

Ordinances
0-0140 0-194

SWAMI RAMANAND TEERTH
MARATHWADA UNIVERSITY,
NANDED - 431 606 (M.S.)

Maharashtra Universities Act, 1994



ORDINANCES PREPARED UNDER THE
MAHARASHTRA UNIVERSITIES ACT, 1994

Recognition to a person for Post-graduate Teaching/Research
(Under Section 53 (vii) of the Act)

- O.1. A full-time, adjunct or honorary Professor, Reader or Lecturer, Associate Professor, Principal, Reader, Lecturer may impart post-graduate instructions or guide research leading to Post-graduate research degree in the University or College or Recognised Institution only if he is recognised to do so by the University.

Provided that, the teacher appointed by the University in the grade of Professor or Reader in the subject, shall be deemed to have been recognised as a Post-graduate teacher in the said subject and related areas, for all purposes.

Provided further that, the teacher appointed by the University in the grade of Lecturer shall be deemed to have been recognised as the Post-graduate teacher for imparting instruction to the Post-graduate courses. However, he shall apply for getting recognition as the Post-graduate teacher for research guidance for - i) M.Phil. and ii) Ph.D.

- O.2. a) The teacher working only in Senior College/Recognised Institution shall be eligible to apply for getting recognition for teaching/research at Post-graduate level.

He shall send the application to the University through the Principal of the College/Head of the Recognised Institution.

A Lecturer in University Department shall submit the application to the University through head of the Department.

A person shall submit eight copies of application in the prescribed form accompanied by receipt of the fees prescribed by the University, from time to time.

- b) After receipt of the application form, the University shall scrutinize the application and place the same before the Post-graduate Recognition Committee.
- c) There shall be a separate Post-graduate Recognition Committee for each subject under each faculty. The constitution of such Committee shall be as under
- i) Dean of the Faculty - Chairman
 - ii) Chairman, Board of Studies
 - iii) Head of the University Post-graduate Department
 - iv) Three subject experts not below the rank of Professor to be nominated by the Vice-Chancellor.

- d) The copies of the application(s) shall be sent to the members of the Committee for their opinion/assessment.
- e) The Report of the experts shall be placed before the Board of University Teaching and Research for its consideration.

Provided, however, that an eminent scholar with requisite qualifications may be exempted from applying.

O.3. A person shall be recognised for Post-graduate teaching/research by the Board of University Teaching and Research of the Faculty.

O.4. a) 1. The Board of University Teaching and Research shall grant recognition to a teacher under any of the following categories :

- i) Post-graduate teaching
- ii) M.Phil. by paper/research
- iii) Ph.D

2. The teacher recognised as a Ph.D. guide shall automatically become eligible for Post-graduate teaching for Post-graduate and M.Phil. Courses.

3. The teacher recognised for M.Phil. Course by paper/research shall automatically becomes eligible to teach Post-graduate Course.

b) In case the Board of University Teaching and Research does not recognise a teacher for Post-graduate teaching/research, it shall record its reasons in writing and the teacher shall be informed accordingly.

c) The teacher working in a Recognised Institution or College, seeking recognition for Post-graduate teaching/research shall be an approved teacher with five years' teaching experience at degree level.

Provided that, teachers recruited in recognized Post-graduate Institutions, and duly approved, shall stand automatically recognised as Post-graduate teachers by papers.

d) The Visiting Faculty, other than the teacher approved by the University, in the University Department, College or Recognised Institution and who is teaching at degree or Post-graduate level

and who has doctorate degree and has published work to his credit may be recognised as a Post-graduate teacher for Master's degree by paper and research and for M.Phil. or Ph.D. degree.

- e) In exceptional cases, an eminent person who is not approved as a teacher may be recognised as the Post-graduate teacher by research for guiding research leading to Ph.D. provided that, the person concerned has to his credit acknowledged published research work and is actively engaged in research.
- f) The person from the Industry, Trade, Agriculture, Commerce or any other allied field and who is designated as the Adjunct Professor, Adjunct Reader or Adjunct Lecturer shall be recognised as the Post-graduate teacher by research.
- g) Ordinarily a teacher seeking recognition as the Post-graduate teacher shall not be above 60 years of age. The teacher recognised for life Post-graduate teaching, shall cease to be so recognised on completion of 65 years of age and recognised as research guide on completion of 70 years of age.

Provided, however, that, the research guide shall not register new students after completing 65 years of age.

Q.5. If the teacher, recognised as a Post-graduate teacher by a University, is transferred in the jurisdiction of another University, then he shall be deemed to have been recognised as a Post-graduate teacher of that University on the basis of the recognition of the previous University and as long as he is working in the jurisdiction of that University. The Post-graduate teacher so transferred in the jurisdiction of another University shall inform that University, alongwith the necessary documents.

Q.6. The recognised Post-graduate teacher may undertake Post-graduate instruction or guide students at College where he is working and has the library and/or laboratory facilities for Post-graduate work or if such facilities are available to him at another College, Recognised Institution or at the University.

Q.7. Recognition for Post-graduate teaching/research shall stand withdrawn as soon as such teacher is convicted by the court of law for offence involving moral turpitude, has become insane and stands so declared by a competent court, has become undischarged insolvent and so declared by a competent court, or has been physically unfit and incapable for discharging functions due to protracted illness or physical disability.

- Q.8.
- a) Recognition for Post-graduate teaching/research shall stand withdrawn in case his approval as teacher in a College or Recognised Institution is withdrawn by the University.
 - b) Recognition for Post-graduate teaching/research shall be withdrawn if it is found that the teacher has submitted false or fabricated information/documents for recognition.
 - c) Recognition for Post-graduate teaching/research shall be withdrawn in case the teacher has committed any misconduct and has been inflicted with a major penalty for the misconduct having been duly proved.
 - d) The recognition for Post-graduate teaching/research under the previous ordinances shall be withdrawn only after due and sufficient opportunity is provided to such a teacher to show cause as to why such recognition should not be withdrawn. The decision of the Board of University Teaching and Research thereon shall be final.

Admission, Eligibility, Migration and Enrolment

(Sections 65 and 94 read with Sections 53 (i) and 54 of the Act)

Admission to Under-graduate Courses

- Q.9. A student shall be eligible for admission, if he fulfils the eligibility criteria as prescribed by the University, from time to time.
- Q.10. The College shall constitute, an Admission Committee consisting of the following members for proper monitoring of admissions :
- a) Principal or his nominee - (Chairman)
 - b) One Senior Teacher of the College from each faculty
 - c) One senior teacher belonging to reserved category
 - d) College Registrar/Office Superintendent - Secretary

Provided that, the total admission in the College for a course shall be within intake capacity as sanctioned by the University and Government, from time to time.

- Q.11. a) A student shall apply for admission in the prescribed form and shall submit the same before the last date as may be determined by the College, keeping in view the date(s) of commencement of the academic year determined by the University.

- b) The Admission Committee shall prepare a merit list of eligible students on the basis of the percentage of marks obtained in the qualifying examination. The merit list alongwith the waiting list shall be displayed on the notice-board.

Provided that, the Reservation Rules for admission as prescribed by the Government, from time to time, shall be strictly observed.

- c) For the purpose of consideration of College examination as qualifying examination for admission to any one of the courses of the University, the student seeking admission shall submit marklist and other certificates of the examination duly signed by the competent authority, of the concerned Statutory/Recognised Board/University in India.

The student of an autonomous College/University Department/Recognised Institution, however, may have the marklist/document signed by the competent authority of the concerned College/University Department/Recognised Institution.

- d) Where an entrance test is prescribed as the qualifying test, the admission of the student shall be made on the basis of his merit in the said entrance test. Entrance test may also include oral examination

- O.12. a) The student may be permitted, on reasonable grounds, to change the course from one faculty to another, as prescribed by the University, within a period prescribed by the University from the date of commencement of the academic session

- b) The student who is permitted to change the course from one faculty to another, will be admitted to the course as per the provisions prescribed in the ordinance(s) from time to time.

- O.13. The student passing two-year degree courses conducted by the Statutory University in India, with English as one of the passing subjects, may be considered eligible for admission to the third year of the degree course in respective faculty, provided such examination is considered as equivalent to second year of the degree course in the respective faculty of the University. In this case, the student shall surrender the degree of two-year course to the University at the time of seeking admission.

Admission to Post-Graduate Courses

- O.14. A student passing a three-year degree course of a University (10 + 2 + 3 pattern) shall be eligible to take admission for Post-graduate degree courses.
- O.15. 1. For admission to the Post-graduate course, there shall be an Admission Committee consisting of the following members :
- Head of the University Department/Principal/Director-Chairman
 - All Professors
 - Three Readers
 - Two Lecturers.
 - Senior teacher belonging to reserved category to be nominated by Head
- The Committee may, if required co-opt one or two additional members.
2. The Students shall be admitted to Post-graduate course(s) strictly based on the merit.
3. While admitting the students to Post-graduate course(s), reservation rules as prescribed by the Government shall be strictly observed.
4. The students shall be admitted to the specialization based on their performance in the last examination and their aptitude.

Admission of Overseas Students

(Under Section 53 (i) of the Act)

- O.16. a) The overseas student seeking admission to the University shall apply to the Registrar of the University in prescribed form with prescribed fees through their Embassy/High Commission of his country in India on or before the last date prescribed by the University.
- b) The overseas student possessing student visa in favour of the University and eligibility certificate issued by Association of Indian Universities, New Delhi, shall be considered for admission to the University.
- O.17. Admission of a overseas student shall be finalised, subject to his fulfilling eligibility criteria as may be determined by the University.

from time to time, undergoing a medical examination as per the rules of Government and paying to the University, overseas student's registration fee and/or such other fees as prescribed by the University, from time to time.

O.18. Admission of overseas student to professional courses in the Faculty of Engineering/Medicine/Pharmacy/Management and other, if any, shall be regulated only with "No Objection" Certificate from the Ministry of External Affairs of Government of India.

O.19. a) The commitment of the University shall be restricted to the degree course for which the overseas student is admitted. Admission of the student to higher course in the same or other faculty shall be at the discretion of the University and shall depend upon previous academic performance of the student at the examination of the University.

b) The overseas student having duly completed graduate course of other Indian University or foreign University and found eligible shall be admitted to the Post-graduate course of the University.

O.20. If the overseas student fails in the examination in three attempts including summer and winter examination, his admission to the University shall be cancelled under intimation to the Local Police Authority and the Embassy/High Commission of his country in India. Such student shall not be eligible to seek admission to any other course of the University.

O.21. The overseas student shall have to appear and pass the entrance test

O.22. The overseas student shall be charged the tuition and other fees, if any, at the differential rates to be decided by the Government and the University, from time to time.

O.23. In case the overseas student seeks to cancel his admission, the refund of tuition fees and the deposits paid by him at the time of admission shall be regulated as follows:

a) The student shall be entitled to get refund of 90% of the tuition fees and the entire amount of deposit, if he applies for cancellation of the admission within ten days from the date of his admission.

b) The student shall be entitled to get refund of 80% of the tuition fees and the entire amount of deposit, if he applies for the cancellation of the admission after 10 days and within one month from the date of his admission or from the date of commencement of the academic session.

- c) The student shall be entitled to get refund of 70% of the tuition fees, if he applies for the cancellation of the admission after a period of one month from the date of his admission but before the period of one month from the date of commencement of the academic session. O.27.
- d) At the end of the academic session, the student shall be entitled to get refund of only deposits after deducting the amount due, for damages caused to the equipment, books or other properties, if any, of the College/Recognised Institution/University Department. O.28.
- e) In case, the College/Recognised Institution/University Department cancels the admission of the student for non-submission of the required information/documents or for furnishing false information/documents; no refund of tuition fees shall be made to such student.
- f) The student shall be entitled to get refund of tuition fees if he is not found eligible for admission.
- g) In case of the professional Colleges, refund of tuition fees shall be as per the Government rules, from time to time.

Eligibility Certificate

(Under Section 53 (i) of the Act)

O.21. A student passing the Examination conducted by the H.S.C. Boards/Universities and such other recognised Institutions outside the State seeking admission to a course of the University, shall apply for Provisional Eligibility Certificate to the Registrar in a prescribed form alongwith the fees prescribed by the University, and with the following documents O.29.

1. Original Statement of marks of H.S.C. and/or all other qualifying examination(s) passed by the student, alongwith one attested copy of each. O.30.
2. Original passing certificate/Degree certificate of the last qualifying examination(s), alongwith one attested copy of each.

O.25. The fees for provisional eligibility certificate shall be as prescribed by the University authorities, from time to time.

O.26. The provisional eligibility certificate issued by the University does not entail right for admission to a course.

