



SHIVAJI UNIVERSITY, KOLHAPUR-416004, MAHARASHTRA

शिवाजी विद्यापीठ, कोल्हापूर-४१६००४ महाराष्ट्र

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संदर्भ क्र. शिवाजी वि./परीक्षक नियुक्ती/आरव्हीसी/321

दि. 23/09/2020

प्रति,

मा. प्राचार्य/अधिविभागप्रमुख,

सर्व संलग्नित महाविद्यालय/विद्यापीठ अधिविभाग

विषय: उन्हाळी 2020 सत्रातील परीक्षेच्या नियोजनाबाबत. (Backlog परीक्षा)

महोदय/महोदया,

मा. सर्वोच्च न्यायालयाच्या दि. 28 ऑगस्ट, 2020 च्या आदेशानुसार व मा. संचालक, शिक्षण संचालनालय, उच्च शिक्षण, पुणे यांच्या दि. 03 सप्टेंबर, 2020 च्या पत्रानुसार परीक्षेच्या नियोजनाबाबत प्राप्त झालेल्या निर्देशानुसार व विद्यापीठ अधिकार मंडळाच्या ठरावानुसार उन्हाळी 2020 मधील सत्रातील **Backlog** विद्यार्थ्यांच्या परीक्षा दि. 01 ऑक्टोबर, 2020 पासून सुरु करण्याबाबत आपणास यापूर्वीच कळविणेत आले आहे. त्या अनुषंगाने महाविद्यालय/अधिविभाग स्तरावर खालील बाबी अवलोकनार्थ घेवून कार्यवाही करण्यात यावी.

1. Backlog विद्यार्थ्यांची परीक्षा महाविद्यालय/अधिविभाग स्तरावर होणार असल्याने सदर विद्यार्थ्यांच्या विषयाच्या MCQs त्याच महाविद्यालयातील/अधिविभागातील शिक्षकांच्याकडून तयार करण्यात याव्यात. सदर शिक्षकांना MCQs तयार करण्याबाबतचे पत्र संबंधित महाविद्यालयाचे प्राचार्य/अधिविभागाचे विभागप्रमुख यांनी देण्यात यावे. (सदर पत्राचा मसुदा सोबत जोडला आहे.)

2. सर्व अभ्यासक्रमाच्या Backlog च्या परीक्षेसाठी प्रश्नपत्रिका तयार करतांना प्रत्येक प्रश्नाच्या खाली/समोर उत्तरासाठी जागा ठेवण्यात यावी.

उदा. - प्रश्न

A) ----- B)----- C) ----- D) -----

योग्य पर्याय

3. स्वतंत्र उत्तरपत्रिका वापरण्यात येवू नये. विद्यापीठाकडून OMR मार्कशीट पाठविण्यात येणार नाहीत.

4. उत्तरासाठी √ (टिकमार्क) न करता चौकटीमध्ये उत्तर लिहीण्यात यावे (उदा. A, B, C, D इत्यादी)

5. प्रश्नपत्रिका महाविद्यालय/अधिविभाग येथे तपासून प्राप्त गुण विद्यापीठाच्या संगणक प्रणालीत कोणतेही रूपांतर न करता भरण्यात यावेत.

6. दूरशिक्षण केंद्राकडील प्रवेशित विद्यार्थ्यांच्या परीक्षेचे नियोजन ज्या त्या महाविद्यालयातील प्राचार्य/ समन्वयक, दूरशिक्षण केंद्र यांनी करणेचे आहे. तसेच महाविद्यालयाच्या परीक्षा समितीमध्ये समन्वयक, दूरशिक्षण केंद्र यांचा समावेश करण्यात यावा व दूरशिक्षण केंद्राकडील सर्व अभ्यासक्रमाच्या परीक्षाबाबत काही शंका असल्यास मा. संचालक, दूरशिक्षण केंद्र, शिवाजी विद्यापीठ, कोल्हापूर यांचे मागदर्शन घ्यावे.

7. दूरशिक्षण केंद्राकडील प्रवेशित विद्यार्थ्यांचा एखादा विषय महाविद्यालयात शिकविला जात नसल्यास नजिकच्या महाविद्यालयातील शिक्षकांच्याकडून त्या विषयाच्या प्रश्नपत्रिका गोपनीय पध्दतीने तयार करून घेवून परीक्षा घेण्यात याव्यात. तसेच प्रश्नपत्रिका तपासून प्राप्त गुण विद्यापीठाच्या संगणक प्रणालीत भरण्यात यावेत.

8. कोव्हीड-19 बाबत प्रोटोकॉल/सूचना सोबत जोडलेल्या असून त्यानुसार योग्य ती सर्व कार्यवाही करण्यात यावी.

प्र. संचालक
परीक्षा व मूल्यमापन मंडळ

प्रत:

1. दूरशिक्षण केंद्र, शिवाजी विद्यापीठ, कोल्हापूर
2. सर्व ऑन परीक्षा, पोस्ट परीक्षा विभाग
3. इंटरनेट विभाग - संकेतस्थळावर प्रसिध्द करण्यासाठी.

