3) The examinee shall have to mention clearly in the application form, the reasons of his/her grievances and specify clearly the question wise his/her points of objection to the valuation done with proper justification. Any justification/recommendation given by any person other-fern student shall not be accepted.
- 4) The prescribed application form duly filled in shall be accompanied by a fee of Rs.500/- per paper payable in cash at the counter at the counter of the United Western Bank, Shivaji University campus

or by Demand Draft Drawn in favour of the Finance & Accounts Officer, Shivaji University, Kolhapur, along with the certified Xerox copy of marl. list.

- 5) The presented application form shall have to be filled and signed by applicant examinee himself herself and shall be submitted, to the Controller of Examination for that purpose, within 7 days from the date receipt of the concerned Photo/Xerox copy.
- 6) The applications for redressal of grievances received after the la. date shall not be accepted by the University under any circumstances, whatsoever.
- 7) The application/s for redressal of grievance, so received shall be placed before the Redressal Committee, consisting of following.
  - (a) Dean of the faculty concerned ----- Chairman
  - (b) Chairman of the relevant Board of Studies ----- Member
  - (c) One subject expert teacher having 15 years of teaching----- Memberexperience in the subject/paper, or senior moderator/examiner in the subject/paper, nominated by the Vice Chancellor.

Provided that, in case such teacher with requisite teaching experience is not available, a teacher with less experience or a retired teacher or any other expert in the subject may be nominated by the Vice Chancellor.

- d) The Controller of Examinations ----- Secretary
- 8) The Committee member shall abstain himself at the meeting of the redressal Committee if the Applicant examiner is his/her near relative defined in relevant Ordinance.
- 9) The presence of Subject expert in the meeting of Redressal Committee shall be mandatory. He shall be entitled for T. A. & D. A. as per university rules.
- 10) The Controller of Examinations shall call a meeting of the Redressal Committee, and place the entire lot of answer books received from students requesting redressal, subject wise paper wise, before the committee for its perusal and decision.
- 11) The Redressal Committee, so constituted, shall verify the original answer book/s and Photo/Xerox copy/has of the same and evaluate the mark/is allotted to the answer/s in the light of the reasons of grievance and the points of challenge to valuation, put down by the applicant in his/her application and shall make specific recommendations in writing, whether the contentions of the applicant has any merit and thereby justifies re assessment or the contentions are baseless and deserve to be rejected. In that case the fees paid for grievances shall not be refunded. The considered decision of the Redressal Committee shall be final.
- 12) Subject wise/paper wise total lot of answer-books of such cases, recommended for re assessment by the Redressal Committee, shall be sent to the Controller of Examinations for re-assessment. Such answer books shall be masked, concealing all the marks of identity of the examinee as well

as the marks awarded by the original examiner or in accordance with provisions of relevant Ordinance.

- 13) The Controller of Examinations shall get the said answer books assessed by the examiner's having at least 10 years of teaching experience, selected from amongst the panel of examiners, recommended by the BOS of the concerned subject and approved by the BOE and who shall not be the original examiner/s or the moderator/s.
- 14) The remuneration for assessing the answer books by the subsequent examiner/s appointed as per para 25 above shall be as per prevailing rules and shall be entitled for TA. & D.A. as per the rates, prescribed in Central Assessment System.
- 15) The whole process of redressal of grievance shall be completed as far as possible within a period of sixty days from the date of the receipt of application for redressal of grievances.
- 16) The Photo/Xerox copy/ies. of the answer books, re-assessed by the subsequent examiner/ S as above, shall in no case be supplied to the examiner/s.
- 17) If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% (Plus or Minus) or more of the maximum marks assigned to that paper the marks after revaluation shall be accepted for the revision of the result, and the marks originally obtained by the candidate in the paper shall be treated as null, and void. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets the benefit of passing the subject/examination with or without grace marks under the provisions of relevant ordinances. However, in such a case the fees for revaluation shall not be refunded.
- 18) If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% (plus or minus) or more of the maximum marks assigned to that paper entire fee shall be refunded.
- 19) However, if there is change in marks more than 20% of original assessment after revaluation then re-revaluation shall be done an average of the two closest marks (marks reported to the student, marks of revaluation and marks of re-revaluation) shall be communicated to the students as their final result.
- 20) After the preparation of the result/s the cases mentioned in para 17 above, shall be reported to 32(6) (a) committee with relevant documents to verify and ascertain the negligence, if any on the part of examiner/s or moderator/s and to recommend to BOE, the action/s to be taken against the Wrong doer/s. in such cases the decision of the BOE shall be final.
- 21) The Xeroxing and Revaluation facility is regarded as a special facility and not a right in the strict sense of term.
- 22) Notwithstanding anything contained in these rules the students applying for revaluation shall not as of right be entitled for provisional admission to the following year or term nor they shall be eligible for such admission in the event of the change in their result due to revaluation.

**Principal**

SUJMTG|Ord./7899

Date: 17 Oct 2006

1. The Under Secretary to the Chancellor of the Shivaji University & Governor of Maharashtra State, Raj Bhavan, Malabar Hill, Mumbai -400035
2. The Members of the SENATE/MANAGEMENT COUNCIL/ACADEMIC COUNCIL.
3. The Principle of Affiliated Colleges/ Recognized Institutions for Office use only
4. The Heads of University Departments at Kolhapur for Office use only.
5. The Deputy Registrars, Asstt. Registrars and Heads of Sections in the University Office for information and necessary action.
6. The Joint Director: (Higher Edu,) Kolhapur Region, "Rajaram College Premises, Kolhapur-4.
7. The Secretary & Sr. Legal Advisor Govt. of Maharashtra, Law judicial Department, Mantralaya, Bombay -400032.
8. The Secretary, Shivaji University Teacher's Association (SUTA), "C" Hatti mahal Road, Kolhapur-416002. I/C Registrar
9. The Secretary, Shivaji University Post-Graduate Teacher's Association, Kolhapur.
10. The- Secretary, Shivaji University Sevak Sangh, Shivaji University Kolhapur for information.
11. The Secretary, Shivaji Vidyapeeth Karmachari Sanghatana, Shivaji University, Kolhapur for information.
12. The Secretary, Magasvargiya Karmachari Sanghatana, Shivaji university Kolhapur for information.
13. The Secretary Shivaji Vidyapeeth Shikshak Lokshahi Aghadi, \rekanand College, Tarabai Park, Kolhapur.

# **Vivekanand College, Kolhapur (Empowered Autonomous)**

## **ORDER**

### **Amendments to O-80 (A)**

WHEARAS the amendments to Ordinances 80 (a) and C-87 (U.0.-9) were sent to the Chancellor's office for approval.

AND

WHEREAS these Ordinances and directions have not so far been received by the University from the Chancellor's office.

AND

WHEREAS per the discussion in the office of the Chancellor, on 20-07 2005 regarding the said amendments.

AND

WHEREAS it is necessary to inform the students immediately to enable them to take admissions in the colleges or to register their names externally within the stipulated time.

Now, therefore, I, Dr. Manikrao M. Salunkhe, Vice-Chancellor of the Shivaji University, Kolhapur, in exercise of the powers conferred upon me under Section 14(8) of the Maharashtra University Act, 1994 hereby amend the ordinance O-80 (A), O-87 (U,0.-9) as under.

O-80 (A): A candidate shall have to complete the B.A./B.Com./B.Sc. Part-I examination within a period of six years and also B.A./B.Com./B.Sc. Part-II and II examination within a period of six years from his/her first appearance to the respective examinations either as a regular or external student. The entire performance of the candidate at the respective examinations will be treated as a null and void if he/she fails to complete the respective examination within the stipulated time of six years (i.e., within a period of six years from the date of his/her first appearance of the respective examination) and he/she shall have to appear at the examination for all the subjects of Part-I or II or ill afresh as per rules as case may be.

**Government of India**  
**Ministry of Human Resource Development**  
**(Department of Youth Affairs and Sports)**  
**New Delhi: - dated the 9th March, 1987**

To,  
Secreter-ies,  
Education Department,  
All State Governments/JT Administration.

**Subject:** Special leave of absence from Schools /Colleges to students for Participation in sporting event regarding...

Sir,

I am directed to say that it has come to the Notice of this Department that there are several schools which are very insistent on fulfilment of the stipulated attendance in School even in the case of outstanding sportspersons. As a result, sports persons are not allowed special leave of absence from Schools/Colleges for participation in sporting events and coaching camps etc.

This has resulted in problems to many boys and girls who are very good at the National Level to come to the coaching camps etc, In view of the above position, it has been decided in consultation with the Dept. of Education of this Ministry that the schools/colleges should be requested that Special Leave of absence from schools/colleges should be allowed to students to students to enable them to participate in State, National and International level sporting tournaments and also for attending coaching camps in preparation of these tournaments. The facility of special examination may kindly be provided to sportspersons in case they have not been able to take up requisite examinations due to their having to participate in State/National /International level sporting competitions or coaching for this purpose.

The above instruction may kindly be brought to the notice of all concerned schools/colleges and other institutions.

Yours Faithfully,

Sd/-

(SK. CHARTURVEDI)

JOINT SECRETARY TO THE GOVT OF INDIA

**Copy to:**

1. Secretary (Education).
2. All Officers/Sections in the Deptt. Of YA and Sports.
3. Secretary, University Grants Commission for further necessary action.
4. Secretary, Association of Indian Universities, 16, Kotla Road, New Delhi.
5. D.G. Sports Authority of India, J.N, Stadium, New Delhi.
6. D.G. Netaji Subhas National Institute of Sports, New Delhi.
7. Asst. Secretary, Indian Olympic Association, J.N. Stadium, New Delhi.
8. Secretaries of All National Sports Federations.
9. D.P.I.s and Directors of Higher Education of all State Govts/UTs.

Sd/-

(RAMESH KUMAR)

UNDER SECRETARY TO THE GOVT OF INDIA

## खेळाडू विद्यार्थ्यांसाठी अर्जाचा नमुना

प्रति,

मुख्य परीक्षा नियंत्रक,

विवेकानंद कॉलेज, कोल्हापूर

(अधिकार प्रदत्त स्वायत्त)

विषय: निर्धारित वेळापत्रकानुसार परीक्षेस बसण्यास क्रीडास्पर्धेमुळे येणारी अडचणीबाबत....

महोदय,

आपल्या दिनांक ----- च्या परिपत्रकानुषंगाने मी आपणास विनंती करतो/करते की, मी----- या महाविद्यालयाचा खेळाडू विद्यार्थी/विद्यार्थिनी असून ----- वर्गात शिक्षण घेत आहे. - मध्ये होणाऱ्या ----- परीक्षेस बसण्यासाठी परीक्षा अर्ज व परीक्षा शुल्क रू.----- इतक पावती क्र ----- दिनांक ----- नुसार भरणे केलेले आहे. ----- येथे होणाऱ्या ----- स्तरीय क्रीडास्पर्धेमध्ये मी सहभागी होत असल्यामुळे कॉलेजच्या निर्धारित वेळापत्रकानुसार मला परीक्षेस बसण्यासाठी अडचण येत आहे. कृपया मला स्पर्धेनंतर परीक्षेस बसण्यास अनुमती असावी, ही विनंती. मी सहभागाचे निमंत्रणपत्र सोबत जोडले आहे. सदर अर्ज मी माझ्या महाविद्यालयाचे क्रीडा संचालक आणि प्राचार्य यांच्या शिफारशीने केला आहे. मी सादर केलेली माहिती खोटी आहे असे निदर्शनास आल्यास तो परीक्षा प्रमाद समजण्यात येईल आणि कॉलेज नियमानुसार मी शिक्षेस पात्र ठरेन याची मला जाणीव आहे व मला ते मान्य आहे. माझा तपशील विहित नमुन्यात सोबत जोडला आहे.