- O.27. A provisional eligibility certificate shall be issued to a student if he—
- submits the application alongwith the original marklist and degree/ passing certificate.
 - gives an undertaking to the effect that his admission will be strictly provisional and will be finalised as per the recommendation of the Equivalence Committee.
- O.28. a) A student who has passed the last qualifying examination conducted by the Board or University situated in the State shall submit the applications for admission and eligibility in the prescribed form to the Principal of the College. The Principal of the College shall scrutinise such applications and if found eligible, may be granted admission for the course for which he has applied for. The Principal shall forward the application for eligibility to the University.
- b) The student passing the last qualifying examination conducted by the Board or Universities situated outside the State but within India shall submit his application for eligibility to the University for eligibility certificate and such student shall only be admitted on the basis of eligibility certificate issued by the University. Admission of student sought without obtaining eligibility certificate from the University shall be liable to be cancelled.
- O.29. The student passing his last qualifying examination conducted by the Board of Education/ Schools of Education/Universities outside India, shall submit his application in the prescribed form to the University for eligibility through Overseas Students Advisor. On scrutiny of such application, if the student is found eligible for admission, he will be issued a provisional eligibility certificate.

Equivalence of Examination

- O.30. 1. There shall be an Equivalence Committee for all the Faculties for considering the equivalence of examinations of other Statutory Universities, Recognised Boards of Education, Academic Institutions in India and abroad for the purpose of admission to the courses and/or examinations :
2. The Equivalence Committee shall consist of—
- Vice-Chancellor - Chairman
 - All the Deans of the Faculties
 - Registrar - Member Secretary

- O.31. 1. While considering the Equivalence of the Examinations, the Committee shall *inter alia*, consider the following factors related to—
- a) the syllabus of the courses concerned.
 - b) duration of the courses and course structure.
 - c) percentage of marks required for passing.
 - d) bodies conducting examinations Government/Private/Autonomous etc.
 - e) any other requirements/factors specified by the University, from time to time.
2. The Principal of College/Head of the Department, shall forward all the necessary documents to the University to seek equivalence of the examination.
3. The report of the Equivalence Committee shall be placed before the Academic Council for its approval.
4. The University shall give equivalence to the course/Degree of other University only on reciprocating basis.

Migration Certificate

(Under Section 53 (xi) of the Act)

- O.32. The student joining any other University shall apply through the Principal of the College/Director of the Recognised Institution/Head of the University Department of the University last attended by him for Migration Certificate in the prescribed form to the Registrar of the University from which he seeks migration. The fees for the Migration Certificate shall be as prescribed by the University, from time to time. The Migration Certificate shall be sent directly to the University to which the student seeks to migrate under intimation to the student concerned.
- O.33. The College/Recognised Institution/University shall issue to the student a Transfer Certificate in duplicate. The student shall submit one copy of the Transfer Certificate to the University for issuance of Migration Certificate. The student shall submit another copy of the Transfer Certificate to the College/Recognised Institution/University where he desires to seek admission.

- O.34. If the Migration Certificate is lost, a duplicate copy may be issued by the University concerned on production of affidavit and after paying the required fees.

Enrolment

(Under Section 94 of the Act)

- O.35. Every student, after passing his last qualifying examination as prescribed for the course of the Statutory/Recognised Boards of Education/Schools of Education/ Universities in India or outside India seeking admission in the University for the course conducted by the College/Recognised Institution/University Department and found eligible for admission, shall enroll himself as the student of the University.

Provided that, such students shall pay the registration fees to the University as per the University rules, from time to time.

- O.36. Application for enrolment of student in the University shall be made to the Registrar through the Principal of the College/Director of the Recognised Institution/Head of University Department on or before 30th August in the prescribed form with a non-refundable fee as prescribed by the University, from time to time.
- O.37. The student shall be deemed to have been admitted to the course of study of the University when he is enrolled in the University.
- O.38. The procedure for submission of application for enrolment of student shall be as follows

- a) The Principal of the College/Director of Recognised Institution/Head of the University Department shall submit all the application forms and the statement indicating the particulars of each student admitted to the course conducted by the College/Recognised Institution/University Department in the prescribed forms on or before the date prescribed by the University alongwith following documents :

- i) the statement of marks in original, for the qualifying examination on the basis of which he is seeking admission in a College/Recognised Institution/University Department.
- ii) Migration and Transfer Certificates in original, if the student migrates from other Statutory Boards in India or from any other Statutory Universities.

- b) The students who migrate from other Boards/Universities will have to pay alongwith prescribed fees for enrolment and additional fees, if any, prescribed by the University, from time to time.
- c) Additional fees, however, will not be applicable to the students from Maharashtra State Board of Secondary and Higher Secondary Education and other Universities in the State.

Q.39. Application for enrolment of students received after 30th day of August of the academic year concerned may be accepted by the Registrar of the University or an Officer who is entrusted with this work with additional late fees as may be prescribed by the University, from time to time, to regularise delay in submission of application for enrolment if he is satisfied with the reason duly certified by the Principal for the delay in submission of enrolment forms.

Q.40. The student who does not get his enrolment finalised by 31st January of the concerned academic year for any reason whatsoever, shall be liable to have his admission cancelled. Such a student shall not be allowed to take the University examination.

*Code of Conduct for the Colleges/Recognised Institutions
and their Managements*

(Under Section 5 (38) of the Act)

- Q.41. The College/Recognised Institution/Management thereof shall be subject to disciplinary action in the form of penalties/fines if it violates and/or fails to comply with the provisions of the Act, Statutes, Ordinances, Rules and Regulations as well as the directions/instructions issued by the Vice-Chancellor/University authorities in accordance with the Act, Statutes, Ordinances, Rules and Regulations from time to time.
- Q.42. The Management Council shall be the Competent Authority to take disciplinary action against delinquent College/Recognised Institutions/Management thereof.
- Q.43. The College/Recognised Institution/Management thereof shall be deemed to have violated and/or not complied with the provisions of the Act and Statutes, Ordinances, Rules and Regulations as well as the directions/instructions issued by the Vice-Chancellor/University in accordance with the Act, Statutes, Ordinances, Rules and Regulations, if it

- i) fails to comply with the directives of the University or acts in a manner prejudicial to the interests of the University or detrimental to the educational standards;
- ii) starts the course(s)/subject(s) without prior permission of the Government, Statutory Competent Authority of the Central or of the State and/or of the University, as the case may be, required by the conditions of affiliation /recognition;
- iii) starts additional division(s) or closes the existing division(s) without prior permission of the Government, Statutory competent authority of the Central or of the State and/or of the University, as the case may be, required by the conditions of affiliation/recognition;
- iv) admits students in excess of the strength permitted and/or violates the rules or regulations of admissions framed by the Government and/or by the Statutory competent authority of the Central or of the State and/or by the University, from time to time;
- v) fails to make special efforts to recruit the teaching and non-teaching staff as per reservation policy of the Government and/or of the University;
- vi) allows un-approved teacher(s) and ineligible person(s) to be employed and/or to teach the course(s);
- vii) fails to submit the proceedings of the Selection Committee, change in staff forms etc. to the University within stipulated time limit prescribed by the Statutes;
- viii) fails to comply with the decision(s) of Grievances Committee;
- ix) fails to comply with the specific directives of the University issued, from time to time, or fails to appoint adequate number of teaching and non-teaching employees as per the rules;
- x) fails to scrutinise and correct, if necessary, the eligibility forms, examination forms or any other relevant document(s) before submitting it (them) to the University;
- xi) submits the eligibility forms, examination forms or any other forms beyond the date prescribed by the University;
- xiii) fails to take due care to maintain peaceful and proper atmosphere during the conduct of College or University examinations or any other test conducted by the University;

- xiii) permits and/or encourages directly or indirectly mal-practice in the conduct of College or University examination(s); or any other examination(s)/test;
- xiv) fails to exercise due care in the smooth, strict and proper conduct of the examination(s), leading to mal-practices or adoption of unfair means at the centre(s) of the College/ Recognised Institution;
- xv) fails to take appropriate disciplinary action as directed by the University against the Principal/Director/Teacher(s) or other employee(s) in the light of the Statutes or other relevant provisions thereof;
- xvi) commits any other act that, such as violates and/or fails to comply with the conditions of affiliation/recognition and other conditions/provisions of the Act, Statutes, Ordinances, Rules and Regulations as well as the directions/instructions issued by the Vice-Chancellor/University, from time to time;
- xvii) fails to submit the application for the Continuation or Extension of affiliation within stipulated time limit prescribed by the University;
- xviii) fails to pay *pro-rata* contribution for Sports, Ashwamedha, or any other activities as are approved by the Government or the University, from time to time.

Q.44. Whenever the Management Council is satisfied that a College/ Recognised Institution or the Management thereof has violated and/or failed to comply with the conditions of affiliation/recognition and other conditions/provisions of the Act, Statutes, Ordinances, Rules and Regulations as well as the directions/instructions issued by the Vice-Chancellor/University, from time to time, as specified in the preceding clauses, it may without prejudice to any other clause, impose and/or levy any of the following penalties and/or fines, as it may deem appropriate :

- 1) A fine upto Rs. One lakh per course started without prior permission of the Government, Statutory Competent Authority of the Central or of the State and/or of the University; in addition to the fine as in specified in clause (iii), and a fine not exceeding Rs. twenty five thousand for starting subject without prior permission of the University or the Government.

Provided, however, that the College/Recognised Institution shall not under any circumstances be permitted to continue such course beyond the respective academic year.

Provided further that, the student(s) admitted to such course in the particular academic year would be regularized as against the number of student(s) for the regular course in the subsequent year(s) as prescribed in clause (viii) below:

- ii) A fine upto Rs. One lakh per division, for starting the division(s)/closing the division without prior permission of the Government, Statutory Competent Authority and University; in addition to the fine as specified in clause (iii).

Provided, however, that the additional division(s) started without the prior permission as above shall not be permitted to be continued in the subsequent academic year.

Provided further that, the student(s) admitted to such division(s) in the particular academic year would be regularized as against the number of student(s) for the division(s) in the subsequent year(s) prescribed in clause (viii) below.

- iii) A fine not less than the amount of annual tuition fees and not more than ten times the annual tuition fees per student, for students admitted in excess of the permitted strength in course/division or for admitting students in violation of the rules of admission.

- iv) For violation of any of the sub-clause enumerated in (ix) (xii) (xiii) and (xiv) of the preceding clause (c), the Management Council may discontinue centre for conducting the examination(s) and also impose a fine upto Rs. Twenty-five thousand on the College/Institution.

- v) For violation of any of the sub-clauses enumerated in (iv), (v), (vi) of the preceding clause (c) the Management Council may impose a fine commensurate with the gravity of the offence.

- vi) For violation of the sub-clause (vi) of the preceding clause (c) the University may refuse to accept the eligibility forms.

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examinations forms, and/or any other forms for which the time-limit is prescribed, the University may not allow such student(s) to attend the class and/or to appear at examination.

Provided, however, in case the Vice-Chancellor is satisfied with the merits of the case, the time limit may be relaxed, in such case(s) and a fine upto Rs. 1000/- per student may be imposed.

- vii) For violation of sub-clauses (vii), (viii), (xvii) and (xviii) of preceding clause (c), the Management Council may impose fine upto Rs. Five thousand.
- viii) In addition to any or all of the above penalties and fines, the Management Council may impose on the College/Recognised Institution/Management thereof, a condition of reduction in the strength in the course(s)/subject(s)/division(s)/student(s) for the subsequent academic year(s), not more than number of course(s)/division(s)/student(s) admitted in excess of the permitted strength for that academic year.
- ix) In addition to any or all of the penalties and fines prescribed above, the Management Council may also prohibit such students from completing the respective course(s), if the College/Recognised Institution admits the students in excess of permitted strength, for the second time.
- x) In addition to any or all of the penalties and/or fines prescribed, the Management Council may withdraw/suspend the affiliation/recognition of the College/Recognised Institution, as the case may be.
- xi) The Management Council may impose any other punitive action as it may deem fit on a College/Recognised Institution/Management thereof for violation and/or non-compliance of the conditions/provisions as prescribed in the preceding clauses.

O-15.

The procedure for imposing Penalties/Fines shall be as under

1. On receipt of a complaint, or *suo-moto*, if the Management Council is *prima facie* satisfied that the College/Recognised Institution or the Management thereof has committed violation and/or non-compliance of any of the conditions of affiliation/recognition and any other conditions/provisions

of the Act, Statutes, Ordinances, Rules and Regulations as well as the directions/instructions issued by the Vice-Chancellor/University from time to time and attracts penalties/fines prescribed in the preceding clauses, the Director, Board of College and University Development shall issue a show-cause notice including charges(s) allegation(s) to the delinquent College/Institution or the Management thereof indicating alleged act(s) or violating or non-compliance of the conditions of the affiliation/recognition and require the College/Institution or the Management thereof as the case may be to submit written explanation to the Director, Board of College and University Development within 15 days of issue of such notice.

