

# SHIVAJI UNIVERSITY, KOLHAPUR

## CIRCULAR

It is hereby notified for the information of all concerned that the following ordinances No. 66 and 106(h) were sent to the Hon. Chancellor as provided under section 54(4) of the Maharashtra Universities Act, 1994. The Hon. Chancellor has given assent vide letter No. CS/SU/42/ORD/06/(6420)/3002 dt. 4.9.2006 and CS/SU/ORD/42/06/(6421)/3001dt. 4.9.2006 respectively to the amendment to the following ordinance.

**O.66:** Every person who passes an examination for a Degree or Diploma or Certificate of the University shall be eligible on payment of the fees as shown below to be admitted to the respective Degree, Diploma or Certificate, and a Degree, Diploma, Certificate shall be awarded to him.

### Degree/Diploma/Certificate

#### Degree In Person

Rs.100/-for First or subsequent Degree/Diploma/Certificates for current year.

Rs.150/-for First or subsequent Degree/Diploma/Certificates for last year/s.

#### Degree In Absentia

Rs.150/-for First or subsequent Degree/Diploma/Certificates for current year

Rs.200/-for First or subsequent Degree/Diploma/Certificates for last year/s.

Rs.50/- will be charged as Late Fee after due date.

Rs.300/- will be charged as Super Late Fee after due date & late fee.

Rs.500/-For True Copy of Degree/Diploma/Certificate.

**Note:** The True Copy of the Degree/Diploma/ Certificate will be issued once only.

In case the applicant does not take away the Degree Certificate during Three months in which it was conferred, he/she will have to pay additional Fee of Rs. 50/-.

### **O.106-B :** Application form for obtaining Xerox copy of Answer Book :

- 1) The facility of obtaining Photo/Xerox copies of assessed and/or moderated answer book/s by the Examinee/s is/are extended with a view to bring transparency in the Examination System and ensure its credibility.
- 2) This facility, thus provided, shall be for theory papers only of the University Examination.
- 3) The Photo/Xerox copy/ies of answer books of practical examination, sessional marks, viva-voce, dissertation, thesis and M. Phil./Pr.-Ph. D. examinations shall not be supplied to the examinee/s. The Photo/Xerox copy/ies of the theory papers shall be supplied on the payment of non-refundable fee of Rs. 100/- per answer-book + Rs. 50/- towards postage per answer book, which shall have to be paid by the examinee/s. The said amount shall be remitted by cash or by D. D., drawn in favour of the Finance & Accounts Officer, Shivaji University, Kolhapur.
- 4) The prescribed application form for obtaining Xerox copy of answer book can be obtained from the publication Section, Shivaji University, Kolhapur on payment of Rs. 10/- in cash.
- 5) The prescribed application form for obtaining Xerox copy of answer book shall have to be filled and signed by the applicant examinee/s only and shall be submitted to the Controller of Examination within fifteen days from the date of the declaration of general result of the examination. Incomplete form shall be rejected without assigning any reason and the fees paid along with the application form shall not be refunded.

- 6) The photo/Xerox copy/ies of answer book/s shall be issued as the signature and name of the examiner/Moderator, to the examinee seven days from the date of receipt of application. After receiving the Xerox copy, if the examinee notices some errors only in totaling or unassessed answers, he should apply in the prescribed form for the rectification of these errors within seven days only. Alternatively, on receipt the Xerox/Photo copy/ies of the answer book/s, the candidate can apply for revaluation, also pointing out errors of totaling/ unassessed portion if any within seven days from the receipt of Photo/Xerox copy of the answer book. In case, candidates avails of both these remedies simultaneously of rectification of errors and revaluation his/her application shall be treated to be one for revaluation only, as it includes rectification of errors.
- 7) The Photo/Xerox copy/ies shall be provided by the University to the applicant examinee/s by the registered post/speed post/courier.
- 8) The Photo/Xerox copy/ies so obtained by the examinee shall be for his/her exclusive and relevant use. If the applicant so desires, he can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the University under these rules.
- 9) While obtaining the Photo/Xerox copy/ies of answer book/s the examinee shall have to submit application in prescribed form. The examinee can apply for Photo copy/ies of not more than two papers.

#### Application for Redressal of Grievances :

- 1) On receipt of Photo/Xerox copy/ies of desired answer book/s, if the examinee is not satisfied with the marks awarded to him/her by the original examiner he/she may apply for redressal of grievances to the University in the prescribed form, challenging the valuation done.
- 2) The prescribed application form for redressal of grievances regarding valuation of answer books can be obtained from publication Section, Shivaji University, Vidyarnagar, Kolhapur on payment of Rs. 10/- in cash.
- 3) The examinee shall have to mention clearly in the application form, the reasons of his/her grievances and specify clearly the question wise his/her points of objection to the valuation done with proper justification. Any justification recommendation given by any person other than student shall not be accepted.
- 4) The prescribed application form duly filled in shall be accompanied by a fee of Rs. 500/- per paper payable in cash at the counter of the United Western Bank, Shivaji University campus or by Demand Draft drawn in favour of the Finance & Accounts Officer, Shivaji University, Kolhapur, along with the certified Xerox copy of mark list.
- 5) The prescribed application form shall have to be filled and signed by applicant examinee himself/herself and shall be submitted to the Controller of Examinations for that purpose, within 7 days from the date receipt of the concerned Photo/Xerox copy.
- 6) The applications for redressal of grievances received after the last date shall not be accepted by the University under any circumstances, whatsoever.
- 7) The application/s for redressal of grievance, so received, shall be placed before the Redressal Committee, consisting of the following:
  - (a) Dean of the faculty concerned -- Chairman
  - (b) Chairman of the relevant Board of Studies -- Member
  - (c) One subject expert teacher having 15 years of teaching -- Member

experience in the subject/paper, or senior moderator/examiner in the subject/paper, nominated by the Vice Chancellor.