कळावे,

विद्यार्थ्यांचा  
फोटो व सही

आपला विश्वासू,

नाव व सही

- प्राचार्य आणि क्रीडा संचालक यांची शिफारस:

----- हा/ ही या महाविद्यालयाची नियमित विद्यार्थी/विद्यार्थिनी असून त्याने/तिने वर सादर केलेली माहिती सत्य असून त्याच्या विनंतीचा विचार करण्याबाबत शिफारस करण्यात येत आहे.

क्रीडा संचालक

सही व शिक्का

प्राचार्य

सही व शिक्का

**खेळाडू विद्यार्थ्यांची परीक्षा निर्धारित वेळापत्रकानंतर घेण्यासाठी आवश्यक माहिती  
महाविद्यालयाचे नाव: विवेकानंद कॉलेज, कोल्हापूर (अधिकारप्रदत्त स्वायत्त)**

अ. क्र.	खेळाडू, विद्यार्थ्यांचे/ विद्यार्थिनीचे नाव व वर्ग व रोल नंबर, मोबाइल नंबर	कोणत्या स्तरावरील क्रीडा स्पर्धा	स्पर्धेची/ सरावाची तारीख	स्पर्धा समाप्तीची तारीख	कोणत्या परीक्षेस बसणार आहे	कॉलेजच्या निर्धारित वेळापत्रकानुसार परीक्षेची तारीख	विद्यार्थ्यांचा बैठक क्रमांक
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

क्रीडा संचालक  
सही व शिक्का

प्राचार्य  
सही व शिक्का



- विवेकानंद कॉलेज, कोल्हापूर (अधिकारप्रदत्त स्वायत्त) च्या वतीने आयोजित नियमन मंडळ (Governing Body) बैठकीत ठरल्याप्रमाणे जतन करावयाच्या कागदपत्रांचा तपशील खालीलप्रमाणे:

- **Examination Section:**

Sr. No.	Name	Time	Description
1.	Examination forms	6 months	Be preserved for 6 months after the date of declaration of results.
2.	Answer-books (Used)	6 months	Be preserved for 6 months after the date of declaration of results.
3.	Mark List received from examines	1 Year	Be preserved for one year after the date of declaration of results.
4.	Hand-written question papers	6 months	Be preserved for 6 months after the date of declaration of results.
5.	Junior Supervisor's Report	6 months	Be preserved for 6 months after the declaration of results.
6.	Correspondence regarding division of work	1 Year	Be preserved for One year after Divisions of Work the date of declaration of results.
7.	Results-Record copies	Permanent	
8.	Correspondence regarding recognition of Laboratories for granting practical centre	Permanent	
9.	Term Weis Results have pass. (Up to graduation)	1 Year	
10.	Applications of Examiners	3 Years	
11.	Question paper files (2 copies)	Permanent	
12.	Recommendation of 32 (5) Committee	3 Years	
13.	Examination Result Ledgers (all examinations)	Permanent	
14.	Examiners Appointment orders	2 Years	
15.	Sanction of Examination Centre	2 Years	
16.	Supervisor Appointment orders	2 Years	
17.	Correspondence regarding meetings of Examiners and paper-setters	2 Years	

18.	Acknowledgement receipts of question papers	1 Year	
19.	Correspondence in connection with issue of murkiest	1 Year	
20.	Transfer Certificate	3 Years	
21.	Mark list counter foils	1 Year	
22.	Convocation forms	2 Years	
23.	Minutes of the Equivalence Committee	Permanent	
24.	Counter foils of Migration Certificates	3 Years	
25.	Registers - Lapses Cases Appointment Unit	Permanent	
25.1	Examination Procedure Committee Report	Permanent	
25.2	Seating Arrangement	2 Years	
25.3	Time-table of the Examinations	2 Years	
25.4	Dates of actual declaration of results	Permanent	
25.5	Dates of Commencement of Examinations	2 Years	

**In addition to above provisions following provisions are also applicable.**

1. Board of Examinations Shall be the competent authority to decide the quantum of punishment and to take disciplinary action.
2. Disciplinary action such as show cause notice, strong warning, noting of the offence in the semies book of the concerned person, fine, withholding or extending the promotion, withholding, the increment/s, withdrawing the recognition, suspension and termination shall be implemented by the Management concerned.
3. All types of monitory fines should be credited in the Examination Fund. This fund should be used for Examination work only with the prior approval of Board of Examinations.
4. All serious malpractices relating the examination work should be reported to the Lapses Committee.
5. In addition to the above-mentioned punishment, the competent authority may impose a fine and or punishment on the concerned person if declared guilty.
6. The competent authority may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.
7. All other malpractice not covered in the aforesaid categories - Punishment + Fine + Disciplinary Action as decided by the Competent Authority.

**Principal**

Above Ordinance 0.9 Sr. No. 12 & 14 (Regarding the Quantum of punishment.) Amendment chart is enclosed with Office CIRCULAR

Ref. No3w. SU/MTG/ORD/5 Date: 12 APR 2010

**VIVEKANAD COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**  
**RULES GOVERNING CONCESSIONS TO (A) BLIND, DEAF AND DUMB AND**  
**(B) SICK CANDIDATES OR PHYSICALLY DISABLRD**

- A) These candidates will be given nearest examination Hall of their choice.
- i) Those Candidates who are Blind/Deaf & Dumb and who cannot write and who produce a certificate from Civil Surgeon to that effect be given a writer.
  - ii) These candidates shall have to submit their application to the Principal of his College with his/her examination form along with a Certificate of ophthalmologist/ENT Specialist/Orthopaedic Surgeon as the case may be in the Prescribed form attached herewith.
  - iv) External candidates should also apply by completing the above formalities (Stated in (1) and (i) above) directly to this office at the time of the registration.
  - v) The supervision charges at the time of Examination will be borne by the College.
  - vi) The Principal/Senior Supervisor will appoint the writer, which will be of the Candidates choice and should be below the educational standard of the candidate.
  - vii) The candidate who engages a writer at the time of examination shall have to pay Rs. 30/ per paper to the Principal/Senior Supervisor of the Centre, The Principal/Senior Supervisor will disburse the remuneration of Rs. 20/- per paper to the writer and Credit rest of the amount i.e., Rs. 10/- per paper to the College Office, immediately after conclusion of the Examination.
  - viii) No writer fees shall be collected from the blind candidates appearing for the University Examinations and the remuneration in respect of writer provided to the blind candidates shall be paid by the concern college of the student.
  - ix) Only those candidates who are provided a writer as per above rules will be given extra 30 minutes.
  - x) The applicant should submit the medical certificate of competent authority (Stand in (i) & (iii) above) and Two Identity Cards size photographs of writer through principal.
- B)
- i) Those candidates who are Physically handicapped and who cannot write and who produce a Certificate from Civil Surgeon to that effect be given a writer.
  - i) These candidates shall have to submit the application to the principal of his college with his/her examination form along with a Certificate of Ophthalmologist! ENT Specialist/Orthopaedic Surgeon as case may be in the prescribed form attached herewith. (Except suddenly ill candidates)
  - ii) A candidate is suddenly taken ill shall have to apply through the Principal of College along with a certificate of Registered Medical officer directly to this office well in advance.
  - iv) External candidates should apply along with a certificate of Registered Medical officer directly to this office or Sr. Supervisor of the Centre well in advance. (Annexure-II Contd.)
  - v) The supervision charges at the time of examination will be borne by the College.

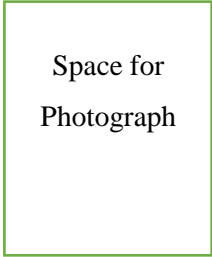
- vi) The Principal/Sr Supervisor will appoint the writer which will be of the candidate's choice and should be below the educational standard of the candidates.
- vii) The candidate who engages a writer at the time of examination shall have to pay Rs, 30/-per paper to the Principal/Sr. supervisor of the Centre, The Principal, Sr Supervisor will) disburse the remuneration of Rs. 20 per paper to the writer and refund rest of the amount La Rs 10k per paper to the university office, immediately after conclusion of the Examination.
- viii) These candidates will be given extra thirty minutes to solve the question paper
- ix) The applicant should submit the medical certificate of Competent authority and Two Identity Card size photographs of writer to principal.
- x) These Handicapped candidates who do not wite with normal speed, and who produce a certificate from Civil Surgeon to that effect be given an extra time of thirty minutes.

**FORM-I**  
**MEDICAL CERTIFICATE FOR BLIND**

Certified that I, Dr.-----  
Registration No.----- have this -----  
day of -----200----- examined the candidate

whose particulars are given below :

- 1 Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Approximate Age :
- 5. Identification Mark :
- 6. Extent of Residual Vision, if any :
- Right Eye
- Left Eye



- 7. On set of blindness (Please state whether blindness is from birth or acquired later; if it has been caused afterwards, the age and cause of blindness may be indicated) (For the purpose of concessions granted to blind candidates, blind are those two suffer from either of the following:
  - a) Total absence of sight:
  - b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses:
  - C) Limitation of the field of vision subtending & angle of 20 degrees or worse)
- 8. Please state clearly whether the candidate is blind Who can be considered for the purpose of giving concession, granted by the Board to blind candidates.

Signature of Applicant  
Place:  
Date:  
Address:

(Signature of Ophthalmologist)  
Designation:  
Office Stamp:

**CERTIFICATE**

This is to certify that he/she, \_\_\_\_\_ is unable to write due to his/her  
Blindness/deafness/Dumbness/Sickness/Physical disability.

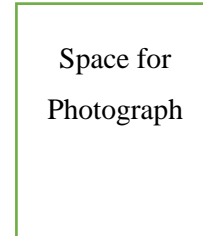
**Civil Surgeon**

**FORM-II**  
**MEDICAL CERTIFICATE FOR DEAF**

Certified that I, Dr.-----  
Registration No.-----have this -----  
day of -----200----- examined the candidate

whose particulars are given below :

- 1 Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Approximate Age :
- 5. Identification Mark :



- 6. An Estimate of the residual hearing, if any and the basis on which this estimate has been arrived at:
  - i) Right Ear
  - ii) Left Ear
- 7. On set of blindness (Please state whether Deafness is from birth or acquired later; if it has been caused afterwards, the age and cause of deafness may be indicated) (For the purpose of concessions granted to deaf candidates, deaf are those in whom the sense of hearing is non-functional for the ordinary purpose of life, Generally, loss of hearing at 70 decibels or above 500, 1000, 2000 frequencies will make residual hearing non-functional)
- 8. Please state clearly whether the candidate is deaf for the purpose of giving concession, granted by the Board to deaf candidates.
- 9. Please, enclose audiogram chart

Signature of Applicant  
Place:  
Date:

(Signature of ENT specialist)  
Designation:  
Office Stamp:  
Address:

**CERTIFICATE**

This is to certify that he/she, \_\_\_\_\_ is  
unable to write due to his/her Blindness/deafness/Dumbness/Sickness/Physical disability.