2. In case the College/Institution or the Management thereof fails to submit the written explanation to the Director, Board of College and University Development within the time-limit of 15 days or admits the charge(s), the Director, Board of College and University Development shall submit his report to the Management Council for deciding the quantum of penalties/fines on the delinquent College/Recognised Institution or the Management as per the provisions of the preceding clauses.
3. If the College/Recognised Institution or the Management thereof does not admit the charge(s), the Management Council shall appoint an Enquiry Committee.
4. The Enquiry Committee shall give reasonable opportunity to the University and to the delinquent College/Institution or the Management thereof to present their respective claims, with documentary evidence(s). The Enquiry Committee shall record, without prejudice, the findings on each of such charge(s), shall also record the reasons for such findings and submit the report to the Management Council, within a period of four weeks from completion of the enquiry.
5. The Management Council on the basis of the findings of the Enquiry Committee shall decide to impose any or all of the penalties and fines prescribed in clause (d) as it may deem fit.

6. Once the Management Council decides the quantum penalties/fines as per the preceding clauses, the Director, Board of College and University Development shall issue to the delinquent College/Institution or the Management thereof a final show-cause notice as to why penalty(ies) or fine(s) as decided by the Management Council be imposed on it (them). The Director, Board of College and University Development shall provide a period of 15 days for showing cause thereon. On receipt of the explanation and/or in absence thereof the Director, Board of College and University Development shall place the case before the Management Council detailing causes if any, shown by the College/Institution or the Management, showing the quantum of punishments to be imposed. The decision of the Management Council shall be final and communicated to the Director, Board of College and University Development by the delinquent College/Recognised Institution/Management thereof.
- O.46. Fulfilment of the penalty and/or payment of the fine, prescribed in the earlier clause(s) does not imply and construct in any event that the irregularity(ies) committed by the delinquent College/Institution or the Management thereof is (are) regularised or waived.
- O.47. If a Principal/ Head of the Institution is found guilty repeatedly violating/failing to comply with the provisions of the Act, Statutes, Ordinances, Rules and Regulations and/or directives by the Vice-Chancellor/the University, the Management Council may withdraw the approval of the Principal/Head of the Institution.
- Provided that, while withdrawing the approval of the Principal/Director, full opportunity should be given to them to defend their case.
- O.48. Proposals for starting new Courses/Colleges/Institutions by such Management as are punished under any of the preceding clauses shall not be considered for a period of five years from the date of implementation of the punishment.

Research Grants Committee
(Under Section 41 of the Act)

- O.49. The Research Grants Committee shall consist of -
1. The Vice-Chancellor - Ex-Officio (Chairman).
 2. The Deans of Faculties.
 3. The Vice-Chancellor may co-opt such number of members as are necessary for considering the applications for research grants in the subjects for which expert assistance is essential.
 4. Registrar.
 5. Director Board of College and University Development - Member Secretary.
- O.50. The Committee shall meet once a year and at other times when convened by the Vice-Chancellor.
- O.51. The Vice-Chancellor shall preside at all meetings of the Committee and in his absence Dean, Arts Faculty shall preside. Three members of the Committee shall form the quorum for a meeting of the Committee. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Director Board of College and University Development or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.
- O.52. The Committee shall consider all applications for research grants out of University Fund and/or unassigned grant received from the University Grants Commission.
- O.53. The University shall circulate the guidelines for amount to be distributed under the scheme and shall invite applications from the teachers working both in the University and the College and Recognised Institution.
- O.54. The proposal/applications received for the award of grants under this scheme shall be scrutinised by the experts. The report the experts shall be placed before the Committee for its consideration.
- O.55. After careful consideration of the report of the experts, the Committee shall sanction the grants to the applicants with the conditions, if any.

- O.56. The grant sanctioned shall be released in two instalments. First instalment shall be released alongwith the sanction letter. The Second instalment shall be released only after getting the progress report from the teacher. If the progress report is not satisfactory then the second instalment shall not be released.
- O.57. After completion of the work, the teacher shall submit the report of the work done/research publications etc. to the University, which then shall be placed before the Committee.
- O.58. All Equipments/Books purchased out of these grants shall be then transferred to the Department/College/Recognised Institution, as the case may be under the intimation to the University.

**The Committee on Local Inquiry Committee Report
and Changes in College Staff**

(Under Section 41 of the Act.)

- O.59. The Committee on Local Inquiry Committee Reports and Changes in College Staff shall consist of three members of the Management Council and two members of the Board of College and University Development Council who shall hold the office for five years.
- O.60. a) The duties and functions of the Committee shall be to advise the Management Council and Board of College and University Development regarding (i) changes in the staff of the affiliated Colleges and Recognised Institutions; ii) reports of the Local Inquiry Committees; and iii) such other related matters as are referred to it by the Management Council.
- b) Any vacancy occurring on the Committee shall be filled by the Management Council.
- O.61. The Committee shall meet twice in year and at other times when convened by the University.
- O.62. The Committee shall consider the application received for continuation and extension of affiliation, additional division by way of natural growth, additional faculties, additional subject(s), etc. After the due scrutiny of the applications Committee shall constitute the Local Inquiry Committee(s) for each College consisting of the subject experts.

Provided that, the subject expert shall have minimum sixteen years' experience.

- O.63. The reports of the Local Inquiry Committees shall be placed before the Committee. The Committee after due scrutiny of the reports, shall recommend the proposal of the College or Recognised Institution.
- O.64. The report(s) of the changes in staff forms received from the College/Recognised Institution shall be placed before the Committee for its consideration. The Committee, while giving approval to the teacher, shall take into account the norms of the workload, No. of students in the division and the number of divisions etc.
- O.65. The recommendations of the Committee shall be placed before the Management Council for its approval.
- O.66. After getting the approval of the Management Council, University shall send one copy of the approval letter to the teacher, one copy to the Principal of concerned College/Recognised Institution and one copy to the Joint Director of Higher Education.
- O.67. The duplicate copy of the approval letter shall be made available to the teacher by paying the required fees, which shall be decided by the University, from time to time.

The Statutes Committee

(Under Section 41 of the Act)

- O.68. a) The Statutes Committee shall consist of five members nominated by the Management Council, at least three of whom shall be members of the Management Council, and two members of the Board of College and University Development
- b) The Committee shall hold office for five years.
- c) The duties and functions of the Committee shall be to consider draft Statutes, Ordinances, Rules and Regulations for being placed before the various authorities and bodies of the University
- d) Any vacancy occurring on the Committee shall be filled by the Management Council only for the remaining part of the period
- e) The Committee shall meet as and when required

The Advisory Committees for University Departments,
Post-graduate Teaching at Centres and Colleges

(Under Section 41 of the Act)

- O.69. There shall be an Advisory Committee for each Faculty to inspect and advise to the Management Council regarding the teaching, standards of education, equipment, Library facilities etc. in the University Departments, Post-Graduate Teaching at Centres and Colleges.
- O.70. Each Advisory Committee shall consist of at least one expert in each subject or group of allied subjects included under the Faculty nominated by the Management Council. Ordinarily half the number of experts shall be from other Universities.
- O.71. a) The Committee shall inspect University Departments, Post-graduate Teaching Centres and Colleges at least once in two years and make recommendations for improvements to the Management Council.
- b) The duties and functions of the Advisory Committee shall be to advise the Academic Council and Board of University Teaching and Research regarding all matters relating to the Departments, Post-graduate Teaching Centres and Colleges referred to it by the Academic Council and Board of University Teaching and Research.
- c) Any vacancy occurring on the Committee shall be filled by the Management Council.
- O.72. The Committee shall report on all matters that are referred to it by the Management Council and the Academic Council from time to time.

The admission of students from other Universities and Boards

(Under Section 53 (xiii) of the Act)

- O.73. Students passing the Higher Secondary School Certificate Examination conducted by any Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education, Maharashtra State shall pay to the University an eligibility fees before they are admitted to the concerned class of this University.
- O.74. The student Migrating from the jurisdiction of a University other than a statutory University in the State or Statutory Examining Body and

seeking admission to the University shall apply to the Registrar in the prescribed form which can be had from the University along with required fees.

Provided that, the cost of the form and the fees shall be prescribed by the University, from time to time.

- O.75. No student from the jurisdiction of other University or Statutory Examining Body shall be admitted to any College/Recognised Institution affiliated to the University except on production of the eligibility Certificate signed by the Registrar in the following form.

Provided that, the eligibility fee shall be decided by the University, from time to time.

Format of the eligibility certificate shall be as follows.

Certificate of Eligibility

Certified that Shri./Miss _____
 having passed in _____ Examination of the _____
 University in the Year _____ after completing the prescribed course
 of instruction at _____ College which is a College maintained by or
 affiliated to the University, is eligible for admission to the _____
 Class in this University.

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

Provided further that, if the Management Council is satisfied that the delay on the part of a student in applying for an eligibility certificate was not due to any fault of his own, it may, when granting the eligibility certificate direct that it shall have retrospective effect from the date on which the student commenced to attend the institution to which he applied for admission, so that the days on which he registered attendance before the issue of the certificate can be taken into account for purpose of Ordinance 88 and 89.

- O.76. A student migrating to this University from any other statutory University in the State of Maharashtra or from the Maharashtra State Board of Secondary and Higher Secondary Education (Mumbai, Pune, Nagpur, Aurangabad, Amravati, Kolhapur and Nasik Divisional Boards) shall be required to apply for the certificate of eligibility for admission to the University, the fee for which shall be decided by the University, from time to time.
- O.77. In an exceptional cases, the Board of Examination shall have power to relax the relevant ordinance relating to admission to any examination or any course of studies. It shall, however, state the reasons for such relaxation in the particular case.
- O.78. The student migrating from the jurisdiction of another University or Statutory Body and seeking admission to this University on stating in his application for the grant of an eligibility certificate that the result of the examination at which he has appeared has not been declared at the time of his application, may be granted Provisional Eligibility Certificate on payment of the prescribed fee which shall be determined from time to time. Such a student may be admitted provisionally to a College on the basis of the Provisional Eligibility Certificate shall have to leave the College in the event of his failure to fulfil the requirements of admission to the examination concerned as laid down by this University. In all such cases the fee paid shall not be refunded under any circumstances.
- O.79. The student who does not produce his final Eligibility Certificate before the end of the first term after joining the College will not be granted the terms.
- O.80. A student migrating from this University to any other University shall be required to obtain a Migration Certificate from this University. The prescribed form of application shall be sent to the Registrar duly filled in through the Principal of the College last attended. The fee for obtaining Migration Certificate shall be decided by the University, from time to time with postage and all other charges which shall be directly sent to the Registrar. The fees once paid shall not be refunded under any circumstances.

- O.81. No student from the jurisdiction of another University or Statutory Examining Body seeking admission to this University shall be admitted to a College affiliated to this University after the expiry of one month from the date of the commencement of any term. Provided, however, that if the Principal of a College is satisfied that there was sufficient reason for delay on the part of the student seeking admission as aforesaid, he may admit the student to the College, notwithstanding the expiry of one month, if the Principal has reason to believe that the student will be able to register the necessary attendance prescribed by the Ordinance for the class to which he seeks admission.
- O.82. The student, who have migrated from this University and pursuing course of study at another University but who, prior to their migration, have kept terms or appeared and failed at the examination of this University and desire to appear thereat, shall be permitted to do so.
- Provided that, the university to which they have migrated has no objection to the student appearing at the examination of this University.
- Provided further that, such permission shall be granted only on condition that the University at which the students are pursuing their studies reciprocate with this University by giving similar permission to its students pursuing a course of studies in this University.

University Terms

(Under Section 53 (xiv) of the Act)

- O.83. The Academic year for the Faculties of Arts, Social Sciences, Science, Law, Commerce, Education and Engineering (including Technology) shall be divided into two terms.
- O.84. The dates of the commencement first and second terms and the last dates of the first and second terms shall be decided by the Management Council, from time to time.
- O.85. Notwithstanding anything contained in Ordinance 84 the Management Council shall have the power, to shift the vacation and also extend or reduce its duration. Provided that, duration of a vacation shall not be extended or reduced, except by a vote of a two-third majority of the members present at a meeting of the Management Council. In such cases, the period added to either term shall be regarded for the purposes of Ordinances 88, as part of the other term which has been reduced.

- O.86. Terms can be kept only by duly admitted students in the manner prescribed by Ordinance 88 at one or more of the Colleges or Recognised Institutions recognised by the University.
- O.87. Terms to be kept for a University examination may not be consecutive; but the total number of terms to be kept shall be as prescribed for the course laid down for the examination concerned and shall be kept to the satisfaction of the authorities concerned.
- O.88. For keeping a term in any class in any affiliated and Conducted College, Recognised Institution, the University Department, etc. in any faculty a student shall put in attendance of a number of periods which will constitute atleast seventy-five percent of the total number of periods of each term and shall further satisfy the provisions of O.94.
- O.89. When on account of bonafide illness, or any other reason deemed sufficient by the Vice-Chancellor, the total attendance of a student of an affiliated College in any one term fall short of the minimum number of periods required by Ordinance 88 by not more than 25% of the total number of working periods it shall be competent for the Principal to permit a candidate in such a case, to add together the attendance registered by him two consecutive terms in any one class, provided that the total of the attendances registered in two terms so counted together amount to the total required for the minimum attendance of two terms under Ordinance 88, provided nevertheless, that where the deficiency exceeds 25% of the total period in one term or is such that the attendance registered in two terms taken together falls short of the total of the minimum attendance of two terms, it shall be competent for the Vice-Chancellor to condone the deficiency.

