

General Rules and Regulations for Students

- **Attendance of following functions is compulsory for all students**
 - a) Independence Day.
 - b) Republic day.
 - c) Birth and Death Anniversary of great Indian personalities.
- **Once a student is admitted to any of course in the college, he/ she must abide by the following rules and regulations.**
 1. Student must carry identity card with them in the campus and produce it on demand by authority.
 2. Use of mobile cell is not allowed in the college campus.
 3. Student must attend popular lecture/ seminars/ debates/ functions arranged by the college, for overall personality development of the students.
 4. Minimum 80% attendance in regular theory and practical classes is compulsory for grant of term. Otherwise, they will not be allowed to appear for examinations.
 5. Students are expected to take active part in extra-curricular activities organized by the college from time to time.
 6. Students must park their vehicles in the parking stand only and bicycles with proper lock system.
 7. Home assignments, test, tutorials, seminar are compulsory.
 8. Students should inform their progress to their parents, guardians.
 9. Fines are imposed for the absence to classes without prior information.
 10. Students must go through various notices and circulars displayed on the notice boards of the college from time to time regarding all activities including examinations, scholarships and placement opportunities.
 11. Misbehavior on the party of the students is considered as a serious offence.
 12. Damage to the college property caused by the students will be duly recovered from them.
 13. Undertaking should be given against ragging.
 14. Dress code for all courses is compulsory.

Admission

- Admissions to all postgraduate courses are conducted by the college only. The admission process PG courses begin as soon as the SavitribaiPhule Pune University declares the Bachelor degree results. The college will release a notification regarding PG admission in all leading newspapers of English and Marathi. Candidates seeking admission to any of the PG courses offered by this college should directly apply to college, through the prescribed application form which can be obtained by paying Rs. 100/- either by directly or Rs. 150/- through demand draft, sent by post to the Principal, PadmashriVikhePatil College, Pravaranagar, At Post- Loni (Kd), Tal- Rahata, Dist. – Ahmednagar, Maharashtra state, PIN- 413713, before the prescribed time period. Application forms duly filled and accompanied by the required documentary evidences should be submitted to the college, before the due date. The college authorities will scrutinize the applications and prepare a merit list based on the marks obtained by the students. If selected, the candidate has to pay the required fee and report to the Head of respective departments immediately.

Eligibility

- The candidates who have passed the bachelor's degree examination in the respective subject with at least a second class are eligible to apply for the postgraduate course. However students passing B.Sc. with Botany, chemistry, Physics, Mathematics, Microbiology, Zoology, B.Sc. (Agriculture) and B.E. are also eligible to apply for M.Sc. Environmental Science.

Rules and Regulations

- All applications should accompany the following attested copies of certificates.
 - Mark list of qualifying examination
 - Transfer certificate (T.C.) from the institute last attended
 - Passport size photographs

- There is no entrance examination for any of the P.G. Courses conducted by the college. Admission is open to every eligible candidate.
- Tuition fee for foreign students is five times per academic year and other fees as prescribed.
- If a candidate fails to pay prescribed fees before the specified date, his/ her admission to the course will be treated as cancelled.
- Students should comply with the ordinance of 157 of SavitribaiPhule Pune University, regarding maintenance of discipline and good conduct.
- Admission to the PG course is granted on the basis of the information furnished by the candidate in the application form. If the same is found to be wrong/ inadequate/ false, his or her admission will be liable to be cancelled.
- All admissions are subject to grant of eligibility certificate of SavitribaiPhule Pune University.
- Student coming from other universities should submit migration certificate to the university.
- Application for admission will not be considered unless it is,
 - Properly and correctly filled in, and signed by the candidate seeking the admission.
 - Accompanied by attested copies of the requisite certificates in support of the claims made in the application.
 - Received by the office on or before last date of submission.
 - Provisional Admission.

Important instructions about Ragging

Strict actions will be taken to those students who are found in Ragging at College premises and in hostels as per the norms laid down by the Hon'ble Supreme Court.

The following actions will be taken by the college against students involved in ragging.

- To keep away students thoroughly from educational benefits and attendance in the class.
- To prevent from scholarships, fellowship and other educational benefits.
- To prevent appearing for the all types of exams.

- To keep away such students from state, international conferences, seminars, workshops, competitions or youth festivals and sports activities.
- To dismiss from the hostel, to cancel the admission.
- To prevent students to seek admission from every other educational institutes.
- To fine of Rs. 25,000/- to 1 Lack.
- Judiciary action will be taken immediately against such students.

I am aware that ragging is strictly prohibited within or outside of institute premises. If I am found guilty in this case I shall be expelled from the institute. The fees will not be refundable in such cases. (Ref. Maharashtra Provision of Ragging Act 1999). I am aware that Principal of the institute has the right to expel me from the institute for any infringement of the rules of conduct and discipline prescribed by the institute or University or Government and the instructions given above.

Instruction about the Examination

Instruction regarding Examination form:

- The students should follow the instructions issued regarding filling of the examination form. Before filling the examination forms they should ensure, that he/she offers subject/s for which teaching is provided in the affiliated colleges for relevant degree courses.
- If the last date of filling the examination forms falls on Holiday/Bank Holiday or any other holiday, the examination forms will be submitted on the next working day.
- The Examination forms be validated & inward be done by the college within stipulated time limit. Inward facility be started from first day of submission of form by the student
- The Exam fees should be deposited in the bank within 3 days after the expiry of the each last date.
- Exam forms will be accepted only upto last date with late fee. Please note that after last date with late fee no forms will be accepted.