**Civil Surgeon**

**FORM-III**

**MEDICAL CERTIFICATE IN RESPECT OF AN ORTHOPAEDICALLY  
(PHYSICALLY) HANDICAPPED OR SPASTIC CANDIDATE**

For the purpose of concessions granted to the Orthopaedically (Physically) handicapped are those who have physical defect or deformity which caused an interference with the normal functioning of bones, muscles and joints.

Certified that I, Dr.-----  
-----registration No.----- have this -----  
examined the applicant whose particulars are given below: and that he/she falls within the above definition:

- 1. Name of the Candidate
- 2. Father's Name
- 3. Sex :
- 4. Approximate Age
- 5. Identification Mark:
- 6. a) Nature of disability :  
(Tick relevant from following list)



POST-POLIO PARALYS IS, HEMIPLEGIA, QUADRAPLEGIA, MALINED FRACTURE, NERVE PARALYSIS, (UPPER EXTREMITY, LOWER EXTREMITY, LIMB, RAINFUL, SHORTENING, DEFORMITY, CONGENITAL, ACQUIRED, ABOVE KNEE, BELOW KNEE, HIP, HEMIPELVECTOMY, SYMES, CHEOPARTS, WRITS, FINGERSs, BELOW ELBOW, ABOVE ELBOW, SHOULDERS, FORE QUARTER, UNILATERAL, BILEATERAL

b) Extent of disability Estimate in Percentage: (mc. Bridge Scale)  
ON ANATOMICAL FUNCTIONAL, (PATIENTS ASSESSMENT, EXAMINER'S ASSESSMENT) PERCENTATE (Please state whether the Percentage of disability is 25 or above)

c) Use of appliance.  
(Tick relevant from following list).  
Calliper, crutch, above knee, below knee, prosthesis, cane, unilateral, bilateral, above elbow, below elbow, homipevictory, shoulders disarticulation.

d) Any Operation Done or Indicated:

e) Photograph (Attested)  
(To show the nature of disability and any appliance if used)

7. Any other particulars to cdarify the nature and extent of disability that the Surgeon might like to point out.

Signature of Applicant  
Place:  
Date:  
Address:

(Signature of Orthopaedic Surgeon)  
Designation:  
Office Stamp:

**CERTIFICATE**

This is to certify that he/she, \_\_\_\_\_ is  
unable to write due to his/her Blindness/deafness/Dumbness/Sickness/Physical disability.

**Civil Surgeon**



**Shri. Swami Vivekanand Shikshan Sanstha's**  
**Vivekanand college, Kolhapur (Empowered Autonomous)**  
**Form for Photocopy of Answer – Books**

To,

The Controller of Examination,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

Sir,

I request you for Photocopy of my paper/s of subject/s \_\_\_\_\_ detailed below of—  
\_\_\_\_\_ examination. The prescribed fee of Rs. \_\_\_\_\_ for each paper has been paid by me  
through cash, \_\_\_\_\_ on \_\_\_\_\_ The receipt of which is attached herewith.

**1. Name of the Student:**

**2. Address:**

**3. Mobile Number:**

**4. Details of Examination:**

a) Name of the Examination : \_\_\_\_\_ b) Month / Year : \_\_\_\_\_

c) Class: \_\_\_\_\_ d) Semester : \_\_\_\_\_

d) Seat Number: \_\_\_\_\_

**5. Details of the subject/s for which photocopy is sought:**

Sr. No.	Paper Code / Subject/s Name
1.	
2.	
3.	
4.	

**Yours faithfully,**

(Signature of Student)

**Note:** Application for Photocopy of any particular paper or papers shall be made by the examinees themselves within 07 days from the date of declaration of result to the Controller of Examination. Under no circumstances permission shall be granted after the prescribed period.

**Shri. Swami Vivekanand Shikshan Sanstha's**

**Vivekanand college, Kolhapur (Empowered Autonomous)**

**Form for Verification of Answer – Books**

To,

The Controller of Examination,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

Sir,

I request you for Verification of my paper/s of subject/s \_\_\_\_\_  
detailed below of \_\_\_\_\_ examination. The prescribed fee of Rs. \_\_\_\_\_ for each  
paper has been paid by me through cash, \_\_\_\_\_ on \_\_\_\_\_ The receipt of which is  
attached herewith.

**1. Name of the Student:**

**2. Address:**

**3. Mobile Number:**

**4. Details of Examination:**

a) Name of the Examination \_\_\_\_\_ b) Month / Year \_\_\_\_\_

c) Class \_\_\_\_\_ d) Semester \_\_\_\_\_

e) Seat Number \_\_\_\_\_

**5. Details of the subject/s for which Verification is sought**

Sr. No.	Paper Code / Subject/s Name
1.	
2.	
3.	
4.	

**Yours faithfully,**

(Signature of Student)

**Note:** Application for Verification of any particular paper or papers shall be made by the examinees themselves within 07 days from the date of declaration of result to the Controller of Examination. Under no circumstances permission shall be granted after the prescribed period.

Shri. Swami Vivekanand Shikshan Sanstha's

## Vivekanand college, Kolhapur (Empowered Autonomous)

### Form for Revaluation of Answer – Books

To,

The Controller of Examination,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

Sir,

I request you for revaluation of my paper/s of subject/s \_\_\_\_\_ – detailed below of \_\_\_\_\_ examination. The prescribed fee of Rs. \_\_\_\_\_ for each paper has been paid by me through cash, \_\_\_\_\_ on \_\_\_\_\_. The receipt of which is attached herewith.

**1. Name of the Student:**

**2. Address:**

**3. Mobile Number:**

**4. Details of Examination:**

a) Name of the Examination: \_\_\_\_\_ b) Month / Year: \_\_\_\_\_

c) Class: \_\_\_\_\_ d) Semester: \_\_\_\_\_

e) Seat Number: \_\_\_\_\_

**5. Details of the subject/s for which Revaluation is sought**

Sr. No.	Paper Code / Subject Name	Question No.	Subject/s Question No.	Obtained Marks	Expected Marks with Reason
1.					
2.					
3.					
4.					

**Yours faithfully,**

(Signature of Student)

**Note:** Application for Revaluation of any particular paper or papers shall be made by the examinees themselves within 07 days from the date of declaration of result to the Controller of Examination. Under no circumstances permission shall be granted after the prescribed period.

## Vivekanand college, Kolhapur (Empowered Autonomous)

### APPLICATION FOR THE REDRESSAL OF GRIEVANCES AFTER GETTING PHOTO/XEROX COPYES OF THE ANSWER BOOKS

Date:

To,  
The Controller of Examination  
Vivekanand College, Kolhapur  
(Empowered Autonomous).

Sir,

I request to reevaluate the answer books of ----- examination solved by me in April-May/Oct-Nov.20 examination. The details of examination are given below. The reasons of grievances are also mentioned clearly with points of objections to the valuation of my answer books question wise with justification.

Yours faithfully,

(Signature with Name of the Student)

Name of the Student:-----

Address: -----  
-----

Name of the Examination: ----- Part/Semester: -----

Centre: ----- Seat No: ----- Subject: -----

1. Paper----- Marks obtained: ----- out of -----

2. Paper ----- Marks obtained: ----- out of -----

Reasons of grievances with points of objections should be submitted in the following format with question wise justification for each answer books to be reevaluated.

Question/ Sub question No. of paper-----	Points of grievances	Justification
--	----------------------	---------------

1. Student shall use separate sheet if required of the above format to provide the detailed information regarding the points of grievances and its question wise justification.
2. The charges for revaluation Rs. 500/- per paper are to be paid in cash at College office or by Demand Draft in favour of The Finance & Accounts Officer Vivekanand college payable at Kolhapur.
3. The application must be accompanied along with the Xerox copy of the Answer books obtained from the College office and should reach to college office within seven days from the receipt of photo/xerox copy.
4. The applications incomplete in any respect and without justification will be rejected, without giving any reason and the fees once paid shall not be refunded.

## Vivekanand College, Kolhapur (Empowered Autonomous)

- Application for i) Passing Certificate  
ii) Merit Certificate  
iii) Rank Certificate  
iv) Special Certificate  
v) Subject wise Certificate  
vi) Declaration of the result date  
vii) Special Certificate for Eligibility of Degree Certificate

To,  
The Principal,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

Sir,

I am to request you to issue me a certificate -----  
I have passed the ----- examination held by the Vivekanand  
College, Kolhapur (Empowered Autonomous) in the month of March/April/October/November, -----  
----- I give below all necessary particulars:

Full Name: -----

(In Block capital letters with Surname first)

Address: -----

Seat No.----- Centre -----

Special Subject: -----

Optional Subjects if any: -----

Class obtained: -----

Name of the Department: -----

Mode of payment : The prescribed fee of Rs. ----- is (a) paid in cash (b) remitted  
by M.O. No. ----- dated ----- (c) sent by CROSSED I. P. Os. bearing  
Nos.-----

(d) sent by D. D. No.----- dated----- drawn on a Bank in Kolhapur.

Date: -----

Applicants signature

-----  
Strike out whichever not applicable. Mention here the name of the Certificate required.

**Note:**

- i) Fee of Rs. 50/- is prescribed for Certificate other than Passing and Merit Certificate.
- ii) A Passing Certificate or Merit Certificate is issued free of charge for the first time. Subsequent copies will be supplied on payment of Rs. 50/- in advance per copy.
- iii) The Certificate will be sent to the address given by the applicant at the applicant's risk by ORDINARY POST. If the applicant wants the certificate to be sent under Registered Cover he should furnish along with his replication a self-addressed envelope affixing the necessary Postal Stamps.
- iv) Passing Certificate is issued only for final Examination.
- v) First copy of the Passing Certificate issued to the Candidate in the same academic year at free of cost.
- vi) The Candidates are advised to avail the Internet Service to get the information's about Passing Certificate

**Shri. Swami Vivekanand Shikshan Sanstha's**

**Vivekanand College, Kolhapur (Empowered Autonomous)**

APPLICATION FOR TRANSFERENCE CERTIFICATE

(To be accompanied with M. C. Form)

To.

The principal,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

1) Name in full: (Surname)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(First Name)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(Fathers/Husbands Name)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2) Sex (M- Male, F Female)

--	--	--	--	--	--

3) (PRN Number)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4) Address For

Correspondence:


5) Permanent Address:


• LAST EXAMINATION DETAILS:

6) Name of last

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

exam.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Course Code:

7) Month & Year of last

M	M
---	---

exam:

Y	Y	Y	Y
---	---	---	---

Year:

8) Examination seat Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Result:

-----

9) Class

Obtained:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

10) External Registration Number

(For External Student Only) &

Date of Registration

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

10) Admission seeking for course: -----

11) Admission seeking in college College code: -----

12) University of the College: -----

13) Send my T. C.

to:


14) T. C. Fee Rs. 50/- has

been. remitted by

Cash/Demand Draft No.