The Principals are authorised to withdraw examination forms of the students 15 days before commencement of the examination whose attendance falls short as required under O.81.

- O.90. For College or Colleges in any place within the territorial limits of the jurisdiction of the University, that may, in the judgement of the Management Council be affected with any epidemic disease or flood or earthquake, the operation of Ordinance 88 may be suspended as regards the number of days of attendance required during any term.

Provided that, in the case of any other emergency, the Vice-Chancellor shall also have power to suspend the operation of Ordinance 88. On such suspension, the Management Council

shall determine on the recommendation of the Principal of the College concerned, stating reasons, to be made at the end of the term, the minimum number of days of attendance required for keeping of the term.

- O.91. Principals of Colleges are empowered to condone attendance of the students who, having volunteered under the N.S.S. Camp or the N.C.C. are unable to attend the College for the period during which they are under Training or Campus.
- O.92. Principals of Colleges are empowered to condone attendance of the students, who are required to leave the town where the College is situated, for the purpose of taking part in sports held under the auspices of the University, A.I.U., Government, etc. for the period during which they are unavoidably absent from the College.
- O.93. Principals of Colleges and Recognised Institutions shall keep a register of the daily attendance of duly admitted students.
- O.94. To keep a term at a College/Recognised Institution or in the University Department a student must complete to the satisfaction of the Principal/Head of the College or the Recognised Institution, University Department, the course of studies at the College or Recognised Institution, University Department prescribed for such term for the Class to which such student belongs.

Transfer Certificate

(Under Section 53 (xi) of the Act)

- O.95. No student shall be admitted to another College/Recognised Institution unless he produces, before the end of the first term from the Principal of the College/Recognised Institution, he leaves a Certificate (called Transfer Certificate) showing —
- the number of days attended at the College/Recognised Institution, which the student has left, in all the terms during which he attended the College/Recognised Institution, after passing his last University Examination,
 - the number of College/Recognised Institution examinations he did and did not attend with the result of each examination, since the last University examination that he passed;
 - that he has completed exercises in Tutorials and/or Laboratory work in the class to the satisfaction of his teacher.

- d) that he owes no dues to the College/Recognised Institution;
- e) that he has no Library books in his possession belonging to the College/Recognised Institution he has left;
- f) that he bears a good moral character;
- g) his date of birth as entered in the College/Recognised Institution Register;
- h) the voluntary subject or group of subjects in which he has attended courses of instruction at the College/Recognised Institution.

O.96. In no case, except as provided in Ordinance 100, shall a Transfer Certificate be refused, provided the required entries therein can be made.

O.97. In all questions arising out of clause (f) of O.95 in the Certificate, the decision of the Vice-Chancellor shall be final.

O.98. The Principal/University authorities shall be entitled to charge a fee as per the rules (including postage and all other charges) for issuing a Transfer Certificate. The fees so charged shall be non-refundable.

O.99. If, as the result of a student leaving one College/Recognised Institution to join another, it is necessary for him to count the attendance registered in more than one College/Recognised Institution, to enable him to make up the necessary number of attendance, for his first year degree course or for the term in the case of any other student, Transfer Certificate shall not be granted except -

- i) in case the parent or guardian with whom the student has been residing is transferred from the place of his occupation to any other place;
- ii) when a change of climate for the improvement of the student's health has been recommended by a registered Medical Practitioner;
- iii) for the reasons which appear to the Vice-Chancellor to be sufficient.

(The Vice-Chancellor shall be competent to permit a student to join another College/Recognised Institution when a town in which the College/Recognised Institution attended by the student is situated, is declared infected with epidemic disease.)

O.100. Applications for Transfer Certificates shall be made by students without unnecessary delay through the Principals of the Colleges/Recognised Institutions/Centres to which they wish to be transferred.

Provided that, an internal student wishing to register his name as an external candidate will apply directly to the Principal of the College/Recognised Institution concerned for the Transfer Certificate and the Transfer Certificate so issued will be sent by the Principal directly to the University.

Transfer Certificate shall be produced by a student if he wants to change the College/Recognised Institution in the course of the term. No admission without the Transference Certificate will entitle the student to join the College/Recognised Institution in any term or even in the same term.

Inspection of Colleges and Recognised Institutions

(Under Sections 53 (viii) and 28 (dd) of the Act)

- O.101. In addition to the functions of the Committee under S 381 the Committee shall, if required by the Management Council ascertain the fulfilment of the main conditions of affiliation or recognition and report to the Management Council.
- O.102. If the report submitted by the person or persons deputed to inspect, calls for any action by the Management Council, the Management Council shall, after such further inquiry which it may deem necessary, specify definitely the point or points in which it considers the College or the Recognised Institution deficient, and fix a time (to be extended upon good cause shown), within which the College or the Recognised Institution shall take the action necessary to rectify and deficiencies pointed out.
- O.103. If the deficiencies are not rectified by the authorities of the College/Recognised Institution within a specified time the Management Council shall proceed as per the provisions made in the Act.

Returns

(Under Sections 53 and 90 of the Act)

- O.104. 1. Every College and Recognised Institution shall submit annually by the 15th April to the Management Council the following returns in the forms prescribed.
- A return of the teaching staff.
 - A return of finances, giving the accounts for the preceding Government financial year.
 - A return of the number of students attending the College or the Institution.

- d) A return of the complete time-table of lectures, tutorials, practicals, demonstrations, clinics, etc.
 - e) A return of residence of students stating the number of students residing (i) in Hostels (ii) with parents or guardians (iii) in recognised halls, (iv) in rented rooms.
2. Deficiencies that are noticed from the returns by the University Office shall be placed for the consideration of the Management Council and it shall proceed as per the provisions made in the Act.

O.105. Every College and Recognised Institution shall report to the Management Council all changes in its teaching staff, as soon as such changes are made.

REGISTERS

(Under Section 53 of the Act)

O.106. Every College/Recognised Institution/University Department shall maintain —

- a) a register giving details of each student, who has been admitted to the College/Recognised Institution, the date of admission, the date of birth, the name of the birth-place, attendance at the College/Recognised Institution examinations and the results of such examinations, and a record of University career and the date of withdrawal;
- b) a Register of daily attendance of each student.
- c) a Register of daily attendance of the teachers

Recognition and Inspection of Hostels

(Under Section 53 of the Act)

O.107. Every hostel maintained or managed by the University or by a College/Recognised Institution affiliated to the University or by an Institution recognised by it shall, *ipso facto*, be a recognised hostel.

O.108. Any person or a body of persons managing or maintaining a hostel, hall or house desirous of having it recognised by the University shall apply to the University for recognition with the following particulars :

- i) the locality of the hostel, hall or boarding house and its surroundings.
- ii) the capacity of the hostel, hall or boarding house and the approximate floor space provided for each inmate.

- iii) the number of students expected to be put in each room.
- iv) arrangements made for water supply, lighting, sanitation, medical help, etc. in the hostel, hall or boarding house.
- v) arrangements made for board and for outdoor games.
- vi) arrangements made for the inspection of the kitchen, for superintendence over the inmate, and for the management of the hostel, hall or boarding house.
- vii) the financial statement relating to the hostel, hall or boarding house.

- O.109. On receipt of an application, the University, after any further inquiry which it may deem necessary shall decide as to whether or not recognition is to be granted. Provisional recognition may, however, be granted by the Management Council on such conditions as it may deem fit necessary.
- O.110. The University may suspend or withdraw the recognition granted to a hostel, hall or boarding house managed by a person or body of persons, which is not conducted according to the conditions of recognition: Provided that, no action shall be taken without giving the management of the hostel, hall or boarding house concerned an opportunity of making such representation in the matter as it may desire to make.
- O.111. The University, shall hold the inspection of the hostel of every affiliated College/Recognised Institution and the recognised halls and boarding houses at least once in two years alongwith the inspection of the affiliated Colleges/Recognised Institutions as provided in O 107
- O.112. The inspection shall be directed primarily for the purpose of inspecting the conditions of accommodation, messing, health and conduct of students in the hostels etc
- O.113. The management of every hostel, hall or boarding house shall submit to the University at the end of every term, a report on the working of the hostel, hall or boarding house for the term
- O.114. The University shall inform a person or body of persons or a public body maintaining or managing hall, boarding house dormitory etc. for residence of students to seek recognition from the University. If no such recognition is sought within a specified time or conditions regarding health and discipline of students are not fulfilled by the above, the University shall inform the Government to take such action as it deems fit.

Residence, Health, Conduct and Discipline of Students

(Under Section 53 (iii) of the Act)

- O.115. Every student of the University shall reside either -
- a) in the University hostel, or in a recognised hostel of a College/Recognised Institution or in a hall or boarding house recognised by the authorities of the University.
 - b) with a parent or some person accepted by his College to be his guardian.
- O.116. Each College shall provide residential accommodation for such a percentage of its students as the Management Council may, from time to time, decide and shall make arrangements for supervision over the students. Resident students shall conform to rules drawn up by Principals of Colleges/Recognised Institution and approved by the Management Council.
- O.117. Every non-resident student shall submit the name, address and relationship, if any, of the person with whom he proposes to stay, to the Registrar of the University/Chairman of the P.G. Teaching Centre/Principal of the College/Recognised Institution. The Registrar/Chairman/Principal shall satisfy in every case that the arrangements made are suitable, and that the guardian is able and willing to hold himself responsible for the welfare of the student while he is an inmate of his house.
- O.118. As soon as possible after the re-opening of a College/Recognised Institution, after the long vacation, the Registrar/Chairman/Principal shall submit to the President of the Students' Council the following information :
- i) The number of hostels and the number of the Superintendents;
 - ii) The number of resident-students in each hostel and recognised halls,
 - iii) The number of non-resident students living with their parents.
 - iv) The number of non-resident students living with their guardians.
- [Note : Students living in the hostel of the University or of a College/Recognised Institution, or in a recognised hall or boarding house are termed resident students, others are termed non-resident students.]

- O.119. All Colleges/Recognised Institution shall provide adequate medical facilities including Medical Examination and for physical exercise for their students and shall forward a statement of the same to the President of the Students' Council.

Admission to the Degrees, Diplomas & Certificates

(Under Section 53 (i) of the Act)

- O.120. 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 prescribed for the respective Degree, Diploma or Certificate, and a Degree, Diploma, Certificate shall be awarded to him.

The Convocation fees for Degree and Diploma either in person or in absentia shall be decided by the University, from time to time.

Examinations

(Under Section 53 (v) and (vi) of the Act)

a) Alterations of Dates of Examinations

- O.121. Whenever any of the date(s) on which any examination has to be held according to the Ordinances for the time being in force, happens to be a holiday, declared as such by the University, or when in the opinion of the Board of Examinations there is sufficient reason for altering the days for holding any examination as fixed by the Ordinances, it shall be competent to the Board of Examinations to fix such dates other than the dates fixed by the Ordinances, for holding such examination as it may consider proper; provided that, notice shall be given by a notification in newspapers of repute of any such alteration of dates as the Board of Examinations may direct

b) Appointment of Examiners

- O.122. The application for the examinership shall be made to the Controller of Examinations in the prescribed form which can be obtained from the University Office within the date which will be notified by the University, from time to time.
- O.123. The Controller of Examinations shall send the complete list of names received for examinership in each subject to the Board of Studies concerned, which will prepare the panel for submission to the Committee appointed under Section 32 (5) of the Act.

- O.124. The Committee constituted under Section 32(5) after due scrutiny, shall prepare the panel of examiners as per the rules for each class/subject(s). The recommendations of the Committee shall be placed before the Board of Examinations for its approval.
- O.125. The Controller of Examinations shall appoint the required number of Paper-setters, Examiners, Moderators etc. out of the panel approved by the Board of Examinations.

c) Award of Scholarships, Prizes and Medals

O.126. No candidate shall be eligible for any Fellowship, Prize, Medal or other award, who presents himself for the examination to which the award relates, more than two years after the expiry of the minimum period prescribed by the Regulations governing that examination. The computation of the period for the purpose of this regulation shall begin from the date of passing of the preceding lower examination which qualified the candidate to enter on the course for the higher examination.

O.127. The external examination shall be conducted in subjects as may be notified by the University, from time to time.

[Note - There will ordinarily be, subjects for which tuition is provided for the internal students of this University. No external examination will be held in subjects requiring practical work such as Geography, Experimental Psychology, Statistics etc.]

d) Exemptions

O.128. Except as here in otherwise provided, a candidate, who has passed a University examination in a subject or subjects in which identical papers (and practical tests) are prescribed for another examination shall (at his option) be entitled to exemption at the other examination from such subject or subjects provided always that the standard attained at the original examination is not lower than that required at the other examination. Candidates so exempted shall not be eligible for classe(s) or for University awards. A candidate, who has passed the examination after obtaining the benefit of condonation shall be deemed to have passed in individual subjects of the examination with the minimum percentage of marks required for a pass in such subjects.

