



18201417

## Savitribai Phule Pune University



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

Date: 24 Apr 2018

Narawade Prashant Annasaheb (9890016225)

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

Subject: Appointment of External Senior Supervisor (Observer) for University Examination/s to be held in First  
half of the year, 2018

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  
Maharashtra Public Universities Act 2016, section (48) (1) (d) and ordinance 8 (4). The details of your place of work is as follows :

Centre and Place of Examination

S.G.R.Education Foundation G.H.Raisoni College of Engineering and Management Addr: Gat No 1030 A/Post-Chas  
Tal: Ahmednagar Dist: Ahmednagar, Pincode: 414008

<u>Name of Examination</u>	<u>Duration of the Appointment</u>	
	From	To
All Exams conducted during this duration	02 May 2018	15 May 2018

It is brought to your notice that, it is legally bounded duty for you to attend this work. The Maharashtra Public Universities Act 2016,  
section (48) (4) reads as follows :

*"It shall be obligatory on every teacher and on the non-teaching employee of the Universities, affiliated, conducted colleges,  
community colleges or recognized institution to render necessary assistance and service in respect of examination of the university  
and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the  
university or colleges or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for  
disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college  
, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall  
have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to  
the appointment of a teacher, as may be prescribed by Statutes."*

Hence it is brought to your notice that this duty is compulsory and failing to report will attract the action under Maharashtra Public  
Universities Act 2016, section (48) (4) coupled with Statute - 431 : "Grounds for taking any disciplinary action against a teacher"  
and Statute - 431 (iii) "Willful and persistent neglect of duty"

In addition to your duties as External Senior Supervisor you are also the Observer and representative of Director, B.E.E. , Savitribai  
Phule Pune University, and you will be responsible for Director, B.E.E. You should take guidance only from Director, B.E.E. It is your  
bounded duty as representative of Director, B.E.E. 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 Director, B.E.E. 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,

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

Yours Faithfully,  
Director, Board Of Examinations and Evaluation

THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT  
SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.

Page 1 of 2