D	D	N	O												
---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

PLACE:

Signature of the Student.

DATE:

देयके अदा करणे व इतर माहिती यांचे नमुने फॉर्म

Form No.  
App-44

**ADMIT**

Name & Address of the Jr Supervisor: -----

Phone No. -----

Name of the Examination: ----- Oct./Nov/March/April-----

Centre: -----

Sr. No.	Date of Examination	Morning		Evening	
		Blok No.	No. of Candidates	Blok No.	No. of Candidates
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Jr. Supervisor Signature -----

Senior Supervisor's Name: ----- Signature -----



“ज्ञान विज्ञान आणि सुसंस्कार यांसाठी शिक्षणप्रसार”

- शिक्षणमहर्षी डॉ. बापूजी साळुंखे

श्री स्वामी विवेकानंद शिक्षण संस्था, कोल्हापूर  
ता.

श्री .....

देणार ..... राहणार .....

आज रोजी मला खालील प्रमाणे रोख/चेकने रक्कम मिळाली.

तपशील	रुपये	पैसे
अक्षरी रुपये		

शाखा प्रमुख

.....  
सही

## **INSTRUCTIONS TO JUNIOR SUPERVISORS**

1. Supervisors shall be in attendance at the place of the examination at least Thirty Mintes before the setting of the first paper and Fifteen minutes before the setting of each subsequent paper.
2. In distributing question papers, Junior Supervisors shall begin to hand over the papers from the last candidate in the respective blocks.
3. Additional answer book shall be given only when the book previously given for the whole paper or section 1s Written in, after verifying it personally by the Senior Supervisor. Such cases are to be reported by the Senior Supervisor to the College on the very day The Junior Supervisor is not allowed to supply an additional answer book to the student without the permission of the Senior Supervisor, Junior Supervisors shall take particular care to collect all answer-books whether used or unused and shall see that no candidate is allowed to retain with him any blank answer-book after the warning bell is rung.
4. While the examination is going on, Junior supervisor shall carefully look after the block of candidates to which they are assigned.
5. Supervisor shall use the Utmost Vigilance to prevent copying or Communication by candidates with one another or with any other person.
6. Junior Supervisors:
  - i) shall not engage in conversation with candidates during the examination and they shall not read What candidates write.
  - ii) shall not give any kind of explanation connected with the questions set.
  - iii) Shall not do any private or office work during the hours of supervision nor shall they on any account admit outsiders to the place of the examination,
  - iv) shall not keep with them any spare copies of question papers after they have been delivered to the candidates.
  - v) Shall see that no copy of the question paper is given to anyone who is not a candidate appearing for the Examination.
  - vi) shall see that all the candidates are given the proper question papers in accordance with the subjects they have offered for the examination.
  - vii) Shall not allow any exchange of writing material, stencils, mathematical instruments etc., when the examination is in progress.
7. One hour after the setting of the question paper, junior supervisor's hall go round the block they are in charge of and see that the candidates have made all the entries correctly on the front page of each answer-book supplied and have written correctly their seat numbers, the subject and the

- number of sections on each answer-book. Whenever any additional book or books are supplied to candidates, they shall also see that all the entries on the front page are properly made.
8. They shall see that no candidate in their block leaves the examination hall without giving back his answer-book or answer-books as the case may be, whether blank or written in.
  9. Supervisors shall note down the numbers of such candidates as have given up their answer-books before the ringing of the warning bell at the end of the examination.
  10. Candidates who give up their answer-books before the ringing of the warning bell shall be allowed to leave the hall. But after that, no candidate shall be allowed to leave it till the close of examination.
  11. Junior supervisors should see that every supplement supplied to the candidates for writing answer must be initialled and dated by them.
  12. At the ringing of the final bell., the junior Supervisors shall go to each candidate and collect from him all his answer-books. In doing so the junior supervisors shall begin collecting the answer-book from the last seat in their blocks and when the collection work is over shall arrange them in two bundles, according to sections and in their serial order. They shall deliver the bundles personally together with their reports, to the Senior Supervisors and shall not leave the place of the examination without their permission.
  13. Junior Supervisor should see that candidates has mention his/her Seat No. on his/her question Paper.
  14. Supervisors shall put down their number of the block allotted to them on the reports supplied to them and whenever their blocks are changed, they shall take a note of their new block and write down the number of the new block on the reports.
  15. Junior Supervisors shall make three copies of the reports for each paper which has to be answered in one and the same language. Separate reports should be prepared for each subject when there are more than one allotted to one supervisor. Two of these shall be packed with the bundles containing the respective section of the answer books. The third-copy of each report shall be handed separately to the Senior Supervisor for being sent to the College Office.
  16. Supervisors shall carry out all instructions which may be given to them by their Senior Supervisors in regard to their work not covered by these rules.
  17. Special books containing squared paper shall be given to candidates for answering questions on graphs.
  18. Remuneration will only be paid if the work of the supervisors is satisfactory and only after the results of the examination have been declared. Deduction may be made from the remuneration for remissness in duty noticed or failure to observe any of foregoing instruction or instructions issued by the Senior Supervisors under 15 above.

## INSTRUCTIONS TO CANDIDATES

(For the information of the Supervisors)

1. Write on both sides, rough work, when necessary, should be done on the left-hand side, and in pencil only.
2. Enter on the cover page of the answer-book your Examination number, the name of the Examination, the date and centre of the Examination. The subject of the question-paper, the number of the paper and /or the section and language of the answers (when it is other than English)
3. Do not write your name in any part of the answer-book
4. No sheet shall be torn off from the answer-books provided.
5. All answer-books supplied shall be given up whether written or blank.
6. Nothing shall be written on the question-paper or blotting paper.
7. Each section shall be answered separately. in case where such instructions are given (in separate books). Examiners do not undertake to examine answers written in the wrong book. Tie together all the answer-books relating to the same paper or section and enter on the first page of answer-book the total number of answer-book submitted.
8. Begin your answer to each question on a new page. Write the number of the question in the margin before Beginning to write an answer to it.
9. Exchange of the Writing Materials, Stencils, Mathematical instruments etc. is strictly prohibited.
10. You will not be permitted to leave the examination hall until half an hour after question papers are distributed.
11. If you want anything, apply to your supervisor; but do not leave your seat on any account. During the last ten minutes you will not be allowed to leave the hall.
12. The Maharashtra Prevention of Malpractices at University Examinations Act 1982 is in operation. The provisions of Sections 7 & 8, reproduced below, are specifically brought to your notice.
7. "Whoever is found in or near an examination hall by invigilator or any other person appointed to supervise the conduct of the examination, copying answers to the question paper set at the examination, from any book, notes or answer papers of other candidates or appearing at the examination for any other candidate or using any other unfair means, shall, on conviction, be punished with imprisonment, for a term which may extend to six months or with fine which may extend to five hundred rupees, or with both." (Prohibition of copying and impersonating at examinations.)
8. "Whoever abets any offence punishable under this act shall be punishable with punishment provided for the offence." (Punishment for abetment for offences.)
13. A warning bell will be given ten minutes before the close of the examination; at the second bell you must stop writing and be ready to hand over your answer-book to the supervisor. You must not leave your seat until all your answer books are collected by the supervisors.
14. Smoking is prohibited in the examination hall.

15. Candidates who are not in their seats by the time notified will not, as a rule, be admitted to the examination. The Senior-Supervisor may, however, at his discretion admit those who give him a satisfactory reason for the delay.

Note: A candidate who disobeys any instructions issued by the Senior supervisor or Junior Supervisor or who is guilty of rude or disobedient behaviour is liable to be instantly expelled.

### कनिष्ठ पर्यवेक्षकांच्यासाठी मार्गदर्शक सूचना

1. कनिष्ठ पर्यवेक्षकांची परीक्षा केंद्रावर किमान अर्धा तास अगोदर हजर असणे आवश्यक आहे.
2. परीक्षा हॉलमध्ये विद्यार्थ्यांना परीक्षा सुरू होण्यापूर्वी १० मिनीटे आधी उत्तरपत्रिका द्याव्यात व पेपर सुरू झाल्याची घंटा झाल्यानंतर प्रश्नपत्रिका देण्यास सुरुवात करावी.
3. कनिष्ठ पर्यवेक्षकांनी परीक्षा चालू झाल्यानंतर विद्यार्थ्यांनी उत्तरपत्रिकेवर आपला बैठक क्रमांक, विषयाचे नांव, विभाग, दिनांक व केंद्राचे नांव व्यवस्थित लिहिले आहे का हे तपासून आपली स्वाक्षरी करावी. त्याचप्रमाणे विद्यार्थ्यांनी त्याला देण्यात आलेल्या प्रश्नपत्रिकेवर बैठक क्रमांक लिहिला आहे याची खात्री करून घ्यावी.
4. परीक्षा हॉलमध्ये विद्यार्थ्यांची बैठक व्यवस्था जास्त जवळ - जवळ असू नये. विद्यार्थी कॉपी करणार नाहीत याची दक्षता घ्यावी व त्यांना इतर विद्यार्थ्यांशी चर्चा करू देवू नये.
5. कनिष्ठ पर्यवेक्षकांनी विद्यार्थ्यांना प्रश्नपत्रिकेचे भाषांतर अगर विश्लेषण करून सांगू नये. तसेच विद्यार्थ्यांनी उत्तरपत्रिकेमध्ये काय लिहिले आहे हे पाहू नये अगर वाचू नये.
6. कनिष्ठ पर्यवेक्षकांनी परीक्षा हॉलमध्ये आपले खाजगी किंवा ऑफिसचे कोणतेही काम करू नये.
7. विद्यार्थ्यांना कोणत्याही परिस्थितीत जादा प्रश्नपत्रिका देवू नये.
8. परीक्षा हॉलमध्ये परीक्षार्थी/वरीष्ठ पर्यवेक्षक/भरारी पथकाचे सदस्य यांच्याशिवाय इतरांना प्रवेश देवू नये.
9. परीक्षा हॉलमध्ये विद्यार्थ्यांनी लिहिलेल्या उत्तरपत्रिका एकाची दुसऱ्यास दाखविण्यास देण्यास मनाई करावी.
10. विद्यार्थ्यांना उत्तरपत्रिकेवर कोठेही आपले नांव अगर पेपर ओळखण्याच्या काही खुणा करू नयेत याबाबत सूचना द्यावी.
11. संबंधित परीक्षा केंद्रावरील कर्मचारी अगर बाहेरील व्यक्ती कॉपी पुरवत असतील तर त्यास प्रतीबंध करावा व ही गोष्ट तातडीने वरीष्ठ पर्यवेक्षकांच्या निदर्शनास आणावी.
12. कनिष्ठ पर्यवेक्षकांनी कोणत्याही प्रकारची उत्तरे विद्यार्थ्यांना सांगू नयेत. विद्यार्थ्यांची शंका असल्यास वरीष्ठ पर्यवेक्षकांना पाचारण करावे.
13. वॉर्निंग बेल होण्या अगोदर परीक्षा हॉल सोडणाऱ्या व नंतर सोडणाऱ्या विद्यार्थ्यांचे स्वतंत्र नंबर टिपून ठेवावेत.
14. मूळ पेपर पूर्ण भरलेल्याची खात्री करून मगच नवीन उत्तरपत्रिका द्यावी व दिलेल्या सर्व पुरवण्यावरती लिहिले आहे काय व त्या उत्तरपत्रिकेला जोडल्या आहेत याची खात्री करावी.
15. शेवटी घंटा झाल्यानंतर (वेळ संपल्यानंतर) शेवटच्या विद्यार्थ्यांपासून उत्तरपत्रिका गोळा करावेत व नंतर बैठक क्रमांकांनुसार व विभागवार क्रमवारीने लावून घ्यावेत व अशा उत्तरपत्रिकेचे गट्टे वरीष्ठ पर्यवेक्षकांच्या ताब्यात द्यावेत. व वरीष्ठ पर्यवेक्षकांची परवानगी घेतल्याशिवाय तेथून कोठेही जाऊ नये.