- O.124. The Committee constituted under Section 32(5) after due scrutiny, shall prepare the panel of examiners as per the rules for each class/subject(s). The recommendations of the Committee shall be placed before the Board of Examinations for its approval.
- O.125. The Controller of Examinations shall appoint the required number of Paper-setters, Examiners, Moderators etc. out of the panel approved by the Board of Examinations.

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[*Note* : There will ordinarily be, subjects for which tuition is provided for the internal students of this University. No external examination will be held in subjects requiring practical work such as Geography, Experimental Psychology, Statistics etc.]

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- O.128. Except as here in otherwise provided, a candidate, who has passed a University examination in a subject or subjects in which identical papers (and practical tests) are prescribed for another examination shall (at his option) be entitled to exemption at the other examination from such subject or subjects provided always that the standard attained at the original examination is not lower than that required at the other examination. Candidates so exempted shall not be eligible for classe(s) or for University awards. A candidate, who has passed the examination after obtaining the benefit of condonation shall be deemed to have passed in individual subjects of the examination with the minimum percentage of marks required for a pass in such subjects.

O.129. When a candidate, who has earned exemption in one or more subjects at an examination appears next for that examination, he must once and for all make his choice whether he will avail himself of the exemption or appear for the whole examination. If he chooses to appear for the whole examination then thereafter he cannot claim the benefit of the old exemption. But on his appearing for the whole examination he may again earn exemption in one or more subjects and such fresh exemption earned will again be subject to above provision. If he chooses to avail himself of the exemption, then he must appear in all remaining subjects. It is open to him to earn further exemption in one or more of the remaining subjects in which he so appears.

O.130. a) If a candidate is allowed to join the next higher class because he has obtained exemption from certain subject(s) as stated in the relevant rule, he will be allowed to appear in that subject(s) at the subsequent examination or alongwith the next higher examination. But under no circumstances the result of the next higher examination or any part of it be declared although he may have obtained the necessary marks to pass, unless he has passed in the aforesaid failed subject(s) of the lower examination. However, the marks obtained at the higher examination be made known to the candidate through the Principal.

For passing in the failed subject(s) the minimum percentage of marks prescribed in that subject(s) shall be sufficient provided he fulfils the condition of aggregate marks, if any.

- b) Such a candidate on his passing in the subject(s) of the lower examination in the same examination season as that in which he appears for the higher examination will be eligible for a class at the higher examination to which his marks at the said examination entitle him.
- c) The candidate referred to in (a) who obtain the prescribed percentage of marks at the higher examination entitling him to be declared successful at the said examination but fails in the subject(s) of the lower examination will not be considered to have passed the said examination and will not be permitted under any circumstances to keep terms for the next higher examination unless he has passed in the subject(s) of the lower examination will be declared to have passed the higher examination, in the year in which he passed in the subject(s) of the lower examination, provided the marks obtained by him at the said examination entitle him to be declared successful.

- d) Such a candidate may earn, as regards the higher examination, exemption in any additional subject/paper that may be permissible under the Regulations, although he may not have passed in the whole examination.
- e) Failure to pass in the failed subject(s) of the lower examination within the period allowed under O.133 will render the performance at the higher examination null and void although the terms kept for higher examination will be available for any further appearance at the higher examination.

O.131. No candidate, who has passed any examination of a Statutory University recognised as equivalent to the corresponding examination of this University, shall be permitted to appear for that examination with the same subjects.

O.132. Student shall not keep terms simultaneously for two different examinations. Violation of this condition entail cancellations of the terms kept for both the examinations. However, students can keep terms simultaneously for Computer Courses (Certificate and Diploma) only.

O.133. Candidates, who have earned exemptions in any of the subjects at any examination, will be allowed to claim the same at those examinations for a period of six years from the date of their earning the same, provided the subject of exemption continues to be included in the course concerned.

O.134. 1. An ex-student is one, who has satisfied all the requirements of the prescribed course of studies at his College, including the necessary minimum attendance, and is certified by the Principal as eligible for admission to an examination, and after certification does not join a College

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

3. The student, who has appeared at an examination and failed, shall not require a fresh certificate to be entitled to appear again at the same examination unless in the meantime he has joined a College.

4. The Principal of a College may by a certificate permit an ex-student, who joins his College, and thereby forfeited his status as an ex-student, to appear for an examination, if he is satisfied with the candidate's conduct and progress, even though the candidate has not kept the term as defined in O.88.

5. The students whose admission forms for examination are cancelled and who are not allowed to appear at the examinations by the Principals because of deficiency in attendance, shall have to keep fresh terms and their forms will not be accepted under the category of ex-student.

O.135. Examination fees once paid shall not be refunded except in the circumstances and to the extent mentioned below :

1. Where a candidate dies prior to the examination the entire fee shall be refunded. The applicant requesting for the refund of amount paid by the deceased shall have to produce the death certificate and the certificate signed by the Principal of the College.
2. Half of the fee shall be refunded, provided that the application to that effect is received in the University Office at least seven clear days before the date of commencement of the Written Examination.
3. Where a candidate is suddenly taken ill and prevented from appearing at any examination and sends in an application for refund supported by a Medical Certificate to the Controller of Examinations so as to reach him before the commencement of the Written Examination, full fees shall be refunded.

[Note : If a communication regarding the inability of a candidate to appear at University examination on Medical ground is received before the commencement of the written examination, but the Medical Certificate in support of the communication is received within at least a fortnight from the date of commencement of the Written Examination the case shall be placed before the Vice-Chancellor for decision.]

4. Where a candidate is prevented from appearing at an examination for any other good and sufficient reason and sends in an application for refund of his fee to the University, the Controller of Examinations so as to reach him before the expiry of the seventh day after the commencement of the Written Examination, one-fourth of the fee shall be refunded.
5. The entire fee of the candidate whose application form for admission to the examination is withdrawn by the Principal or whose admission to the examination is cancelled, will be refunded after the declaration of the result of the examination concerned.

6. When a student intimates his inability to appear for the examination the same should be treated as his request for the refund of the examination fee and the refund be made as per provisions mentioned in the clauses (1) to (5) above.

(Notes : a) All cases of refund of examination fees will be decided after the declaration of the result of the concerned examination. The fees shall be refunded by Money Order after deducting the Money Order Commission or in Cash at the counter of the University Office.

b) The applications received in the University Office on the date of the commencement of the written examination shall be treated to have been received before the date of commencement of the examination.

c) Wherever the expression 'clear days' appears in the above clauses, for the purpose of counting days, the first and the last day shall be excluded.)

- Q.136. When there is more than one centre for a written examination, question papers shall be given to candidates on the same day and the same time at every centre.
- Q.137. Unless otherwise specifically provided for, all examinations except practical and viva-voce shall be conducted by means of printed question papers.
- Q.138. No question calling for a declaration of a religious belief on the part of a candidate shall be put at any University examination and no answer or translation given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief.
- Q.139. On receipt of a report regarding the misconduct of any student at any University or College examination, including breach of any of the rules laid down by the Board of Examination for the proper conduct of examination, the Board of Examination shall have power to punish such misconduct or breach of rules, by exclusion of such candidate from any University or College examination or any University course in a College or in the University, or from Convocation for the purpose of conferring degrees, either permanently or for specified period, or by the cancellation of the result of the candidate in the University.

examination for which the candidate appeared or by the deprivation of any University scholarship held by him, or by the cancellation of the award of any University prize or medal to him, or in any two or more of the aforesaid ways.

O.140. The Board of Examination shall have power to exclude any candidate from a University examination, on being satisfied that he is suffering from an infectious or contagious disease, whenever any candidate is thus excluded, the fee paid by him for admission to the examination shall be refunded to him.

O.141. The results of all the examinations shall be published as per the provisions made in the Section 72 of the Act.

Provided that, the result of all the candidates appearing for the examination shall be declared in the following manner :

First Class (Hons.) with Distinction, First Class (Hons.), Second Class (Hons.) and Pass Class, as the case may be.

O.142. When the Examination is by Thesis, a list of successful candidates arranged in alphabetical order will alone be published

O.143. The candidate, whose total falls short of the total requisite either for Second Class, First Class, Second Class (Hons.), First Class (Hons.), First Class with Distinction, First Class (Hons.) with Distinction, Distinction where the same is awarded on the aggregate of the examination or for Distinction in subject, or subjects, by 1, 2 or 3 marks, shall be given the necessary grace marks, by which his total falls short and his result shall be declared accordingly

[N.B. : The provision of O.143 will not apply in the case of a candidate who has a deficiency of marks in any of the heads of passing of the examination, condoned under any of the rules of condonation laid down in that behalf]

O.144. The Vice-Chancellor shall appoint, every year, a Ad-hoc Committee for each Faculty to consider and decide cases of candidates failing under Ordinances 145, 146 and 147

O.145. The case of a candidate, whose total falls short of the total requisite for a Second Class, a First Class, Second Class (Hons.), First Class with Distinction, First Class (Hons.) with Distinction, Distinction where the same is awarded on the aggregate of the examination or Distinction in a subject or subjects, by marks upto 1% of the aggregate marks on

the basis of which the Class or Distinction is awarded, shall be placed for consideration and decision before the relevant Ad-hoc Committee to be appointed by the Vice-Chancellor under O.144, provided that in the case of a candidate, whose deficiency related to both a Class as well as Distinction in a subject, the Ad-hoc Committee shall consider and take a decision only regarding his deficiency relating to the Class. The decision of determining the percentage of deficiency, a fraction of half or more than half shall be computed as one.

- O.146. Where a candidate fails only in one head of passing, having passed in all other heads of passing, by not more than 2 marks where the total of that head is less than 100, by not more than 3 marks where the total of that head is 100, or by not more than 4 marks where the total is more than 100, such failure shall be condoned.

Provided, however, that if a candidate fails in a head of passing, which is included in another head of passing, he shall be entitled to the benefit of condonation in both the heads, if necessary, subject to maximum limit of condonation permissible for each head in accordance with paragraph one hereof.

The expression "Head of Passing" shall be deemed to include a subject or an aggregate total of the examination wherein a candidate is required to obtain a certain percentage of the aggregate marks in order to be declared successful, as in the case of Law, Engineering examinations.

- O.147. 1. If a candidate fails by not more than two marks each in not more than two heads of passing (including isolated subjects) such deficiency shall be condoned.
2. When a candidate, who appears in all the heads of passing at one and the same appearance, fails in one or two heads of passing, the total of his deficiency in marks in one head of passing or both the heads of passing, upto a maximum of 5 marks, if a total of a head is of 50 marks, and the same be increased proportionately upto a maximum of 10 marks (for example - if a total of a head is of 70 marks, a maximum of 7 marks be given and if a total of a head is 140 marks, a maximum of 10 marks be given) in aggregate shall be condoned on the basis of one mark for every one percent by which the total marks secured by him in all the heads of passing exceed by five percent the total of the marks required for passing the particular examination.

Provided that, if the total obtained by a candidate is less than the total required for the condonation of his deficiency by not more than three marks only, such total shall be considered as adequate for condoning the deficiency.

Explanation : A candidate may be given the benefit of condonation under either Clause (1) or Clause (2) above but not under both the Clauses.

3. Where a candidate having passed in Part-I and Part-II/Semester-I or II and appears for Part-II and III/Semester-I and/or II, and/or III, and/or IV of the B.A., B.Sc., or B.Com. examination and when his result of the degree examination is to be declared, fails in one or two heads of passing by not more than 1% of the aggregate marks on which the Class is declared subject to the maximum of 5 marks, his deficiency in marks in one or both heads of passing shall be condoned on the basis of one mark for every 1% by which the total marks secured by him in the heads of passing on which the result is declared exceed the minimum percentage required for passing.

O.148. a) All examinations including B.A. Part-I, B.A. Part-II/Semester-I or II, B.Sc. Part-I, B.Sc. Part-II/Semester-I or II, B.Com. Part-I and B.Com. Part-II/Semester-I or II where a candidate fails in only one head of passing having passed in all other heads of passing at one and the same appearance by more than one percentage of the aggregate of marks for the whole examination, his case shall be placed for consideration and decision before the relevant Ad-hoc Committee to be appointed by the Vice-Chancellor under O.144; if the total marks obtained by him in all the heads of passing exceed the minimum percentage required for passing by at least 10% of the aggregate marks for the whole examination. The decision in his case shall be final.

b) Where a candidate having passed in Part-I or Part-I and II/Semester-I and/or II and appears for Part-III/Semester III and/or IV or Part-II and III/Semester-I and/or II, and/or III and/or IV of the B.A., B.Sc., or B.Com. Examination and when his result of the degree examination is to be declared, fails in only one head of passing by more than one percent of the aggregate of the marks of the Part-under which the head of failure comes his case

shall be placed for consideration and decision before the relevant Ad-hoc Committee to be appointed by the Vice-chancellor under O.144; if the total marks obtained by him in all the heads of passing on which the class is declared, exceed the minimum percentage required for passing the examination by atleast 10% of the aggregate marks required for passing the examination.

