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Savitribai Phule Pune University



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

Date: 14 Dec 2016

Patil Anita Keshav (9922367767)

Padmashree Dr. Vitthalrao Vikhe Patil Foundation
Padmashree Dr. Vitthalrao Vikhe Patil College of
Engineering, Ahmednagar Addr: Vilad Ghat MIDC Post
Office, Ahmednagar - 414 111 Ta: Ahmednagar Dist:
Ahmednagar

Subject : Appointment of External Senior Supervisor (Observer) for University Examination/s to be held in
Second half of the year, 2016

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

Vishwabharati Academy Vishwabharati Academys College of Engineering Addr: Sarola Baddi, Jamkhed
Road, Ahmednagar Ta: Ahmednagar Dist: Ahmednagar

Name of ExaminationDuration of the Appointment

From To

All Exams conducted during this duration

19 Dec 2016

02 Jan 2017

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 persistent 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 unfair means.

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,

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

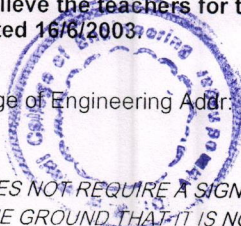
For Controller of Examinations

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 16/6/2003.

1 The Principal / HOD / Director

Vishwabharati Academy Vishwabharati Academys College of Engineering Addr: Sarola Baddi, Jamkhed
Road, Ahmednagar Ta: Ahmednagar Dist: Ahmednagar



Dr. Vitthalrao Vikhe Patil
PRINCIPAL

Dr. Vitthalrao Vikhe Patil
College of Engineering
Ahmednagar

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