16. क. पर्यवेक्षकांना पुरविण्यात आलेले रिपोर्ट तीन प्रतीत तयार करावेत. त्यातील एक प्रत उत्तरपत्रिकेच्या गट्ट्यावर लावावी. दुसरी वरीष्ठ पर्यवेक्षक च्याकडे द्यावी व तीसरी प्रत वरीष्ठ पर्यवेक्षकांच्यामार्फत कॉलेजकडे पाठवावी. त्या रिपोर्टवर हजर विद्यार्थ्यांचे बिनचुक नंबर, गैरहजर विद्यार्थ्यांचे नंबर, विषय, सेक्शन, उत्तरपत्रिका नंबर, ब्लॉक नंबर व ब्लॉक मधील एकूण हजर विद्यार्थी, केंद्राचे नांव वगैरे माहिती बिनचूक भरावी.
17. उत्तरपत्रिकेचा हिशोब (लिहिलेल्या व कोऱ्या शिल्लक राहिलेल्या) व प्रश्नपत्रिकेचा हिशोब वरीष्ठ पर्यवेक्षकांना द्यावा.
18. वरीष्ठ पर्यवेक्षकांनी वेळोवेळी दिलेल्या सूचनांचे पालन काटेकोरपणे करावे.
19. कनिष्ठ पर्यवेक्षकांनी परीक्षा चालू झाल्यानंतर विद्यार्थ्यांने प्रश्नपत्रिकेवर त्याचा बैठक क्रमांक लिहिलेला आहे याची खात्री करून घ्यावी.

कोल्हापूर – 416003

परीक्षा नियंत्रक,  
विवेकानंद कॉलेज, कोल्हापूर  
(अधिकार प्रदत्त स्वायत्त)

## **DUTIES OF THE SR. SUPERVISOR**

1. Your duties will be:

- i) arranging for and supervising the cyclostyling or Xeroxing of the question-papers.
- ii) taking copies of the required question-papers to the place of the Examination.
- iii) Supervision at the examination.
- iv) Despatch of the answer-books to the examiners concerned.
- v) giving details of the copying case and further mentioning in the report whether any written chit or pages of the book/guide were actually found with the candidate, whether the candidate has actually copied any matter from the chit or pages of book etc. This should be done by comparing the copying material and the answer-book of the candidate.
- vi) more vigilant in the supervision work.

2. The General instructions for the Sr. Supervisors are given in the printed book-let for your information and guidance. You are requested to go through the same carefully and observe the instructions scrupulously.

3. With regard to the appointment of jr. Supervisors. it has been decided that as far as possible only college teachers should be appointed as Jr. Supervisors. Where there are more than one college, the teachers from other local colleges may be appointed as Jr. Supervisors. Rooms of halls in supervision work would be given will be changed from day to day.

A duplicate list of Jr. Supervisors with details should be forwarded to the College office in the prescribed form.

4. At the Close of the examination your are requested to make a separate report on the conduct of the examination, with suggestion, if any You are further requested to send Junior Supervisor's reports Of the examination to this office immediately after your supervision work is over.

5. It is presumed that you have no relative of the following type is appearing at this examinations at the Centre at which you have been requested to work as Senior Supervisor.

Father, mother, wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, brother-in-law and sister-in-law. (N.B. Son, daughter, brother or sister will be understood to include also step-son, step-daughter, step-brother or step-sister as the case may be.)

Encl: Form of acceptance.

• **Note:**

1. Booklet giving General Instructions for the guidance of Sr. Supervisors, Programmes of the Examinations, Name-lists of the candidates and Statement showing the Seat Numbers of the candidates registered for the different subjects of the Examination as mentioned above will be sent to you by the principal. The above documents be handed over to the next Senior Supervisor appointed at college after completion of your period of Senior Supervision ship.



2. The Senior Supervisors are strictly instructed to submit their remuneration bills at the Examination Centre only along with all other bills of the session.
3. If you received other orders from different sources of the College the order of priorities is defined to accept the College Exam. Work, which copy has already been sent to the principal. vide this office Letter No. VCEXam. 374 dt. 9-11-2023.

“Dissemination of Education for Knowledge, Science and Culture”

-Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha

**Vivekanand College, Kolhapur**  
(Empowered Autonomous)

2130 E-Ward, Tarabai Park, Tq. Karveer, Dist. Kolhapur 416003

UGC 2(f) & 12(B) Recognised

Affiliated to Shivaji University, Kolhapur (Maharashtra)

Website: [www.vivekanandcollege.ac.in](http://www.vivekanandcollege.ac.in) E-mail: [info@vivekanandcollege.org](mailto:info@vivekanandcollege.org)

**EXAMINATION SECTION**

AY \_\_\_\_\_

**CAP - Remuneration Rates**

Sr. No.	Designation	University Rates (Rs)	College Rates (Rs)
1.	Cap Director	750/- per day per person	750/- per day per person
2.	Quality Director	750/- per day per person	750/- per day per person
3.	Senior Supervisor (Post examination)	--	125/- per day
4.	Clerks	180/- per day per person	180/- per day per person
5.	Data entry operator	180/- per day per person	180/- per day per person
6.	Junior Clerk (Confidential allowance)	105/- Per day	105/- Per day
7.	Peon	113/- per day per person	115/- per day per person
8.	Night Watchman	113/- per night per person	115/- per day per person

Principal/Chief COE

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**EXAMINATION SECTION**

AY \_\_\_\_\_

**Conduct of Examination Remuneration Rates**

Sr. No.	Designation	University Rates (Rs)	College Rates (Rs)
1.	External Senior Supervisor	120/- per session	125/- per session
2.	Internal Senior Supervisor	120/- Per session	125/- per session
3.	Senior Supervisor (Pre exam work)	125/-per day	125/-per day
4.	Junior Supervisor	90/- per session	95/- per session
5.	Junior clerk	90/- per session	95/- per session
6.	Peon	113/- per day	115/- per day
7.	Watchman	113/- per night	115/- per day

Principal/Chief COE

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**EXAMINATION SECTION**

AY \_\_\_\_\_

**Administrative Staff for actual examination**

Sr. No.	Designation	Number	Remuneration
1.	Chief COE (Principal of the college)	1	Decided in previous meeting Ref: 15/12/2018 approved by finance committee of college.
2.	COE (Appointed by principal)	1	
3.	Dy COE (Appointed by principal)	1	
4.	Finance officer	1	Rs. 1500/- per semester per term
5.	Member of Board of Examination		Rs. 1000/- outside member & T.A. D.A. as per admissible Rs.500/- for college member

Principal/Chief COE



## Vivekanand College, Kolhapur (Empowered Autonomous)

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### EXAMINATION SECTION

AY \_\_\_\_\_

### T.A. / D.A. / Assessment / Moderation / Paper Setting Rates

Sr. No.	Nature of Work	University Rates (Rs)	Autonomous College Rates (Rs)
1.	T. A.	As per admissible after providing tickets	ST/Railway/Own Vehicle (which is applicable)
2.	D. A.	Assistant professor = 120/- Associate professor = 120/- Professor level = 130/-	As per the university rule
3.	Assessment	6/- per paper (40 marks)	Rs. 3/- Up to 20 Marks
		9/- per paper (80 marks)	Rs. 4/- 21 to 30 marks
			7/- per paper (40 marks)
			10/- per paper (80-90 marks)
4.	Moderation	6/- per paper (40 marks)	7/- per paper (40 marks)
		9/- per paper (80 marks)	10/- per paper (80-90 marks)
5.	Moderation allowance	188/-	50/- for 0-50 cases
		375/-	100/- for 51-100 cases
		563/-	150/- above 100 cases
6.	Minimum Remuneration	154/-	<b>UG</b> (Minimum Remuneration applicable for more than 31 marks paper)
			Rs. 50/- up to 5 papers
			Rs. 100/- 6 to 10 papers
			Rs. 150/- 11 to 21 papers
			<b>PG</b>
			Rs. 50/- up to 5 papers
			Rs. 100/- 6 to 10 papers
Rs. 150/- 11 to 15 papers			
7.	Local Conveyance	90/- per day	90/- per day
8.	Auto Charges	100/- per day	100/- per day (if applicable)
9.	Paper Setting	180/- per set for 40 marks (UG)	180/- per set for 40 marks (UG)
		270/- per set for 80 marks (UG)	270/- per set for 80 marks (UG)
		450/- per set for 80 marks (PG)	450/- per set for 80 marks (PG)

Principal/Chief COE

“Dissemination of Education for Knowledge, Science and Culture”

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**EXAMINATION SECTION**

AY \_\_\_\_\_

**Administrative Staff for actual examination**

Sr. No.	Designation	Number	Remuneration
1.	Chief COE (Principal of the college)	1	Decided in previous meeting Ref: 15/12/2018 approved by finance committee of college.
2.	COE (Appointed by principal)	1	
3.	Dy COE (Appointed by principal)	1	
4.	Finance officer	1	Rs. 1500/- per semester per term
5.	Member of Board of Examination		Rs. 1000/- outside member & T.A. D.A. as per admissible Rs.500/- for college member

Principal/Chief COE

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**EXAMINATION SECTION**

AY \_\_\_\_\_

**Item No.2:** Discussion on remunerations of pre-exam, conduct & Post exam committee member.

**Conduct of Examination Remuneration Rates**

Sr. No.	Designation	University Rates (Rs)	College Rates (Rs)
1.	External Senior Supervisor	120/- per session	125/- per session
2.	Internal Senior Supervisor	120/- per session	125/- per session
3.	Senior Supervisor (Pre exam work)	125/-per day	125/-per day
4.	Junior Supervisor	90/- per session	95/- per session
5.	Junior clerk	90/- per session	95/- per session
6.	Peon	113/- per day	115/- per day
7.	Watchman	113/- per day	115/- per day

Principal/Chief COE



## Vivekanand College, Kolhapur (Empowered Autonomous)

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### EXAMINATION SECTION

AY \_\_\_\_\_

### Post (CAP) – Remuneration Rates

Sr. No.	Designation	University Rates (Rs)	College Rates (Rs)
1.	Cap Director	750/- per day per person	750/- per day per person
2.	Quality Director	750/- per day per person	750/- per day per person
3.	Senior Supervisor (Post examination)	--	125/- per day
4.	Clerks	180/- per day per person	180/- per day per person
5.	Data entry operator	180/- per day per person	180/- per day per person
6.	Junior Clerk (Confidential allowance)	105/- Per day	105/- Per day
7.	Peon	113/- per day per person	115/- per day per person
8.	Night Watchman	113/- per day per person	115/- per day per person

**Item No. 3:** Discussion on remuneration of Lapses committee & Flying Squad.

Sr. No.	Designation	University Rates (Rs)	College Rates (Rs)
1.	Lapses committee member	--	Rs. 1000/- outside member & T.A. D.A. as per admissible Rs.500/- for college member
2.	Flying Squad	One Session 154/- Full Session 308/-	One Session 200/- Full Session 400/-

**Item No. 4:** The remuneration and allowances of additional staff to be appointed time to time as per requirement in examination cell should be paid by considering the remunerations and allowances of defined equivalent post.