- G.149. a) All the examinations including B.A. Part-I, B.A. Part-II/Semester I or II, B.Sc. Part-I, B.Sc. Part-II/Semester-I or II, B.Com. Part-I and B.Com. Part-II/Semester-I or II except where a candidate fails in one head of passing having passed in all other heads of passing at one and the same appearance by not more than 1% of the aggregate of marks for the whole examination, his case shall be placed for consideration and decision before the relevant Ad-hoc Committee to be appointed by the Vice-Chancellor under O.144. The decision of the Committee in each case shall be final.

Explanation : "passing at one and the same appearance" shall mean where the examinations are held in Parts or in Semester of the same be treated as having a candidate appeared at the one and same appearance for the purpose of this clause.

- b) Where a candidate having passed in Part-I or Part-I and II/Semester I and/or II and appears for Part-III/Semester-III and/or IV or Part-II and III/Semester-I and/or II, and/or III and/or IV of the B.A., B.Sc. or B.Com. examination and when his result of the Degree examination is to be declared, fails in one head of passing by not more than 1% of the aggregate of the marks of the Part under which the head of failure comes, his case shall be placed for consideration and decision before the relevant Ad-hoc Committee to be appointed by the Vice-Chancellor under O.144. The decision of the Committee in each case shall be final.

O.150. No candidate shall be eligible for any of the Scholarships, Medals or Prizes to be awarded to candidates successful at any of the University Examination who has a deficiency of marks in any of the heads of the examination condoned under the rules laid down in that behalf.

O.151. Failure to pass in examination will not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded and a fresh fee paid.

- O.152. A certificate shall be given to those who pass an examination.
- O.153. In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter of similar nature, the Board of Examination shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as the Board of Examination shall consider necessary in that behalf. Provided that, but subject to O.154, no result shall be amended after the expiration of six months from the date of publication.
- O.154. In any case where the result of an examination has been ascertained, published and the degree certificate issued and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefitted, and that such examinee has in the opinion of the Board of Examination, has been party or privy to, or connived at such malpractice (including submission of project report etc.) fraud or improper conduct, the Board of Examination shall have power at any time, notwithstanding the issue of a certificate or the award a prize, or scholarship, to amend the result of such examinee and to make such declaration including withdrawal of the degree certificate issued, as the Board of Examination shall consider necessary in that behalf.
- O.155. A statement in a printed form showing the marks obtained by a candidate in each head of passing will be supplied to him on payment of charges for the first copy and for next copy per examination. Marks obtained by a candidate in individual papers will also be supplied on payment of a fee per examination, provided an application is made within six months after the date of the declaration of the results. Marks obtained by a candidate in individual questions or in section of a papers will not be supplied.

Provided that, charges for the first copy and the second copy of the Statement of Marks shall be as decided by the University, from time to time.

[Information about the marks obtained by candidate in the various heads of passing is communicated, free-of-charge, to the heads of institutions from which candidates appear for the examination, irrespective of whether candidates are successful or not.]

O.156. The copy of the result of the Examination supplied by the University to the College/Recognised Institution is only meant for the use of the College/Recognised Institution. The Principal shall have no authority to issue the statement of marks under their signature prepared based on the College Copy.

Provided that, the Statement of Marks shall only be supplied by the University under the signature of the Controller of Examinations.

Provided further that, if any student demands the original transcripts for the purpose of taking admission in foreign Universities then such transcripts shall be signed by the Registrar.

O.157. Verification of Marks

Information as to whether a candidate's answer in any particular head or heads of University examination have been examined and marked will be supplied to the candidate on his forwarding, an application accompanied by a required fees for each head within 15 days of the declaration of the results of the said examination.

The fee for the verification shall be refunded to the applicant if it is found that there is (i) an omission to examine or mark any answer, (ii) mistake in totalling of marks, (iii) mistake in transfer of marks

Provided that, the candidates applying for verification are not eligible for applying for revaluation in the same head or heads of University examination.

O.158. Revaluation of answer scripts of candidates, at the University Examination

1. Notwithstanding anything contained contrary to any of the Ordinances, this Ordinance shall be called an Ordinance for Revaluation of answer-books of Examinees of the University
2. Where the Vice-Chancellor is satisfied that there is a *prima facie* case warranting revaluation of the answer-books of any candidate for any reasons deemed satisfactory by him, he may arrange for the revaluation of the answer-books of the candidate through some other Examiner either Internal or External of his choice, where the Vice-Chancellor finds that the difference in marks awarded by the First and Second examiners is more than 20% of the maximum marks, then he may arrange for a second revaluation

of the said answer-books by Third examiner either Internal or External of his choice. The average of marks awarded by the three examiners shall be taken as the final marks.

Provided that, a candidate applying for revaluation is not eligible for applying for verification in the same head or heads of University Examination.

- i) A candidate who has failed in not more than four papers at an examination, shall be eligible to apply for revaluation. However, not more than two papers as indicated by the candidate will be revalued. In the case of the Faculty of Engineering, where the examinations are held in part, the candidates may have four papers revalued every year. He must, however, have not failed in more than six papers in a year to be eligible to apply for revaluation.
- ii) The applications for revaluation of answer-scripts should be addressed to the Controller of Examinations directly by the Registered Post A.D. But in the Faculty of Engineering, the applications for revaluation shall be submitted through the Principal of the College. The Local examiners, may however, submit the applications for revaluation in person to the Controller of Examinations and obtain the acknowledgement therefor. The application for revaluation must reach in the University Office within 15 days of the declaration of the result of the said Examination.

In case where the delay in the declaration of the result is due to the mistake (Commission or Omission) of the candidate, the application of such candidate for revaluation may not be considered after the due date. The result of revaluation will be communicated to the candidates by the University within a period of 6 weeks from the last date of receipt of application for revaluation.
- iii) The fee for the revaluation of the answer-books for each paper shall be decided by the University, from time to time. This fee shall not be refunded. However, if the application for revaluation is disposed of for want of eligibility three-fourth of the fees paid shall be refunded.

- v) The candidate applying for revaluation of his answer-books shall have to give an undertaking to the effect that the result of revaluation shall be binding on him, subject to rule below and also that he knows it well that the University shall not be responsible for delay in declaration of Revaluation Result due to unavoidable circumstances.
 - v) The revaluation of the answer-books shall not be permitted in respect of script of practical Examinations/Term Work/Internal Assessment/Sessional Marks/Dissertation/Thesis and Viva-Voce etc.
 - vi) The candidate applying for the revaluation shall submit the original statement of marks alongwith the application. In case, if the result of the candidate is changed due to revaluation then he shall be given a fresh statement of marks otherwise original statement of marks shall be sent back to the candidate.
3. If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% 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.

In cases where there is a variation of less than 10% the original marks shall remain unchanged.

The Vice-Chancellor may arrange for reassessment centrally at the University depending upon the bulk of answer-books in a subject.

4. If as a result of revaluation—
- a) the examinee attracts the provisions of condonation of deficiency and of exemptions and compartments, these shall be applied to him.
 - b) the examinee, however, shall not be eligible for Merits, Medals, Prizes or any other award, as a result of revaluation.

5. The memorandum of instructions for guidance of the examiners if prepared by the paper setters or the scheme of marking, if any, will be sent to the revaluer to enable him to evaluate the answer-book concerned in accordance with instructions/scheme of marking.
6. The examiner concerned shall be paid remuneration as per the University rules, from time to time, for the revaluation of the answer-book.
7. Postal charges will be paid separately on production of postal receipts by the examiner concerned.

O.159. The Character Certificate shall be supplied to the Post-graduate students of the University on payment of the charges to be decided by the University, from time to time.

O.160. The fee for any certificate not provided for in any of the Ordinances shall be as per the University rules, from time to time.

Provided that, no fees shall be charged for the Merit Certificates mentioning rank in the University Examination.

O.161. The fee paid by a person for obtaining a certificate shall not be refundable.

O.162. No candidate shall be eligible for any fellowship, prize, medal or other award who presents himself for the examination to which the award relates, after the expiry of the minimum period prescribed by the regulations governing that examination. The computation of the period for this purpose, shall begin from the date of passing of the preceding examination which qualified the candidate to enter on the course for the higher examination.

O.163. Registration as external candidates for an examination shall be open to —

1. Persons residing in the Maharashtra State or in the Goa Territory or in the Districts of Belgaum or Karwar at the time of Registration.
OR
2. Women residing at any place.
3. A graduate of the University desirous of taking the Post-graduate examination externally irrespective of his place or residence at the time of Registration. *OR*

4. Persons who are domiciled in the State of Maharashtra and have passed the Part-I examination of this University provided they are in the service of the Central Government or the Maharashtra State Government.
5. Marathi speaking persons who are residing outside the jurisdiction of the University.

Definition No.1 : For purpose of this Ordinance the expression 'residing' means continuously residing for a period of one year immediately preceding the date of Registration as an external candidate.

Definition No.2 : The term 'Marathi' speaking persons used in rule 5 above shall mean persons whose mothertongue is Marathi.

Q.164. No student, who is registered as a regular student in an affiliated College under the University during an academic year, shall be registered as an external candidate or an examination during the same academic year.

- Q.165.
- a) Every person intending to register with the University as an external candidate for an examination shall apply to the Controller of Examinations of the University in the prescribed form and with the prescribed registration or renewal fee on or before the dates fixed and alongwith the prescribed necessary documents.
 - b) The application for registration as an External Candidate for an examination shall be endorsed in the prescribed form, by a member of the Senate of the University, or by a teacher of the University, or by a teacher of an affiliated College, or by a Head Master of a recognised High School or by Gazetted Officer of Government or by a Librarian of an affiliated College. In the case of gainfully employed persons, the application shall also be accompanied by a certificate, in the prescribed form regarding the period of continuous employment signed by the employer. In the case of person registered with the Employment Exchanges, the application shall be accompanied by an appropriate certificate from the Employment Exchange.
 - c) The Registration/Renewal fee for registration/renewal as an external candidate for under-graduate and graduate level students i.e. B.A. Part-I, II, III and B.Com. Part-I, II, III and for the

Post-graduate level i.e. M.A. Part-I and II, M.A./M.Sc. (Maths.) Part-I and II, M.Com. Part-I and II, LL.M. and all Improvement of Class examinations shall be decided by the University, from time to time, respectively. The fees shall not be refunded, in any circumstances, after the registration or renewal of registration has once been made.

- d) The Controller of Examinations of the University shall issue an official intimation of registration as an external candidate for an examination to the person applying for such registration and duly completing all the prescribed requirements in that behalf. A person who has applied for registration and has not received such intimation in that behalf from the University Office before the 15th November, should write immediately to the Controller of Examinations in the matter.
- e) Registration as an external candidate for an examination shall not constitute by itself admission to that examination for his admission to an examination as an external candidate, a candidate must forward to the University his application in the prescribed form, together with the prescribed documents and the prescribed fees which shall be the same as for the regular candidates, so as to reach the University on or before the prescribed date.

O.166. Registration as an external candidate for an examination shall be treated as automatically cancelled if the person after registering himself joins an affiliated College under the University

O.167. Registration as an external candidate for an examination to be held in any year, shall be valid only for that particular examination and shall not be reserved for any subsequent examination. If the student is not found eligible for registration for external examination, one-half of the registration fee shall be retained by the University and the other part shall be returned to the candidate.

O.168. i) Students passing the Higher Secondary School Certificate Examination conducted by the any Divisional Board of the Maharashtra State Board of Secondary and Higher Secondary Education, Maharashtra State, shall apply to the Controller of Examinations of this University for a Certificate of Eligibility and shall at the same time pay an eligibility fee as prescribed by the University, from time to time. Such fee shall not be refunded if an Eligibility Certificate is issued to the applicant.

- ii) A student migrating to this University from any other Statutory University in the State of Maharashtra shall apply to the Controller of Examinations of this University for a Certificate of Eligibility and at the same time pay an eligibility fee which shall be decided by the University, from time to time. Such fee shall not be refunded if an Eligibility Certificate is issued to the applicant.
- iii) A student migrating from the jurisdiction of another University outside the State of Maharashtra or any Statutory Examining Body (within or outside the State of Maharashtra) and seeking admission to this University shall apply to the Controller of Examinations of this University for a Certificate of Eligibility and shall at the same time pay an Eligibility fee which shall be decided by the University, from time to time. Such fee shall not be refunded if an eligibility certificate is issued to the applicant.

O.169. A candidate, who has once registered himself as an external candidate for an examination and was due to appear or appeared and failed at that examination, shall be permitted to get his registration renewed for any of the subsequent same examination only after submitting the application for renewal and payment of the prescribed renewal fee. The provisions of O.163 shall not apply in such cases.

University Publication Board

(Under Section 24 (11) and (41) of the Act)

O.170. The University Publication Board shall consist of :

- i) The Vice-Chancellor, Ex-officio Chairman;
- ii) Deans of Faculties;
- iii) Five persons appointed by the Management Council at least two of whom shall be Heads of University Departments;
- iv) Registrar,
- v) Director, Board of College and University Development – Member Secretary

O.171. Members of the Board other than ex-officio members shall hold office for five years. Any casual vacancy caused by death, resignation, or the member ceasing to hold a particular office, or to answer a particular designation, by virtue of which he became a member, shall be filled up by the Management Council by nomination. A member so nominated shall hold office for the unexpired residue of the term of office of the original member whose place he occupies.

