

EXAMINATION COMMITTEE

About Examination Department

The Examination section plans for all internal examinations held by college as well as conducts University Examinations as per the schedule directed by Director, Board of Examinations and Evaluation, Savitribai Phule Pune University, Pune. Mid Term Examination (30Marks) were conducted FYBA/BCOM/BBA (CA)/BVOC & SYBA/BCOM/BBA (CA)/BVOC & Term End Examination (60 Marks) were conducted for TYBA/B.Com. Faculties. The assessed answer papers and mark lists are submitted by the subject teachers. Supplementary Term End Examination is also held for failed students. Central Assessment Programme for Oct./Nov. and March/April University Exam. (F.Y.B.A., B.Com, B.B.A. BVoc,) and Mid Term & Term end examination was held for the evaluation at college level. The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only by cooperation of students, teaching and non-teaching staff of the institute. They are expected to be aware of the various procedures and time schedules which they should adhere to.

Sr. No.	Name of The Member	Designation
1	Prin. Dr. A.D. Andhale	Principal
2	Dr. T. K. Hatekar	College Examinations Officer/ Chairman
3	Dr. S. P. Nagarkar	Member
4	Dr. S. A. Nimbalkar	Member
5	Prof. E. S. Zaware	Member
6	Prof. S. P. Gujar	Member
7	Prof. M. D. Mali	Member
8	Dr. S. S. Rede	Member

Powers and Duties of College Examination Officer

- To observe, conduct and undertake all theory and oral examination smoothly with efficiency as per the directives of university
- To work as the custodian during the examinations period
- To maintain coordination with the Examination Section of the university and seek guidance time to time
- To maintain examination related correspondence
- To guide the all human resource for the smooth conduct of the examinations
- To solve all problems of the students related to examinations
- To record all the advances received against the expenditure to be made for the examinations and submit the utilizations accordingly in due time
- To accept, preserve and utilize the stationery properly
- Communicate the unfair means to university in due time through proper channel
- Follow the directives of Director of Examinations and Evaluation Board of the university
- Conduct and organize convocation ceremony at college level

Code of Conduct for Students Appearing for Examinations

- The students must reach at examination hall before 30 minutes of the scheduled of examination.
- Carry the hall ticket in examination hours and shall produce when asked.
- Shall visit the notice board and university website in case of any discrepancy between hall ticket and time table published.
- The students shall use blue or black ink only; otherwise answer book will not be evaluated.
- The students shall write on both sides of pages. Shall not tear of any page, it will be treated as unfair means.
- Shall paste Holograft Sticker on space marked with dotted line.
- The students shall note that warning bell will be given before 10 minutes of the concluding time. Candidate shall paste.
- Holograft Sticker at appropriate space on the answer book and supplements.

- The student shall not write number anywhere except at the place provided for. If seat number is written anywhere else it will be treated as unfair means and the performance will be treated as null and void for the examination.
- Shall write your answer in legible hand. Answers written in an illegible and undecipherable hand are liable to be marked as zero.
- Shall note that an act of Copying or of impersonation at an examination is punishable under 'The Maharashtra prevention of malpractice at university, board and other specified examinations ordinance, 1982'. The act passed to the effect.

Schedule of Continuous Internal Evaluation

Semester /Term –I		Semester /Term –II	
June/July	Aptitude Test for identifying the learning level	December	University Examination (UG/PG)
August	Unit test/Tutorial-1	January	Unit test/ Tutorial-1
September	Unit test/ Tutorial-2,	February	Unit test/Tutorial-2, Internal test (All faculty)
October	Internal test (All faculty)	March	Seminar/ Group group Discussion and University examination
November	Term end examination University examination	April/May	Project Submission and Term end examination (UG)
	Project Submission and Term end examination (UG)		University examination (UG/PG)

Contact Details

Dr. Tanaji Krishna Hatekar (College Examinations Officer)

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Important Links :-

Examination Dept.	http://exam.unipune.ac.in/
Syllabus	http://exam.unipune.ac.in/Pages/Syllabus.html
Online examination form	http://exam.unipune.ac.in/Pages/ExamFormsOnline.html
Time-Table	http://collegecirculars.unipune.ac.in/sites/examdocs/FinalYearBacklogFirstHalf2020/Forms/AllItems.aspx
Results	http://exam.unipune.ac.in/Pages/results.html
Convocation	http://unipune.ac.in/university_files/convocation.htm
Photocopy and Revaluation	http://exam.unipune.ac.in/Pages/PhotocopyReval.html
Previous Question Paper	http://exam.unipune.ac.in/Pages/PreviousQuestionPapers.html

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