### Chart of T.A. / D.A. / Assessment / Moderation / Paper Setting Rates

Sr. No.	Nature of Work	University Rates (Rs)	Autonomous College Rates (Rs)
1.	T. A.	As per admissible after providing tickets	ST/Railway/Own Vehicle (Which is applicable)
2.	D. A.	Assistant professor = 120/- Associate professor = 120/- Professor level = 130/-	As per university rule
3.	Assessment	6/- per paper (40 marks)	7/- per paper (40 marks)
		9/- per paper (80 marks)	10/- per paper (80-90 marks)
4.	Moderation	6/- per paper (40 marks)	7/- per paper (40 marks)
		9/- per paper (80 marks)	10/- per paper (80-90 marks)
5.	Moderation allowance	188/-	200/- for 0-50 cases
		375/-	400/- for 51-100 cases
		563/-	600/- above 100 cases
6.	Minimum Remuneration	154/-	200/-
7.	Local Conveyance	90/- per day	90/- per day
8.	Auto Charges	100/- per day	100/- per day (if applicable)
9.	Paper Setting	180/- per set for 40 marks (UG)	180/- per set for 40 marks (UG)
		270/- per set for 80 marks (UG)	270/- per set for 80 marks (UG)
		450/- per set for 80 marks (PG)	450/- per set for 80 marks (PG)
10.	Translation Charges	--	50/- per paper

Principal/Chief COE

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**EXAMINATION SECTION**

AY \_\_\_\_\_

Sr. No	Program	Particulars	Approved Remuneration Rs
1.	B.A.-1, 2,3	Paper set	225
2.	M.A., M. S.W.	Paper set	285
3.	B.Se.-1,2 3 (Stat/Maths), B.C.S- 1,2,3:(Stats)	Paper set	90
4.	Sc./B.C.S.-1 (Except Stat/Maths)	Paper set	150
5.	Sc./B.C.S.-2 (Except Stat/Maths)	Paper set	225
6.	Sc./B.C.S.-3 (Except Stat/Maths)	Paper set	450
7.	MCA. (All semesters)	Paper set	375
8.	Dip in Interior Design and Decoration. ' Part 1 & Part 2	Paper set	225
9.	B. of Dress Making Fashion & Co-ordination Part I, II & III	Paper set	285
10.	B. off Food Technology & Management Part-I, II & III	Paper set	248
11.	M.C.M. Part I & II	Paper set	90
12.	P.G. Dip In Environmental Protection Management	Paper set	195
13.	P.G. Dip In Industrial Safety Health & Environment	Paper set	195
14.	*B, Pharm.- 150 80m 75 40 Marks	Paper set	225 113
15.	M.A. Mass Communication Sem. 1 To IV	Paper set	375
16.	Alternative Dispute Resolution	Paper set	225
17.	Diploma in Rural Development	Paper set	285
18.	Diploma in Tourism and Travel	Paper set	258
19.	B. Library and Information Science	Paper set	195
20.	M.Sc.(All Subjects)	Paper set	285
21.	Examiners in each of subjects of spinning workshop, weaving workshop and textile testing, practical's will be paid remuneration divisible amongst them for drawing, the practical slips/ papers at Second Year Textile.		248
22.	Examiners in each of subjects of spinning workshop, weaving workshop and Textile Physics Laboratory at B. Textile examination will be paid remuneration divisible amongst them for drawing practical slips / paper at Third and Final year B. Textile.		413
23.	Drawing up a question paper on method per section. (each method for B. Ed. exam)		150
24.	Drawing, up a question paper on content of school Subject under paper IV tor B. Id	Per Subject Paper section	105

Sr. No.	Program	Particulars	Approved Remuneration Rs
1.	B.A.-1, 2,3	Paper set	225
2.	M.A., M. S.W.	Paper set	285
3.	B.Se.-1,2 3 (Stat/Maths), B.C.S- 1,2,3:(Stats)	Paper set	90
4.	Sc./B.C.S.-1 (Except Stat/Maths)	Paper set	150
5.	Sc./B.C.S.-2 (Except Stat/Maths)	Paper set	225
6.	Sc./B.C.S.-3 (Except Stat/Maths)	Paper set	450
7.	MCA. (All semesters)	Paper set	375
8.	Dip in Interior Design and Decoration.‘ Part 1 & Part 2	Paper set	225
9.	B. of Dress Making Fashion & Co-ordination Part I, II & III	Paper set	285
10.	B. off Food Technology & Management Part-I, II & III	Paper set	248
11.	M.C.M. Part I & II	Paper set	90
12.	P.G. Dip In Environmental Protection Management	Paper set	195
13.	P.G. Dip In Industrial Safety Health & Environment	Paper set	195
14.	*B, Pharm.- 150 80m 75 40 Marks	Paper set	225 113
15.	M.A. Mass Communication Sem. 1 To IV	Paper set	375
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17.	Diploma in Rural Development	Paper set	285
18.	Diploma in Tourism and Travel	Paper set	258
19.	B. Library and Information Science	Paper set	195
20.	M.Sc.(All Subjects)	Paper set	285
21.	Examiners in each of subjects of spinning workshop, weaving workshop and textile testing, practical’s will be paid remuneration divisible amongst them for drawing, the practical slips/ papers at Second Year Textile.		248
22.	Examiners in each of subjects of spinning workshop, weaving workshop and Textile Physics Laboratory at B. Textile examination will be paid remuneration divisible amongst them for drawing practical slips / paper at Third and Final year B. Textile.		413
23.	Drawing up a question paper on method per section. (each method for B. Ed. exam)		150
24.	Drawing, up a question paper on content of school Subject under paper IV tor B. Id	Per Subject Paper section	105

General Bill Register Sr.No. \_\_\_\_\_  
Payment Register Page No. \_\_\_\_\_

Voucher No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_

**VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)**

To,

Name of Flying Squad \_\_\_\_\_ (Name of the Vivekanand College,  
**Kolhapur (empowered Autonomous)** Examination of \_\_\_\_\_  
[**VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**]

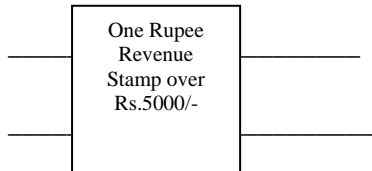
	Rs.	Paise
The amount due to me as Flying Squad at the Above Examination for ( ) Days at the prescribed rate of Rs. 125/- per Session Having worked on * <u>Full days/s</u> Half day/s of _____, 2023		
Total . . . .		

Date must be mentioned without fail.

Signature

\_\_\_\_\_  
Vivekanand College, Kolhapur (Empowered Autonomous)

Payment Received



Place and Date:

Countersignature

**Senior Supervisor**

(\*Please see that dates are filled in before the bill is countersigned)

The bill must be receipted in advance.

Address \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

Checked

PASSED FOR Rs. _____ Paise _____
Rs. _____
_____ Date

[**Finance/Accounts Officer**]

**CoE/Dy CoE**

**Chief CoE/Principal**

Payment to Flying Squad at the Centre will be made after seven days from the date of declaration of the results of the Examination for which the appointment is made.

General Bill Register Sr.No. \_\_\_\_\_  
Payment Register Page No. \_\_\_\_\_

Voucher No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_

**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

To,

Name of Expert Sr Supervisor **Internal** \_\_\_\_\_ **Vivekanand College,**  
**Kolhapur (Empowered Autonomous)** Examination of \_\_\_\_\_  
\_\_\_\_\_ [VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED  
AUTONOMOUS) CENTRE].

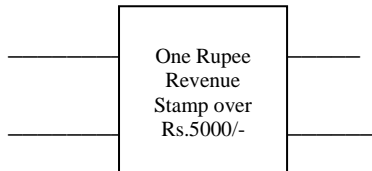
The amount due to me as Sr. Supervisor at the Above Examination for ( ) Days at the prescribed rate of Rs. 125/- per Session Having worked on * <u>Full days/s</u> Half day/s of _____, 20	Rs.	Paise
Total . . . .		

Date must be mentioned without fail.

Signature

Address Vivekanand College, Kolhapur (Empowered Autonomous)

Payment Received



Place and Date:

Countersignature

**Senior Supervisor**

(\*Please see that dates are filled in before the

is countersigned)

bill

The bill must be receipted in advance.

Address \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

Checked

PASSED FOR Rs. _____ Paise _____ Rs. _____ _____ Date _____
---

[Finance/Accounts Officer]

CoE/Dy CoE

Chief CoE/Principal

Payment to Sr. Supervisor at the Centre will be made after seven days from the date of declaration of the results of the Examination for which the appointment is made.

General Bill Register Sr.No. \_\_\_\_\_  
Payment Register Page No. \_\_\_\_\_

Voucher No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_

**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

To,

Name of Expert Jr. Supervisor \_\_\_\_\_ **Vivekanand College, Kolhapur**

**(Empowered Autonomous)** Examination of \_\_\_\_\_

\_\_\_\_\_ **[VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS) CENTRE]**.

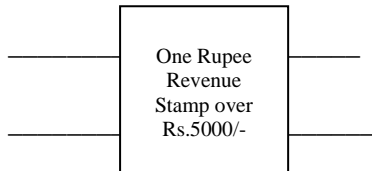
	Rs.	Paise
The amount due to me as Jr. Supervisor at the Above Examination for ( ) Days at the prescribed rate of Rs. 95/- per Session Having worked on * <u>Full days/s</u> Half day/s of _____, 20		
Total . . . .		

Date must be mentioned without fail.

Signature

\_\_\_\_\_  
Vivekanand College, Kolhapur (Empowered Autonomous)

Payment Received



Place and Date:

Countersignature

**Senior Supervisor**

(\*Please see that dates are filled in before the bill  
is countersigned)

The bill must be receipted in advance.

Address \_\_\_\_\_,  
\_\_\_\_\_  
\_\_\_\_\_

PASSED FOR Rs. _____ Paise _____ Rs. _____ Date _____
---

Checked

**[Finance/Accounts Officer]**

**CoE/Dy CoE**

**Chief CoE/Principal**

Payment to Sr. Supervisor at the Centre will be made after seven days from the date of declaration of the results of the Examination for which the appointment is made.

