

UNIVERSITY OF PUNE



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EXAMINATION SECTION
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TIME LIMIT
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Ref. No. PE/SE to BE/326

Date :-14.03.2013

The Principals
of all affiliated Engineering Colleges.

**Sub:- Finalization of Program of Practical/Oral/T.W. Examination
to be held in May, 2013.**

Sir,

You are aware that Practical/Oral examinations Programs of First Half of the year 2013 for S.E., T.E. and B.E.(All Branches) is scheduled in conformity with Academic Calendar. The dates of various Practical/Oral examinations are also notified vide this office Circular No. 091 of 2012-13 which are as follows:

Practical/Oral of SE/TE/BE(TW-BE) (including Seminar/Project/Oral)	From 10.04.2013	To 27.04.2013
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B.E. project examination will be conducted after theory examination.

I, therefore request you to kindly prepare the schedule of Practical/TW/Oral examination in the enclosed proforma for all the courses taught in your college, after taking into consideration the facilities of the laboratories available in your college. The schedule be prepared between the dates mentioned above.

Please find below the guidelines for furnishing the information in the enclosed proforma

1. Use separate sheet for every discipline/course/Branch
2. Leave sufficient space between programs of two heads of passing.
3. Write subject number and subject title as per the structure.
4. Cover all the subject heads of the course as per the structure (write specifically NIL if for any of the heads of examination no candidates are appearing at your centre.)
5. Give against each head of examination the expected number of students appearing for that examination at your centre in column No.5.


6. Write suggested dates of examination in column No. 6 and the suggested batch timings in column No. 7.
7. Suggest the names of staff-members in order of preference, along with their qualifications and experience for consideration of appointment as internal examiners. While suggesting these names, please ensure that he/she has the requisite minimum qualifications and teaching experience of not less than three years. Note that these names will be considered by University only if there is no other examiner already appointed by the University from that centre and only if the panel of examiners already appointed by the University is exhausted.
8. For Project/Seminar examination, the guide may be treated as internal examiner provided he/she fulfills the minimum qualifications laid down for the examinership (viz, a degree in the respective branch and minimum experience of 3 years.) Names of only such guides be mentioned against Seminar /Project work Head.

You are requested to send the information in prescribed proforma (in excel sheet) through email on email id - examinfocollection@pun.unipune.ac.in and submit signed copy of the same on or before 18th March, 2013 positively to enable this office to place the same to the appropriate authorities of this University.

All are requested to co-operate and submit information positively before the stipulated due date.

Thanking you,

Yours faithfully,


Asstt. Registrar
(Post Examination)

Encl :- Proforma.

Copy forwarded for information to :-

1. The Dean, Faculty of Engineering.

UNIVERSITY OF PUNE

**PROFORMA FOR SUPPLYING INFORMATION BY THE PRINCIPAL
FOR S. E. /T.E./B.E.PRACTICAL/ORAL EXAMINATION OF APRIL/MAY, 2013
(Between 10.04.2013 to 27.04.2013) EXAMINATION :**

Name of the College : -----

BRANCH : _____

Sr. No.	Subject No.	Subject	Examination Head	Expected No. of students appearing for Examination	Proposed Dates	Batch Timing I,II,III,IV	Proposed Names of Internal for considering for Examiner-ship	Qualification with year of passing	Experience
1	2	3	4	5	6	7	8	9	10