Code :

Branch :-

Dear Sir/Madam,

(M.C.Q Type)

I am directed to appoint you as Paper setter, Examiner, Moderator in THEORY in the subject Examination to be held in October 2020.

This appointment is made under section 48(3),(4) of Maharashtra Public Universities Act, 2016 and on the following assumptions :-

- 1) You are not qualified to be a Paper-setter/Moderator/Examiner -
 - i) If you're relative has appeared for the same concerned examination (Father, mother, wife, Husband, son, daughter, grandson, grand-daughter, brother, sister, nephew, niece, uncle, Aunt, first cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law.)
(N.B. : Son, daughter, brother, sister will be understood to include also step-son, Step-daughter, step-brother or step-sister as the case may be.)
 - ii) If you are conducting private tuitions for the students for any examination.
 - iii) If you are student appearing for the same concerned examination.
 - iv) If you have written guides, annotation, solved example of the same examination.
- 2) This appointment is made under Section 48(3),(4) of M.P.U. Act., 2016 and it is compulsory. Non acceptance of this order will be treated as misconduct. Kindly send your acceptance immediately to the office and to the concerned Chairperson.
- 3) If you have received two or more appointments for different examination work during same period, You should accept the work as per the following priority decided by university and inform this This office accordingly. So as to enable the university to make alternative arrangement.
 - 1) Vigilance Squad, 2) Setting of Question Paper, 3) Assessment and Moderation of Answer Books, 4) Practical Examinations, 5) Director of Central Assessment Work, 6) External Senior Supervisor, 7) Internal Senior Supervisor, 8) Junior Supervisor.
- 4) As per Right to Information Act. And as per University ordinances answer book is given To the student hence you have to take utmost care for complete, fair and correct assessment And for the allotment of the marks and its recording.
- 5)
 - a) The date of commencement of the THEORY examination is -
 - b) You are requested to attend the without fail -
 - i) CAP (Assessment/Moderation) on -
 - ii) Paper Setting Meeting on - Immediately
 - c) Place -Kindly accept the appointment and co-operate.

Yours faithfully

(Principal/SUKDept.HOD-----)

INSTRUCTIONS FOR PAPER SETTERS:

Paper setting should be based on the syllabus in force. It should cover the syllabus. Paper pattern and scheme of marking accepted by authorities must be observed. Utmost care should be taken to avoid out of syllabus questions. Correct instructions to solve the question paper should be given at the top of the paper. Headings and titles of the papers should be as per the approved syllabus.

Protocol for Conduct of Examination during COVID – 19

Before Examination

1. Examination centers should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution.
2. Daily disinfection and cleaning of all the surfaces should be done.
3. Examination Centers to provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures .
4. Seating arrangement should be done to promote social distancing i.e. limiting large groups of invigilators, examination staff and students coming together.
5. Preparing the examination schedule in such a way so as avoid grouping i.e. to Staggering the beginning and end of the respective papers every day.
6. Emergency contact list for medical help be circulated amongst all and displayed at prominent locations.

Checklist and Procedures :

1. Promote and demonstrate regular hand washing and positive hygiene behavior and monitor their implementation.
2. Ensure adequate, clean toilets.
3. Ensure soap and safe water is available.
4. Encourage frequent and thorough washing (at least 20 seconds) before examination commences. The students may be allowed to come one-hour prior examination and settle in the class.
5. Place hand sanitizers in toilets, classrooms, halls, and near exits where possible.
6. Clean and disinfect classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables in canteen, door and window handles, teaching and learning aids etc.)
7. Use sodium hypochlorite at 0.5% (equivalent 5000 ppm) for

- disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff.
8. Increase air flow and ventilation wherever possible.
 9. Display boards for encouraging good hand and respiratory hygiene practices.
 10. Ensure trash is removed daily and disposed of safely.
 11. A special task force with qualified medical practitioner be made available to check the temperature and other symptoms such as coughing, fever, shortness of breath. However while doing so the stigma should be prevented by using facts and reminding students to be considerate of each other.
 12. Students should be strongly advised not to turn the pages of the answer books using saliva. Small sponge with little water may be placed wherever possible both for invigilators and students.
 13. Invigilators should be strictly advised to use gloves and the signing on the answer books may be waived off. Care should be taken to minimize the human touches to the answer books.
 14. Students should be advised not to share cups, eating utensils, food or water bottle with others.
 15. Students should be advised to model good practices such as sneezing or coughing into their elbow and washing their hands, not to stigmatize their friends or tease anyone about being sick, and report to the invigilator if they feel sick.
 16. Ideally in the beginning of the examination session, one of the students may be encouraged to make the announcement regarding safety norms.

Reference : The draft is based on UNESCO guidelines, customized to suit the local context wherever required.