O.172. The Board shall meet annually in September, or whenever convened by the Vice-Chancellor *suo moto*. Four members shall form the quorum for a meeting of the Board. No quorum shall be necessary for an adjourned meeting. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Director or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

O.173. The Vice-Chancellor shall, if present, preside at meetings of the Board, and, in his absence, the Dean, Arts Faculty, shall preside.

O.174. In the case of difference of opinion, the question shall be decided by a majority of votes of the members present. The Chairman shall have a vote, and in the case of an equality of votes, he shall have an additional or a casting vote.

O.175. The functions of the Board shall be—

- i) to recommend to the Management Council the books under the "Marathi Fustak Yojana".
- ii) to undertake, with the sanction of the Management Council, the publications of :
 - a) the University Journal;
 - b) any other work, literary or scientific, considered suitable by the Board;
 - c) Text-books
 - d) Annual Report of the University
- iii) to recommend financial assistance to deserving authors of standard works and/or publishers of standard works in accordance with the rules as may be laid down, from time to time.

University Printing Press Advisory Committee

(Under Section 75 (4) of the Act)

O.176. The constitution of the Academic Service Unit shall be as per the Section 75 (4) of the Act.

One-third members shall constitute the quorum.

O.177. The Committee shall perform following duties and responsibilities

1. to prepare Annual Budget of the Press;
2. to give advice on all matters connected with the Press;

3. to inspect the premises, machinery and stock of the Press at least once in six months and submit its report to the Management Council on its working;
4. to decide the rates of the printing work;
5. proceedings of the Press Advisory Committee shall be placed before the Management Council.

Execution of Contracts and Agreement and use of the University Seal

(Under Section 53 (xiv) of the Act)

- O.178. 1 i) The Registrar shall enter into, vary, carry out and cancel all contracts for and on behalf of the University in accordance with such resolution as the Management Council may pass, from time to time.
- ii) The Registrar shall also enter into on behalf of the University the contract of service with the Vice-Chancellor, required to be executed under Section 12 of the Act.
- 2 i) The Registrar of the University shall be the Custodian of the Common Seal of the University.
- ii) The Common Seal of the University shall not be affixed to any instrument except by the authority of a resolution of the Management Council in that behalf and except in the presence of the Registrar of the University, who shall sign every such instrument to which the Common Seal of the University is so affixed in his presence.
- iii) Every Certificate of Degree or Diploma awarded during the Convocation ceremony under the ordinances of the University required to bear the common seal of the University and the signature of the Registrar, shall be deemed to be properly signed if it bears facsimile of his signature stamped thereon.

Benefit of Ordinances

- O.179. Those of the students who do not desire to avail themselves of the provision of any of the Ordinances or grace marks for passing in a Paper(s)/Subject(s) or Part/Whole examination, should intimate to the University within one month from the date of declaration of the result to the effect that they should be permitted to reappear in the Paper(s), subject(s) or the Part/Whole examination in which they have passed by availing themselves of the benefit of grace marks or of the Ordinances relating to the condonation of failures as the case may be.

**Procedure to be followed while making correction
in the University Result**

O.180. The Unit Head shall keep the original result and the Ledger in his custody.

1. While entering the former Red Marks into the Ledger, if, through oversight, the marks of the candidate preceding or following in the list are recorded, the Unit Head shall make the correction personally and then encircle the marks and sign the entry.
2. While entering the marks from the mark-list into the Ledger, if, by mistake, the marks of a wrong number are entered or, through oversight, if the last digit of the seat number is taken to be the marks the Unit Head shall verify the corrected entry personally and sign it.
3. If the students appearing for the Practical Examination by paying fees for the out of turn, is shown as absent by the College, but their marks are received, then in such a case the Unit Head shall enter the corrected marks after due verification.
4. At times, while entering the marks into the Ledger according to the seat numbers, the column for the optional subject is missed. Such errors are discovered while tallying the mark-list with the Ledger or recording the marks of some other subject. In such a case the Unit Head shall make the correction and sign it after due verification.
5. At times, while rechecking, the totals of the marks made in the Ledger are found to be incorrect. In such a case the Unit Head shall make the correction and sign it.
6. At times, the University is not informed about a student changing the centre and appearing for the examination and hence he is shown as absent at the Centre allotted to him. In such circumstances, approval of the Controller of Examinations shall be obtained for every such case separately and the entries into Ledger corrected accordingly and the statement showing the modifications be sent duly signed by the Deputy Registrar.
7. The procedure as laid down in No. 6 above may be followed, if student has written wrong seat number.

8. At times, a student appears for a subject not specified in the examination form. Approval for such a case shall be obtained of the Controller of Examinations and the entry in the Ledger corrected with the signature of the Asstt. Registrar and the modified result be communicated by the Deputy Registrar.
9. At times, students give incorrect or incomplete information in the examination forms against the item "Last appearance" and consequently the former Red Marks are entered into the Ledger and the result is declared on the basis of the present mark. In such circumstances, approval of the Controller of Examination shall be obtained after putting the entire case and the entries into Ledgers be corrected with the signature of the Asstt. Registrar and the modified result be communicated by the Deputy Registrar.
10. In case the marks of an external student are left unconverted through oversight, the procedure laid down under No.9 shall be followed.
11. In case the Internal Assessment marks of the students sent by the College are found incorrect approval of the Controller of Examinations shall be obtained after putting the entire case. Entries in the Ledger shall be corrected with the signature of the Asstt. Registrar and the modified result be communicated by the Deputy Registrar.
12.
 - a) At times, entries against a wrong seat number are found recorded by examiners.
 - b) After conversion, marks of the external students are entered into the Ledger without the gracing.
 - c) At times, the marks of Physical Education are not traced (due to the Faculty, Batch, or the College etc.) and such marks are traced after the result is declared. Also the reports both of Physical Education and N.C.C. are received against the same student.
 - d) At times, the grace marks are recommended by the Chairman but through oversight, instead of the grace marks the original marks are entered into the Ledger and it is discovered after the result is declared.
 - e) Marks of the candidate failed in the subject are underlined in red and because of the red line the marks are not entered into the Ledger and consequently the student is shown absent against the subject.

In all such cases specified above approval of the Controller of Examinations shall be obtained separately for each case. The entries in the Ledger shall be corrected with the signature of the Asstt. Registrar and the modified result be communicated by the Deputy Registrar.

13. The cases, where the result is being altered as a consequence of the verification of marks, may be referred to the unit concerned by the Asstt. Registrar after obtaining the approval of the Controller of Examinations. The Deputy Registrar concerned shall communicate the result thereon.
14. The cases, where the result is being altered as a consequence of the Revaluation or verification of marks may be approved by the Deputy Registrar upto 19% marks, by the Controller of Examinations from 20% to 30% marks, and by the Vice-Chancellor above 30% marks. After obtaining the due approval, the cases may be referred to the Unit concerned by the Deputy Registrar. The Asstt. Registrar of the Section concerned shall communicate the modified result to the student concerned after signing the corrected entries in the Ledger.
15. In case some intentional tempering of the result is discovered in any Unit and the person doing it is not traced the responsibility will be fixed on all the workers in the Unit collectively and necessary action will be taken against them all.

Tuition and other fees

(Under Section 53 (ii) of the Act)

- G.181. The rates of the tuition fees and other fees to be charged to the students under the Faculties of Arts, Commerce, Science, Social Sciences, Engineering and Technology, Education and Fine Arts shall as per the Government, from time to time.

Provided that, if the courses are run on the self financing basis the tuition and other fees shall be decided by the University, from time to time.

Provided further that, in case of some fees (e.g. Library and Gymkhana fees, etc.) other than tuition fees prescribed by the Government is not adequate to meet the requirement of the College/University, the University may increase such fee(s), but the fees reimbursed from the Government shall be, to the extent of the fees approved by the Government and the remaining shall be borne by the students.

Affiliation fees

(Under Section 53 (xiii) of the Act)

- O.182. The Affiliation fees prescribed by the University for new affiliation, extension of affiliation, continuation of affiliation, annual affiliation fees, fees for additional division/additional intake shall be as prescribed by the University, from time to time.

Provided that, if the proposal of the College is rejected by the University, then two-third of the fees shall be refunded to the College by the University

Provided further that, if the proposal of the College is rejected by the Government, then one-third fees shall be refunded to the College by the University.

T.A./D.A. Rules

(Under Section 53 (xiii) of the Act)

- O.183. The members of the various Authorities, Committees and Bodies of the University, examiners, paper-setters, persons coming for University work invited by the University, the Officers of the University, University employees, shall be entitled for T.A./D.A. as per the University rules, from time to time.

Provided that, use of private/town vehicle shall be allowed only with prior permission of the Vice-Chancellor.

Examination fees

(Under Section 53 (ii) of the Act)

- O.184. Examination fees for the students who are appearing for the various University Examinations, and the rate(s) of remuneration for the various examination work(s) shall be as per the University rules, from time to time.

Provided that, the examination work shall include paper-setting, assessment of answer-books, practical examinations, junior and senior supervisors, squad(s) appointed during the examination, moderation and such other work which the University may include, from time to time.

Provided further that, where the examination fee is reimbursed by the Government, it shall be, to the extent of the such fees approved by the Government and rest of the fees shall be borne by the students.

Preservation of University Record

(Under Section 53 (xiv) of the Act)

O.185. The University record shall be preserved for a period of five years or less, and shall be retained by the respective section(s). After the expiry of the period, the record shall be sent for pulping, after getting written prior permission from the respective Heads of the Unit i.e. Registrar, Director, Board of College and University Development, Finance and Accounts Officer and Controller of Examinations, as the case may be.

O.186. Record of permanent nature shall be sent to the University Record Unit for preservation.

Provided that, before sending such record to record room, the papers shall be neatly and securely bound in cardboard covers.

Provided further that, the loose sheet of record shall not be accepted by the Record Unit.

O.187. The record(s) for which the period of preservation is expired shall not be sent to the University Record Unit.

O.188. The record to be sent to the University Record Unit for preservation shall be wrapped in bundles in uniform size in cloth pieces of 54" x 54"

Provided that, the bundles of smaller or larger sizes shall not be accepted

O.189. Whenever any record required by any section, it shall make a written request to the Record Section well in advance.

Provided that, such papers should be returned back to the Record Section within seven days.

The University Record Unit shall accept such record, which is to be preserved for more than five years.

Sr.No	Particulars of the Record	Period of Preservation	Remarks
1	2	3	4
	General Correspondence files	--	File/s be preserved for 3 years after the matter is finally decided. If, however, the Department/Section thinks that any document is necessary then it be preserved for a longer period.
Accounts Section			
1.	Cash Book (Kurd)	Permanent	
2.	PF, Cash Books & relevant files	Permanent	
3.	Minutes of Finance & Accounts Committee	Permanent	
4.	Monthly Bank Reconciliation Statement	Permanent	
5.	Registers of Receipt Books	Permanent	
6.	Publication	Permanent	
7.	Budget Estimates (3 copies)	Permanent	
8.	L.I.C. Premium	Permanent	
9.	Pay Bills	30 Years	
10.	Voucher Files	20 Years	

The vouchers pertaining to capital expenditure should be permanently preserved while vouchers pertain to paltry amount like daily wages, meeting allowances, T.A. and D.A, Miscellaneous expenses can be despendce with 3 years after audit.

