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Savitribai Phule Pune University

CO-ORDINATION SECTION
Ganeshkhind, Pune - 411 007
Phone - (020) - 25601206

Date:15 Apr 2015

Patil Pavan ChandrakantPimpri Chinchwad Education Trust S. B. Patil Institute Of
Management Addr: Sector 26, Pradhikaran, Nigdi, Pune -
411044 Ta: Pimpri Chinchwad (corporation Area) Dist:
PuneSubject : Appointment of External Senior Supervisor (Observer) for University Examination/s to be held in First
half of the year, 2015

Sir/ Madam,

Referring to the above mentioned subject, I am directed to inform you that the University has appointed you as External Senior Supervisor, which is also referred as Observer for University Examination under the provision of M.U.Act 1994 section (32) (8). The details of your place of work is as follows :

Centre and Place of Examination

RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL R. J. S. P. M's Institute Of Computer & Management
Reasearch Addr: Gat no 101/102, Moshi Alandi Road, Dudulgaon, Alandi Dewachi,Haveli, Pune 412105 Ta: Pimpri
Chinchwad (corporation Area) Dist: Pune

<u>Name of Examination</u>	<u>Duration of the Appointment</u>	
	From	To
All Exams conducted during this duration	21 Apr 2015	06 May 2015

It is brought to your notice that, it is legally bounded duty for you to attend this work. The M.U.Act 1994, section (32) (5) (g) reads as follows :

"It shall be obligatory on every teacher and on the non-teaching employee of the university, affiliated, conducted or autonomous college or recognised institution to render necessary assistance and service in respect of examinations of the university. If any teacher or non-teaching employee fails to comply with order of the University or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. "

Hence it is brought to your notice that this duty is compulsory and failing to report will attract the action under M.U.Act 1994, section (32) (5) (g) coupled with Statute - 431 : "Grounds for taking any disciplinary action against a teacher" and Statute - 431 (iii) "Wilful and persistant neglect of duty"

In addition to your duties as External Senior Supervisor you are also the Observer and representative of Controller of Examinations (COE), Savitribai Phule Pune University, and you will be responsible for COE. You should take guidance only from COE. It is your bounded duty as representative of COE to ensure copy free and orderly conduct of examinations. If there are any irregularities committed by college, it is your duty to bring them to the notice of COE. In some examination centres Police Bandobast is also provided. This will be at your disposal and you should take round with police constable to ensure there is no copying at the centre. Further at some centres videographers are provided. They will also be at your disposal. Videographer should do videography in examination hall as well as outside under your supervision and ensure copy free examination or no any other examination unfairmeans.

Needless to say that the entire work organization of University examinations is a team work and requires full support and co-operation for every corner, to make it success. I am confident that you will continue to extend your full support and co-operation in this task and oblige.

Thanking You,

Yours faithfully,

For Controller of Examinations

Copy f.w.c.s. for information and necessary action to :

To,
The Principal/Directors,

You are requested to cooperate/assist and relieve the teachers for the examination work as per the priority given in the university letter no-Exam/Coordination/984 dated 16/8/2003.