- All the title of the papers may appear in the examination programme. However the question paper will be set only of those papers for which the teaching is provided in the colleges.
- Post Graduate Departmental Examinations will be conducted by the Principals of affiliated colleges having P.G. Centers in such a way that, the marks of the Examinations and Departmental Courses are submitted to the University on or before the commencement of the respective examinations. No relaxation will be given in this regard.
- The Departmental Courses and Term End Examination should be arranged by the Colleges in such a way so that it should not clash with the dates of the University examinations.
- For Handicapped, Blind and Learning Disabled Students: The Principal of the concerned examination centre is authorized to make the appointment of a writer at an examination for Handicapped, Blind and Learning Disabled Students. The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncle. And also authorized to sanction additional Twenty minutes for per one hour question paper to handicapped, blind and learning disable students. However students will have to submit the medical certificate of endorsing Civil Surgeon. An application of the student must be received through the Principal to the Senior Supervisor concerned. Answer-Scripts of learning disabled students such students be submitted to CAP Centre in separate envelop.
- The Senior Supervisors of the concerned examination center is authorized, to make the appointment of a writer at an examination for a candidate who, in their opinion, is unable to write answer-scripts on medical grounds. The writer to be appointed, must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister Brother, Paternal and Maternal Uncle. The concerned Examinee must submit medical certificate

from 'Registered Medical practitioner'. The Senior Supervisor shall make a separate seating arrangement for the candidate and the writer.

- They are further requested to ensure that the examination forms are retained at the college and furnished for verification to University office as and when asked.

INSTRUCTIONS TO CANDIDATES

(A) While entering the examination hall

- Candidates with a admit card will be admitted to the examination. The senior supervisor may, however, at his discretion, admit those who give him a satisfactory reason for the delay.
- Smoking is prohibited in the examination hall.
- A warning bell will be given ten minutes before the close of the examination; at the second bell you must stop writing, and be ready to hand over your answer-books to the supervisor. You must not leave your seat until all your answer-books are collected by the supervisor.
- Make sure that you are not in possession of any material such as books, note-books, scribbled notes which may tempt to copy or use as a reminder.
- Do not take with you any answer-book or supplement written in or blank while leaving the examination hall.
- Do not speak or communicate in any way with any other candidate in the examination hall while the examination is going on.
- Do not disobey any instruction/s issued to you by the senior or the Junior Supervisor.
- Do not behave in a rude or disobedient manner. Failure to observe the instructions may result in expelling the candidate instantly and punishing the misconduct of breach of rules by excluding him from any University or College Examination or Course for a specified period or permanently.

(B) While writing in the examination hall

- Write on both sides.
- Do not write your name or any part of your answer-book or disclose your identity in any other manner.
- Do not write anything on the question paper.
- If you want anything, apply to your Supervisor, but do not leave your Seat on any account.
- If you suspect that there is some error in the body of the question paper, bring it immediately to the notice of the Senior Supervisor so as to enable him to rectify it after making the necessary enquiries. In case the Senior Supervisor so as to enable him to rectify if after making the necessary enquiries.
- Write your answers in a legible hand. Answers written in an illegible and undecipherable hand are liable to be unassessed.
- In case a part of the answer to a question is written on a page not immediately succeeding the page on which the main body of the answer is written, the fact must be clearly indicated at the end of complete answer, otherwise the part of the answer is liable to remain unassessed.
- You will not be permitted to leave the examination hall until half an hour after the question papers are distributed.
- Exchange of writing materials, stencils, mathematical instruments etc, is strictly prohibited.
- Do not write answers in wrong sections as there is a risk of these being not examined.

(C) While handing over the answer-books

- Make sure that you have completely and correctly, written your seat number and other details on the cover page of the answer-book/s and supplement/s.
- All answer-books and supplements supplied to you must be handed over to the Supervisors intact whether written in or blank.

Instruction about the recheck and Revaluation

- Procedure for Submission of Application for Supply of Photo/ScanCopy(ies) of Assessed Answer Book(s):
- The Application form filled in and signed by the examinee only.
- The application shall be submitted by the examinee, along with the requisite fees, within ten days from start date of application.
- The candidate shall submit their application forms along with the requisite fees online only.
- The revaluation of the answer book(s), however, shall not be permitted in respect of scripts of Practical Examination / Term Work / Internal Assessment / Sessional Marks / Dissertation / Thesis / Clinical / MCQ (Multiple Choice Question in practical examination) /online examination/In-Sem theory examination and Viva-Voce, etc.
- The fee for revaluation may be refunded, if the application is not entertained and not processed for revaluation and if the candidate concerned submits his request for refund.
- A candidate shall note that the result of the revaluation of his/her answer-book(s) of the theory paper(s) shall be binding on him/her.
- The benefit of the revaluation shall be given to a candidate if the original marks and the marks obtained after revaluation exceed by 5% or more of the maximum marks.