Ordinances

11. Ledgers (Classified)	10 Years
12. Collection Registers	10 Years
13. Advance Registers	5 Years
14. U.D.A. Registers	5 Years
15. Petty Cash Books	1 Year
16. Sub-Cash Books	1 Year
17. Personal Advance Registers	1 Year
18. Cheque Registers	1 Year
19. Deposit Registers	1 Year
20. Receipt Books	1 Year
21. M.O. Registers	1 Year
22. I.P.O. and Other case charts files	1 Year
23. Registrar's Advance Register	1 Year
24. Cheque Book Register	5 Years
25. Receipt Book Register	Permanent
26. Grant Registers	10 Years
27. Grant Utilisation Certificate	10 Years

Post-graduate Section

1. Scholarship files	5 Years
2. Fellowship file	5 years
3. Concession file	1 Year
4. University Fund Scholarship	3 Years
5. Other Agencies	10 Years
6. Contributory Teachers	1 Year
7. Refund of fees (Laboratory & Library fees)	1 Year
8. Competition	1 Year
9. Celebration of Important days	1 Year
10. Eligibility Certificates	5 Years
11. Transfer Certificates	5 Years
12. Railway Concessions	1 Year
13. Admission Forms to whom admission is granted	2 Years

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| 14. Admission forms to whom admission is not granted | 2 Years |
| 15. Attendance Registers of Students | 2 Years |
| 16. Time Table | 5 Years |
| 17. B.U.T. & R. (Agenda & Minutes) | Permanent |
| 18. Ph.D., M.Sc. (P.P. & P.R.) and M.E. register showing enrolment of students with their subjects and other details | Permanent |
| 19. Ph.D., M.Sc. (P.P. & P.R.) and M.E. registration form of students synopsis of the thesis reports of the referees and Notifications | Permanent |
| 20. Other papers containing Miscellaneous correspondence regarding above examinations | 2 Years |
| 21. The students who have cancelled their Ph.D., M.Sc. (P.P. & P.R.) and M.E. registration | 2 Years |
| 22. Resolution of the Management Council about granting recognition to teachers as a Post-graduate teacher | Permanent |
| 23. Registers of Recognition of teachers with all the particulars | Permanent |
| 24. Files containing application of Recognition and letters issued to teachers about granting/not granting recognition | 10 Years |
| 25. Miscellaneous correspondence, circulars, issued to Colleges about submitting applications of recognition and other miscellaneous correspondence Post-graduate teaching centres and other colleges conducting Post-graduate courses | 1 Year |

26.	General Register and Fees Register of students	Permanent
27.	Accession Registers of Post-graduate Library	Permanent
28.	General Correspondence of the Post-graduate teaching centres and colleges with the University	3 Years
29.	Correspondence of the centres and colleges & Universities with the students	3 Years
30.	Attendance Rolls of students	2 Years
31.	Attendance Registers of the Post-graduate teachers for engaging lectures	
32.	Bonafide Certificate	2 Years
33.	Admission & Registration forms of students and fee receipts	2 Years
34.	Time Table of Post-graduate classes	5 Years
35.	Rejected Ph.D. Thesis	2 Years
36.	Medical Registration (P.G.) (Court Cases)	5 Years
37.	Register regarding (Court Cases)	Permanent
38.	Minutes of the meeting held at the centres under the Chairmanship of the Chairman of the Centre	3 Years

Store Section

1.	Quotation cases (Furniture, Stationery & other material)	2 Years
2.	Registers (Bills registers, form registers and stock registers)	2 Years
3.	Dead Stock Registers	Permanent
4.	Store Registers (Cement, Steel, Paper)	Permanent
5.	Repairs of cyclostyling/typing machiens (contract)	5 Years

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| 6. Dead Stock Registers | Permanent |
| 7. Rules and Resolutions etc. | Permanent |
| 8. Log Book of Vehicles and other registers | 2 Years |

Eligibility & External Examination

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| 1. Registration forms | 2 Years |
| 2. Eligibility forms | 5 Years |
| 3. Equivalence of various examinations | 2 Years |

Board of Studies Section

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| 1. Agenda and Minutes of the various Boards and Faculties | Permanent |
| 2. Syllabuses and Text-Books | Permanent |

Meeting and Election Section

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| 1. Agenda and Minutes of the University authorities, Management Council, Academic Council and Senate | Permanent |
| 2. Correspondence in connection with the Election | 6 Years |
| 3. Election Results | Permanent |
| 4. Electoral Rolls | Permanent |
| 5. Annual Reports (5 copies)
(both Marathi & English copies) | |
| 6. Association of Indian Universities | Permanent |

Inward and Outward Unit

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|----------------------|---------|
| 1. Inward Registers | 5 Years |
| 2. Outward Registers | 5 Years |

Ordinances

Establishment/Administration Section

1.	Alterations and changes in Birth date and names	Permanent	
2.	All Appointments	Permanent	
3.	Applications of various posts	3 Years	
4.	Circulars	Permanent	
5.	Dismissals and Resignations	Permanent	
6.	Circulars regarding holidays	Permanent	
7.	Casual Leave	1 Year	
8.	Holidays	1 Year	
9.	Earned Leave	Permanent	
10.	Service Books (Teaching & Non-Teaching)	Permanent	
11.	Quarters (Allotment)	Permanent	
12.	Attendance Registers	3 Years	
13.	Circulars from State and Other Ministers	5 Years	
14.	Entry Registers of Guests and Others	Permanent	
15.	Permanent advance Register and file (Guest House)	Permanent	
16.	Guest House Standing order file	Permanent	
17.	Reservation of room in the Guest House correspondence	1 Year	Be preserved one year after audit.

Examination Section

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 examiners	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 Work Results have passed (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's Appointment orders	2 Years	
17. Correspondence regarding meetings of Examiners and paper-setters	2 Years	

Ordinances

18.	Acknowledgement receipts of question papers	1 Year	
19.	Correspondence in connection with issue of marklist	1 Year	
20.	Transfer Certificate	3 Years	
21.	Marklist counter foils	1 Year	
22.	Convocation forms	2 Years	
23.	Correspondence regarding internship of M.B.B.S., B.A.M.S. students	2 Years	
24.	Minutes of the Equivalence Committee	Permanent	
25.	Counter foils of Migration Certificates	3 Years	
26.	Registers - Lapses Cases	Permanent	
Appointment Unit			
1	Examination Procedure Committee Report	Permanent	
2	Seating Arrangement	2 Years	
3	Time-table of the Examinations	2 Years	
4	Dates of actual declaration of results	Permanent	
5	Dates of Commencement of Examinations	2 Years	
Engineering Section			
1	Building Tenders (Stamp Agreements)	Permanent	
2	Building tenders not accepted by the University	5 Years	Be preserved for 5 years after completion of the building for audit whichever is later.
3	Foundation drawings	Permanent	

4. Measurement Books of— 1. New Building 2. Reparis & Maintenance	Permanent	
5. Levelling Books, Indent Inspection Books, Cement consumption Books	Permanent	
6. File for every Building & Architect	Permanent	
7. Weekly Report of Junior Engineer Mistri & Mukadam	1 Year	Be preserved one year after audit.
8. Land Acquisition	Permanent	
9. Minutes of Building Committee Meeting	Permanent	
10. Estimates, Plans, History sheet containing all additions and alterations of all the buildings of the University	Permanent	
11. Printing Press	Permanent	
12. File. Quotation, site development, Water Supply correspondence	Permanent	

Electrical Engineering Unit

1. Wiring tenders and contracts	Permanent	
2. Contracts with Electricity Board and P.W.D.	Permanent	
3. Estimates for Electric fitting of the Building	20 Years	
4. Correspondence with Electricity Board and P.W.D.	Permanent	
5. Indent Books	Permanent	
6. Registers of Electricity Consumption	1 Year	Be preserved one year after audit.

Sports

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|---------------------------------|-----------|--|
| 1. Zonal and Inter-Zonal Sports | 10 Years | |
| 2. Inter-University Tournaments | 10 Years | |
| 3. Results of All Tournaments | Permanent | |
| 4. N.C.C. | Permanent | |

Statistical Section

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| 1. Correspondence with the Director of Education, Pune | 25 Years | |
| 2. Correspondence with the Minister of Education, New Delhi | 25 Years | |
| 3. Introduction of Three-Year Degree Courses | 10 Years | |
| 4. Revision of Salary Scales | 10 Years | |
| 5. Statistical Returns | 3 Years | |
| 6. Students Aid Fund | 1 Year | |
| 7. Travel Grants Scheme | 1 Year | Be preserved one year after audit |
| 8. Research Grants | 1 Year | Be preserved one year after audit. |
| 9. Exchange of Teachers | 5 Years | |
| 10. Five-Year Plans papers | 25 Years | |
| 11. UGC's Grants for Text-books, Libraries, Reading Seats, Study Centres | Permanent | |
| 12. Financial Assistance to Teachers only sanctioned cases | 20 Years | |
| 13. Import Licence, Dollar Loan Scheme | Permanent | |
| 14. Section 2 (f) UGC Act | Permanent | |
| 15. UGC Scholarships (Jr. & Sr. Research) CSIR, DAE, DTO Fellowships | 20 Years | |
| 16. Committees set up as per UGC's instructions for various purposes | 10 Years | |
| 17. Essential Statistics | Permanent | |

18. Annual Returns	Permanent	
19. Administrative Unit for Staff	Permanent	
20. Circular File	1 Year	
21. Scientific Equipment and Books	Permanent	
22. Publication Grant (Research)	1 Year	One year after the audit of final payment of the grant.
23. Publication Grant (Other cases)	1 Year	One year after the audit of final payment of the grant.
24. Grants to affiliated Colleges	Permanent	
25. Grants for support of research	1 Year	Be preserved one year after audit.
26. National Associateship	20 Years	
27. Scientific Equipment	Permanent	
28. Books & Journals	Permanent	
29. Un-assigned Grant	Permanent	
30. Visiting Professorship	20 Years	
31. Five-Year Plan (Jr. Fellowships) (UGC)	20 Years	
32. Teacher Fellowship (Vth Plan)	20 Years	
33. UGC Basic Grants to College (Books & Equipment)	20 Years	
34. Improvement of Hostel Facilities	20 Years	

Special Cell Standing Committee

(Under Section 7 (2), (3) of the Act)

O.191. Special Cell Standing Committee :

1. There shall be a Standing Committee for Welfare of Backward Class students, teachers and non-teaching employees.
2. The Standing Committee shall consist of :
 - i) Vice-Chancellor - Chairman.
 - ii) Pro-Vice-Chancellor.
 - iii) One Dean to be nominated by the Vice-Chancellor.

- iv) Two Professors to be nominated by the Vice-Chancellor.
 - v) Three Principals to be nominated by the Vice-Chancellor.
 - vi) Two College teachers having not less than sixteen years teaching experience.
 - vii) Director, Board of College and University Development.
 - viii) Joint Director of Higher Education.
 - ix) Deputy Registrar - Special Cell - Member Secretary.
3. The tenure of the Committee shall be of three years.
 4. Two-third members shall constitute the quorum. If the meeting is adjourned for want of quorum, then no quorum shall be required for such meeting.
 5. The Standing Committee shall meet twice in the academic year or as and when convened by the Chairman.
 6. Fourteen days notice shall be required to convene the meeting of the Standing Committee.

Provided that, in case of emergency meeting the notice period shall not be made applicable.

7. The Deputy Registrar shall prepare the agenda and send the same to the members at least seven days prior to the date of the meeting.
8. After the meeting is over, the Deputy Registrar shall draw the minutes and get the approval of the Chairman.
9. The minutes shall be sent to the members alongwith the agenda of succeeding meeting.

O.192. Duties and responsibilities of the Standing Committee

The Standing Committee shall perform following duties and responsibilities :

1. to prepare the database of the students belonging to S.C/S.T/D T / N T / O.B.C categories and make the same available to the Government and the University Grants Commission;
2. to supervise and control the admissions of reserved category students in Colleges and hostels as per the Government norms;
3. to help the reserved category students in getting various fee concessions and or scholarships;

4. to monitor the recruitment of teachers in the University Departments and Colleges as per the reservation policy laid down by the Government, from time to time;
5. to prepare the database of the teaching and non-teaching employees working in the University and Colleges and make the same available to the Government and the University Grants Commission;
6. to maintain the Roster of teaching and non-teaching posts in the University and Colleges;
7. to deal with the grievances of the students, teachers and non-teaching employees belonging to the reserve category;
8. to review the backlog of the teaching and non-teaching posts in the University and Colleges;
9. to inspect the Rosters maintained by the Colleges and the University;
10. to maintain the register of the desirous candidates for the post(s) of the Lecturer and other non-teaching post(s) and assist them in getting the job
11. to arrange the workshops/seminars for the Backward class community teachers and train them for the competitive examination and or personal interview
12. to perform such other duties and responsibilities which are assigned to it by the University Grants Commission and or Government, from time to time.

Q.193. There shall be a separate Standing Committee for the University and the College/Recognised institution. Constitution of such Committee shall be :

(i) for the University :

i) Vice-Chancellor - Chairman.

ii) Pro-Vice-Chancellor.

iii) Director, Board of College and University Development

iv) One Senior Professor to be nominated by the Vice-Chancellor

v) One Senior Reader to be nominated by the Vice-Chancellor.

vi) One Seniormost Deputy Registrar.

vii) Deputy Registrar - Special Cell - Member Secretary.

2. for College/Recognised Institution :
 - i) Principal - Chairman.
 - ii) three senior teachers to be nominated by the Principal.
 - iii) one senior non-teaching employee to be nominated by the Principal.
 - iv) College Registrar/Office Superintended - Member Secretary.
3. Two-third members shall constitute the quorum. No quorum is required for the meeting adjourned for want of quorum.
4. There shall be not less than two meetings of the Standing Committee in an academic year.
5. The agenda and the minutes shall be prepared and maintained by the Member Secretary.

Q.194. The powers and duties of the Standing Committee :

The Standing Committee shall perform following duties and responsibilities

- i) to scrutinise the draft of advertisement for the posts of teachers and non-teaching employees as per roster.
- ii) to maintain the Roster as per the Government and the University rules.
- iii) to assist the backward class students in getting their scholarships, fees, etc.
- iv) to arrange lectures/tutorial/practicals for academically handicapped students through remedial coaching scheme.
- v) to maintain database of SC /S.T./D.T./N.T./O.B.C students, teachers and non-teaching staff and make the same available to the Government and University Grants Commission.
- vi) to monitor the admission process in the University Department/ College and hostel as per the reservation rules.