Provided that, in case such teacher with requisite teaching experience is not available, a teacher with less experience, or a retired teacher or any other expert in the subject may be nominated by the Vice Chancellor.

- (d) The Controller of Examinations  
Secretary
- 8) The Committee member shall abstain himself at the meeting of the Redressal Committee if the Applicant examinee is his/her near relative as defined in relevant Ordinance.
  - 9) The presence of Subject expert in the meeting of Redressal Committee shall be mandatory. He shall be entitled for T.A. & D.A. as per University rules.
  - 10) The Controller of Examinations shall call a meeting of the Redressal Committee, and place the entire lot of answer books received from students requesting redressal, subject wise/paper wise, before the committee for its perusal and decision.
  - 11) The Redressal Committee, so constituted, shall verify the original answer book/s and Photo/Xerox copies of the same and evaluate the mark/s allotted to the answer/s in the light of the reasons of grievance and the points of challenge to valuation, put down by the applicant in his/her application, and shall make specific recommendations in writing, whether the contentions of the applicant has any merit and thereby justifies re-assessment or the contentions are baseless and deserve to be rejected. In that case the fees paid for grievances shall not be refunded. The considered decision of the Redressal Committee shall be final.
  - 12) Subject wise/paper wise total lot of answer-books of such cases, recommended for re-assessment by the Redressal Committee, shall be sent to the Controller of Examinations for re-assessment. Such answer books shall be masked, concealing all the marks of identity of the examinee as well as the marks awarded by the original examiner or in accordance with provisions of relevant Ordinance.
  - 13) The Controller of Examinations shall get the said answer books assessed by the examiner/s having at least 10 years of teaching experience, selected from amongst the panel of examiners, recommended by the BOE of the concerned subject and approved by the BOE and who shall not be the original examiner/s or the moderator/s.
  - 14) The remuneration for assessing the answer books by the subsequent examiner/s appointed as per para 25 above shall be as per prevailing rules and shall be entitled for T.A. & D.A. as per the rates, prescribed in Central Assessment System.
  - 15) The whole process of redressal of grievances shall be completed as far as possible within a period of sixty days from the date of the receipt of application for redressal of grievances.
  - 16) The Photo/Xerox copies of the answer books, re-assessed by the subsequent examiner/s as above, shall in no case be supplied to the examiner/s.
  - 17) If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% (Plus or Minus) or more of the maximum marks assigned to that paper the marks after revaluation shall be accepted for the revision of the result and the marks originally obtained by the candidate in the paper shall be treated as null and void.

Notwithstanding what is stated above, the marks of revaluation shall be accepted by the University, if the candidate benefits of passing the subject/examination with or without grace marks as per the provisions of relevant ordinances. However in such a case the fees for revaluation shall not be refunded.

- 18) If the marks awarded in the paper by the original examiner and the marks obtained after revaluation varies by 10% (plus or minus) or more of the maximum marks assigned to that paper entire fee shall be refunded.
- 19) However, if there is change in marks more than 20% of original assessment after revaluation, then re-revaluation shall be done and average of the two closest marks (marks reported to the student, marks of revaluation and marks of re-revaluation) shall be communicated to the student as their final result.
- 20) After the preparation of the result/s the cases mentioned in para 17 above, shall be reported to 32(6) a committee with relevant documents to verify and ascertain the negligence, if any, on the part of examiner/s or moderator/s and to recommend to BOE, the action/s to be taken against the wrong doer/s. In such cases the decision of the BOE shall be final.
- 21) The Xeroxing and Revaluation facility is regarded as a special facility and not a right in the strict sense of term.
- 22) Notwithstanding anything contained in this these rules the students applying for revaluation shall not as of right be entitled for provisional admission to the following year or term nor they shall be eligible for such admission in the event of the change in their result due to revaluation.

SU/MTG/Ord/7093

Date: 17 OCT 2006

*C. Shinde*

I/c. Registrar

To,

- 1) The Under Secretary to the Chancellor of the Shivaji University & Governor of Maharashtra State, Raj Bhavan, Malbar Hill, Mumbai-400 035.
- 2) The Members of the SENATE/MANAGEMENT COUNCIL/ACADEMIC COUNCIL.
- 3) The Principals of A Filiated Colleges/Recognised Institutions for Office use only.
- 4) The Heads of University Department at Kolhapur for Office use only.
- 5) The Deputy Registrars, Assit. Registrars and Heads of Sections in the University Office for information and necessary action.
- 6) The Joint Director, (Higher Edu.), Kolhapur Region, Rejaram College Premises, Kolhapur-4.
- 7) The Secretary & Sr. Legal Advisor Govt. of Maharashtra, Law & Judicial Department, Mantralaya, Bombay-400 032.
- 8) The Secretary, Shivaji University Teacher's Association (SUTA), 'C', Hattimadial Road, Kolhapur-416 002.
- 9) The Secretary, Shivaji University Post-Graduate Teacher's Association, Kolhapur
- 10) The Secretary, Shivaji University Sevak Sangh, Shivaji University, Kolhapur for information.
- 11) The Secretary, Shivaji Vidyapeeth Karmachari Sangh, Shivaji University, Kolhapur for information.
- 12) The Secretary, Magasvargiya Karmachari Sanghatana, Shivaji University, Kolhapur for information.
- 13) The Secretary, Shivaji Vidyapeeth Shiksha Lokshahi Aghadi, Vivekanand College, Tarabai Park, Kolhapur.