General Bill Register Sr.No. \_\_\_\_\_  
Payment Register Page No. \_\_\_\_\_

Voucher No. \_\_\_\_\_  
Cheque No. \_\_\_\_\_

**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

To,

Name of Clerk \_\_\_\_\_ (Class \_\_\_\_\_ )  
Examination of \_\_\_\_\_ [ **VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)** Centre].

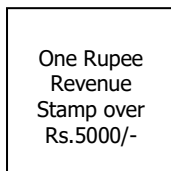
	Rs.	Paise
The amount due to me as Clerk at the Above Examination for ( _____ ) Days at the prescribed rate of Rs.95/- per Session Having worked on * <u>Full days/s</u> _____ Days Half day/s _____ Total Days - _____ of _____, 20 Total . . . .		00
		00

Date must be mentioned without fail.

Signature

\_\_\_\_\_  
Vivekanand College, Kolhapur (Empowered Autonomous)

Payment Received



Place and Date: Kolhapur, \_\_\_\_\_

Countersignature \_\_\_\_\_

**Senior Supervisor**

(\*Please see that dates are filled in before the bill  
is countersigned)

The bill must be receipted in advance.  
Address Vivekanand College, Kolhapur  
2130, E Ward, Tarabai Park, Kolhapur  
Checked

PASSED FOR Rs. _____ Paise _____ Rs. _____ Date _____
---

**[Finance/Accounts Officer]**

**CoE/Dy CoE**

**Chief CoE/Principal**

Payment to Clerk at the Centre will be made after seven days from the date of declaration of the results of the Examination for which the appointment is made.

General Bill Register Sr.No. \_\_\_\_\_

Voucher No. \_\_\_\_\_

Payment Register Page No. \_\_\_\_\_

Cheque No. \_\_\_\_\_

**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

To,

Name of Peon \_\_\_\_\_ (Class \_\_\_\_\_ )

Examination of **Nov-Dec 2023** [ **VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)** Centre].

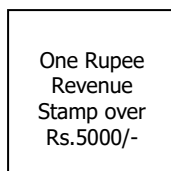
The amount due to me as peon at the	Rs.	Paise
Above Examination for ( _____ )		00
Days at the prescribed rate of Rs.115/- per Days		
Having worked on * <u>Full days/s</u> _____ Days		
Half day/s _____		
Total Days - _____		
of _____ <b>20</b>		
Total . . . .		00

Date must be mentioned without fail.

Signature

\_\_\_\_\_  
Vivekanand College, Kolhapur (Empowered Autonomous)

Payment Received



Place and Date: Kolhapur, \_\_\_\_\_

Countersignature \_\_\_\_\_

**Senior Supervisor**

(\*Please see that dates are filled in before the bill  
is countersigned)

The bill must be receipted in advance.  
Address Vivekanand College, Kolhapur  
2130, E Ward, Tarabai Park, Kolhapur  
Checked

PASSED FOR Rs. _____ Paise _____
Rs. _____
Date _____

[Finance/Accounts Officer]

CoE/Dy CoE

Chief CoE/Principal

Payment to Clerk at the Centre will be made after seven days from the date of declaration of the results of the Examination for which the appointment is made.



**“Dissemination of Education for Knowledge, Science and Culture.”**  
– Shikshanmaharshi Dr. Bapuji Salunkhe

**Shri. Swami Vivekanand Shikshan Sanstha’s**  
**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**  
**Local Conveyance Allowance Bill**

Bank Name	Bank A/C No.	IFSC Code	Mobile No.

Name \_\_\_\_\_

College \_\_\_\_\_

Subject \_\_\_\_\_

Local Conveyance Allowance \_\_\_\_\_ (₹.90/- per day)

Total Amount Rs. \_\_\_\_\_

Name/College/Address/Contact

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Received Payment (Signature & Date)

\_\_\_\_\_

\_\_\_\_\_

Finance/Accounts Officer

COE/Dy.CoE

Chief CoE/Principal

“Dissemination of Education for Knowledge, Science and Culture.”

– Shikshanmaharshi Dr. Bapuji Salunkhe

**Shri. Swami Vivekanand Shikshan Sanstha's**  
**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**

**T.A./D.A. Bill Form**

Bank Name	Bank A/C No.	IFSC Code	Mobile No.

Name of the teacher \_\_\_\_\_

College \_\_\_\_\_

Subject \_\_\_\_\_

Purpose of visit \_\_\_\_\_

Place \_\_\_\_\_ Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_ Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Total Distance \_\_\_\_\_

T.A. \_\_\_\_\_ (Airfare/Train/Bus)

D.A. \_\_\_\_\_ (₹.130 per Day)

Total Amount Rs. \_\_\_\_\_

(in words: \_\_\_\_\_)

Name/College/Address/Contact

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Received Payment (Signature & Date)**

\_\_\_\_\_

(use Revenue Stamp if amount exceeds above Rs. 5000/-)

Finance/Accounts Officer

Chief CoE/COE/Dy.CoE

Principal

**“Dissemination of Education for Knowledge, Science and Culture.”**

– Shikshanmaharshi Dr. Bapuji Salunkhe

**Shri. Swami Vivekanand Shikshan Sanstha's**

**Vivekanand College, Kolhapur**

**(Empowered Autonomous)**

**Examination Bill Form**

Bank Name	Bank A/C No.	IFSC Code	Mobile No.

**Class** \_\_\_\_\_ **Examination Semester** \_\_\_\_\_

**Name** \_\_\_\_\_ **Subject** \_\_\_\_\_

**Examiner/Paper Setter/Moderator/Co-ordinator in the Subject** \_\_\_\_\_

**at the class** \_\_\_\_\_ **Examination of Sem** \_\_\_\_\_

**Remuneration to:**

**Examiner/Paper Setter/Moderator/Co-ordinator**

**Paper Setting** \_\_\_\_\_ ₹. \_\_\_\_\_

**Examining** \_\_\_\_\_ ₹. \_\_\_\_\_

**Moderation** \_\_\_\_\_ ₹. \_\_\_\_\_

**Total Amount Rs.** \_\_\_\_\_

**Name/College/Address/Contact**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Received Payment (Signature & Date)**

\_\_\_\_\_

(use Revenue Stamp if amount exceeds above Rs. 5000/-)

**Finance/Accounts Officer**

**Chief CoE/COE/Dy.CoE**

**Principal**

“Dissemination of Education for Knowledge, Science and Culture.”

– Shikshanmaharshi Dr. Bapuji Salunkhe

**Shri. Swami Vivekanand Shikshan Sanstha's**  
**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**  
**PRACTICAL/PROJECT Bill Form**

Practical Exam Subject: ----- Exam: -----/-----20 - 20 मानधन देयक  
Exam: B.Sc./B.C.A./M.Sc./M.com. Part 1/2/3

Examiner Name:- -----

विषय :-प्रात्यक्षिक/प्रोजेक्ट परीक्षेचे मानधन देयक - बी .एस्सी .भाग 1, 2, 3

सर्व विषयांचे मानधन अदा करण्याचे कोष्टक

परीक्षा	प्रतिविद्यार्थी दर रूपये	परीक्षक संख्या	देयीमधील प्रत्येक परीक्षकास प्रतिविद्यार्थी दिले जाणारे मानधन रूपये	परीक्षकाने असेस केलेली विद्यार्थी संख्या	अदा करण्यात आलेले एकुण मानधन
1	2	3	4	5	6
बी . एस्सी /बी .सी .एस . भाग 1					
बी . एस्सी /बी .सी .एस . भाग 2					
बी . एस्सी /बी .सी .एस भाग 3					
एम .एस्सी /एम . कॉम . भाग 1, 2					

पोहोच पावती

मी पोहोच पावती लिहून देते की विवेकानंद महाविद्यालयात प्रात्यक्षिक परीक्षेचे बी एस्सी /एम .एस्सी भाग १ २ ३इतके विद्यार्थी असेस केलेले आहेत . मा वित व लेखा अधिकारी विवेकानंद कॉलेज, कोल्हापूर याचेकडून मला त्याचे मानधन रूपयेइतके रोखीने प्राप्त झाले .

दिनांक :- / /20 ते / /20

परीक्षकाची स्वाक्षरी

देयक अदा करण्याचा कर्मचा-याची स्वाक्षरी

परीक्षकाचे नाव व महाविद्यालयाचा व पत्रव्यवहाराचा पता -

संबंधित परीक्षा केंद्रावरील सहपरीक्षक व विभाग प्रमुखांचे प्रमाणपत्र प्रमाणित करण्यात येते की श्री/ श्रीमती यांनी

विवेकानंद महाविद्यालयात वर उल्लेख केलेल्या प्रात्यक्षिक परीक्षेचे ----- विद्यार्थी असेस केलेले आहेत . सदरची माहिती सत्य आहे

वरीष्ठ सहपरीक्षकाची सही

संबंधित परीक्षा केंद्रावरील विभाग प्रमुखाची स्वाक्षरी व शिक्का

Finance/Accounts Officer

Chief CoE/COE/Dy.CoE

Principal

“Dissemination of Education for Knowledge, Science and Culture.”

– Shikshanmaharshi Dr. Bapuji Salunkhe

Shri. Swami Vivekanand Shikshan Sanstha's

**VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)**

2130 E, Tarabai Park, Tal. Karveer, Dist. Kolhapur 416 003

UGC Recognition Under 2 F & 12(B) UGC Act 1956

Affiliated to Shivaji University, Kolhapur (M.S.)

Ph.: 0231-2658612,2658840,Resi.: 0231-2653962 Fax:0231-2658840

Website : [www.vivekanandcollege.org](http://www.vivekanandcollege.org) E-mail : [info@vivekanandcollege.org](mailto:info@vivekanandcollege.org)

**EXAMINATION CELL**

**Academic Year -----**

**Date:**

**Appointment Letter**

To,

Principal

\_\_\_\_\_  
\_\_\_\_\_

Sub: Regarding appointment as a examiner/Paper Setter/Moderator/ Sr. Supervisor.

Respected sir,

We have appointed Prof./Dr. \_\_\_\_\_ of your college as a Examiner/Paper Setter/ Moderator/Sr. Supervisor for \_\_\_\_\_ in subject

\_\_\_\_\_  
\_\_\_\_\_ Paper title/no. \_\_\_\_\_

Period of work: \_\_\_\_\_ to \_\_\_\_\_

Kindly depute him/her for the above said work and co-operate.

Thanking you,

Yours faithfully

“Dissemination of Education for Knowledge, Science and Culture.”

– Shikshanmaharshi Dr. Bapuji Salunkhe

2Shri. Swami Vivekanand Shikshan Sanstha’s

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**Examination Cell**

**Academic Year 20 - 20**

**Date:**

**ATTENDANCE CERTIFICATE**

This is to certify that, Mr./Ms./Dr. -----  
----- of -----  
College -----has worked as examiner/Moderator/ Paper  
Setter from ----- to ----- (Actual work ----- days) at  
this center for----- sem. ----- Examination-----.

He / She assessed ----- Answer books/ moderated -----  
----- answer books. He / She is relieved from this center on -----  
-----

Date:

Place:

COE

Jr. College Recog. No. H.S.C./1074R-1/DT : 8-8-1976 "ज्ञानं, विद्याम जपि सुखंस्वप्नं वासंती विद्याम प्रसरत" Estd:- June 1964  
 Jr. College Code No. 23-09-002 शिक्षणमहर्षी डॉ. बापूजी साहूजी

**Shri Swami Vivekanand Shikshan Sanstha's**  
**VIVEKANAND COLLEGE (AUTONOMOUS), KOLHAPUR**  
 2130, E Tarabai Park, Kolhapur, Dist. Kolhapur-416 003  
 Affiliated to Shivaji University, Kolhapur (M.S.)  
 NAAC Reaccredited : "A" (CGPA 3.24) on 19-01-16 (3rd Cycle)  
 College with Potential for Excellence (Twice)  
 "Star College" by D.B.T. Govt. of India

PR. 0231-2658812-2658840 Fax. 0231-2658840 Res. 0231-2653883 Website : www.vivekanandcollege.org E-mail : info@vivekanandcollege.org

Founder **Dr. Bapuji Salunkhe** President **Hon. Chandrakant Dada Patil** Chairman **Prin. Abhaykumar Salunkhe** Secretary **Prin. Mrs. Shubhangi Gavade** Principal **Dr.R.R.Kumbhar**  
 O. Lit. Minister of Revenue, Relief & Rehabilitation M.A. M.Sc., B.Ed. M.Sc. M.Phil.Ph.D.

Ref. No. VCK / Date :

## EXAMINATION CELL

### EXAMINATION DUTY CERTIFICATE

This is to Certify that Mr./Mrs/Miss/Dr. \_\_\_\_\_ of Department \_\_\_\_\_ of this College was appointed for following examination duty of semester \_\_\_\_\_ in the academic year \_\_\_\_\_. He / She has completed assigned examination duty satisfactorily.

Sr. No.	Examination Duties	Date
1.	Junior Supervisor	
2.	Senior Supervisor	
3.	Examiner	
4.	Practical Examiner	
5.	Moderator	
6.	Cap Director/Quality Director	
7.	Paper Setter	
8.	Flying Squad	

Place: Kolhapur

Date:

COE

Chief COE





“Dissemination Education for Knowledge, Science and Culture.”

– Shikshanmaharshi Dr. Bapuji Salunkhe

**Shri. Swami Vivekanand Shikshan Sanstha's**  
**Vivekanand College Kolhapur (Empowered Autonomous)**  
**Academic Equivalence Form**

(For students from other Universities/ other colleges)

1] Name of student :-----

2] Name of previous University/College :-----

3] Name of University to which previous college affiliated :-----

4] Exam. Session :-----

5] No. of registered subjects :-----

6] Earned credits/Grade points :

Sr. No.	Subjects	Earned/Assigned credits (C)	Grade point(G)	C X G
		Total = $\sum C = \dots\dots\dots$		Total= $\sum C \times G = \dots\dots$

$$6) \text{ S.G.P.A.} = \frac{\sum C \times G}{\sum C}$$

**Committee Members:**

**Name**

**Signature**

1)

2)

**“Dissemination Education for Knowledge, Science and Culture.”**  
 – Shikshanmaharshi Dr. Babuji Salunkhe  
**Shri. Swami Vivekanand Shikshan Sanstha’s**  
**Vivekanand College Kolhapur (Empowered Autonomous)**

### Details of Grade Point

Sr. No.	Grade	Description	Range of Grade Points	Range of Percentage
1.	F	Fail	Below – 4.99	Below – 34.99
2.	C	Average	5.00 - 5.49	35.00 - 44.99
3.	B	Above Average	5.50 – 6.49	45.00 - 54.99
4.	B <sup>+</sup>	Good	6.50 – 7.49	55.00 - 64.99
5.	A	Very Good	7.50 - 8.49	65.00 - 74.99
6.	A <sup>+</sup>	Excellent	8.50 – 9.49	75.00 - 84.99
7.	O	Outstanding	9.50 – 10.00	85.00 - 100.00

- Calculation of SGPA & CGPA

1. Semester Grade Point Average

$$(\text{SGPA}) = \frac{\sum(\text{course credits} \times \text{grade point obtained}) \text{ of a semester}}{\sum(\text{course credits}) \text{ of respective semester}}$$

2. Cumulative Grade Point Average:

$$(\text{CGPA}) = \frac{\sum (\text{Total Course Credits of a semester} \times \text{SGPA of respective semester})}{\sum(\text{Total Course Credits}) \text{ of all semester}}$$

**“Dissemination Education for Knowledge, Science and Culture.”**  
 – Shikshanmaharshi Dr. Babuji Salunkhe  
**Shri. Swami Vivekanand Shikshan Sanstha’s**  
**Vivekanand College Kolhapur (Empowered Autonomous)**  
**NEP Details of Grade Point**

Sr. No.	Grade	Description	Range of Grade Points	Range of Percentage
1.	F	Fail	Below – 3.99	Below – 39.99
2.	C	Pass	4.00 - 4.49	40.00 - 49.99
3.	C	Average	5.00 – 5.49	50.00 - 54.99
4.	B	Above Average	5.50 – 5.99	55.00 - 59.99
5.	B <sup>+</sup>	Good	6.00 - 6.99	60.00 - 69.99
6.	A	Very Good	7.00 – 7.99	70.00 - 79.99
7.	A <sup>+</sup>	Excellent	8.00 – 8.99	80.00 - 89.99
8.	O	Outstanding	9.00 – 10.00	90.00 - 100.00

- Calculation of SGPA & CGPA

3. Semester Grade Point Average

$$(\text{SGPA}) = \frac{\sum(\text{course credits} \times \text{grade point obtained}) \text{ of a semester}}{\sum(\text{course credits}) \text{ of respective semester}}$$

4. Cumulative Grade Point Average:

$$(\text{CGPA}) = \frac{\sum (\text{Total Course Credits of a semester} \times \text{SGPA of respective semester})}{\sum(\text{Total Course Credits}) \text{ of all semester}}$$

**“Dissemination of Education for Knowledge, Science and Culture.”**

– Shikshanmaharshi Dr. Babuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**

**PROGRAMME CODES**

<b>Sr. No.</b>	<b>Name of the programme</b>	<b>PROGRAMME CODE</b>
1.	B.A.	01
2.	B.Com.	02
3.	B.Sc.	03
4.	B.C.A	04
5.	B.B.A	05
6.	B.Sc. Computer Science Entire	06
7.	B.Sc. Biotechnology Entire	07
8.	M.A. History	08
9.	M.Com. Advanced Accountancy	09
10.	M.Com. Advanced Costing	10
11.	M.Com. Business Administration	11
12.	M.Sc. Physics	12
13.	M.Sc. Mathematics	13
14.	M.Sc. Organic Chemistry	14
15.	M.Sc. Inorganic Chemistry	15
16.	M.Sc. Analytical Chemistry	16
17.	M.Sc. Statistics	17
18.	M.Sc. Applied Statistics	18
19.	M.Sc. Computer Science	19
20.	M.Sc. Microbiology	20
21.	M.Sc. Bio-Technology	21
22.	B.Voc. Graphics Design	22
23.	B.Voc. Foundry Technology	23
24.	B.Voc. Animation & Film Making	24
25.	B.Voc. Photography & Videography	25
26.	M.Voc. Foundry Technology	26
27.	M.Voc. Graphic Design	27
28.	Community College in Foundry Technology	28
29.	Community College in Photography	29
30.	Community College Diploma in Cinematography	30
31.	Community College Diploma in Event Photography	31
32.	P.G. Diploma in Hindi Translation	32
33.	P.G. Diploma in Travel tourism	33
34.	P.G. Diploma in Geo-informatics	34

**“Dissemination of Education for Knowledge, Science and Culture.”**

– Shikshanmaharshi Dr. Babuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

**VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**

• **Course Code for Humanities, Commerce, Science, Professional and PG programs**

<b>Sr. No.</b>	<b>Name of the Program</b>	<b>Code</b>	
		<b>From</b>	<b>To</b>
1.	Science	1000	1010
2.	Arts	1011	1030
3.	Commerce	1040	1070
4.	BCS (Computer Science Entire)	1300	1330
5.	Biotechnology Entire	1331	1360
6.	M.Sc. Physics	1100	1130
7.	M.Sc. Chemistry (Organic)	1131	1160
8.	M.Sc. Mathematics	1170	1200
9.	M.Com. (Commerce and Management)	1201	1230
10.	M.Sc. Chemistry (In-Organic) (check)	2100	2150
11.	M.Sc. Chemistry (Analytical)	2200	2250
12.	M.Sc. Statistics	2300	2350
13.	M.Sc. Microbiology	2400	2450
14.	M.Sc. Computer science	2500	2550
15.	M.A. History	2700	2750
16.	PGD Geo informatics (Geography)	2800	2850

**“Dissemination of Education for Knowledge, Science and Culture.”**  
– Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur**  
**(Empowered Autonomous)**

**UG/PG Department**  
**NO DUES CERTIFICATE**

**Date:**

**Name of the Student:** \_\_\_\_\_

Department \_\_\_\_\_ Class: \_\_\_\_\_ Roll No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

The above student has No any Dues against his/her name.

Sr. No.	Department	Signature with stamp
1.	Library	
2.	N.C.C.	
3.	N.S.S.	
4.	Gymkhana	
5.	Administrative office	
6.	Hostel	
7.	Head of the Department	

**Chief CoE/COE/Dy. CoE**  
Vivekanand College, Kolhapur  
(Empowered Autonomous)

**Signature of the  
Student**



## Vivekanand College, Kolhapur (Empowered Autonomous)

### CONVERSION CERTIFICATE

(For Graduate Degree Programme)

Name of the Degree/Examination Passed:

Year of Passing: -----

Name of the Passing University: **SHIVAJI UNIVERSITY, KOLHAPUR.**

Name of the Candidate:

Name of the College: **VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)**

Sr. No.	Semester	Marks Obtained	Out of Marks
1	Semester-I		
2	Semester-II		
3	Semester-III		
4	Semester-IV		
5	Semester-V		
6	Semester-VI*		
	<b>Total Marks of All Six Semesters in Degree Examination.</b>		

**\*Candidates can add Rows to the table if the no. of semesters of Degree Examination are more.**

Aggregate Percentage obtained on the basis of Total Marks of all Six Semesters for the qualifying Degree Examination: -----/----- = ----- %

I ----- have read all the rules of admission and on understanding these rules, I have filled this Online Application form for admission to ----- Course in Regular Full Time Course) For AY 2023-2024.

The information given by me in this Conversion Certificate is true to the best of my knowledge and belief. If at latter stage, it is found that I have furnished wrong information and / or submitted false certificate (s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subjected to legal and / or penal action as per the provision of the law.

**Name & Signature of the candidate**

Candidate at own discretion can submit the College certified conversion Certificate in such case it will be signed by the Head of the Institute and College. Marks & Percentage should match with University Record.