UNIVERSITY OF PUNE

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Ref. : XC/: Exam coordination/M.Ed./264 Date. 12.04.2014

To,

The Principal,

University of Pune Affiliated Colleges of Education (M.Ed. Course)

Subject: Internal marks Moderation and Verification

Sir/Madam,

University of Pune's M.Ed.Semester and Credit course Internal marks Moderation and Verification Committee has been appointed as per Rule no. 41-b & Rule no. 5 for the 2nd semester for the academic year 2013-2014. The powers and functions of the committee and the Internal marks Moderation and Verification Checklist have been attached herewith. The colleges have to be present with all the relevant documents given below at the venue half an hour before the stated time according to the Time Table and cooperate with the Committee for the Internal marks Moderation and Verification.

1. All the records of internal work of all the students of the college.
2. One copy of the given Internal marks Moderation and Verification Checklist (To be filled by the Committee)
3. All documents/Files as per the Checklist.
4. Original Marklist of students according to exam seat no. provided by the University's Exam department.
5. Two stamps – 1) Chairman, Internal marks Moderation Committee and 2) Member, Internal marks Moderation Committee with stamp pad.
6. One copy of No Objection certificate.
7. Undertaking by principal of college on college letter head.
8. College Laptop

Note : 1. At the time of Internal marks Moderation and Verification the principal, Associate professor and two assistant professors presence is compulsory.

2. Those colleges who are absent or unable to present all records mentioned in the Checklist will have to fill a challan of Rs. 10,000/- for expenses of committee and apply to the controller of exam UOP for new day, date, time and venue for Internal marks Moderation and Verification.

Please note.

Dr. Sanjeev Sonawane
Dean , Faculty of Education
University of Pune

Controller of Exam
University of Pune

Attachments

1. Internal marks Moderation and Verification Checklist
2. Proforma for Undertaking by principal of college on college letter head.
3. Internal marks Moderation and Verification Time Table

M.Ed Course

(Semester II - Choice Based Credit System) Moderation Committee Report

As per New revised M.Ed syllabus every college having M.Ed. Course should complete all the internal activities as per syllabus & keep records as follows:

[A] General File

Record	Yes	No	Remark
➢ Time Table			
➢ Tentative planning for M.Ed choice based credit course.			
➢ Teacher Profile along with teacher's approvals			
➢ Distribution of work			
➢ L.I.C Report along with last year's compliance			
➢ P.G Recognition letters of M.Ed guides.			
➢ Internal Quality assurance cell & internal evaluation committee.			
- Formation & structure of committee			
- Minutes of at least 3 meetings.			
- Attendance record of students.			
- Student's distribution for Research work.			

➢ **Total teaching days.**

[a] Date of commencement of course	
[b] Total teaching days	

[B] Records of internal assessment for Courses MED 201-211 (any 3)

- **Test & tutorials**

Record	Yes	No	Remark
➢ Time Table			
➢ Notices			
➢ Question papers			
➢ Marking scheme			
➢ Supervision Time Table			
➢ Related answer papers of all students			
➢ Mark List			
➢ Comprehensive result sheet			
➢ Evaluation Work satisfactory			
➢ Random cross checking of student's document			

- **Internal assessment other than Tutorial**

Record	Yes	No	Remark
➢ Planning & Time Table			
➢ Notices			
➢ Evaluation Criteria			
➢ Joint Mark List			
➢ Soft Copy (if required)			
➢ Proof of Sufficient Time for the activities			
➢ Report of the activities			
➢ Evaluation Work satisfactory			
➢ Practicals & other documents of all students			
➢ Random cross checking of student's document			

[C] Open course (212)

Record	Yes	No	Remark
➢ Distribution of course			
➢ Time table			
➢ Notices			
➢ Evaluation tools			
➢ Joint Mark List			
➢ Report on Each Head			
➢ Soft Copy			
➢ Random cross checking of students document			

[D] Course 213 – Internship

Record	Yes	No	Remark
➢ Time table			
➢ Notices			
➢ Evaluation tools			
➢ Joint Mark List			
➢ Report			
➢ Soft Copy of student presentation			
➢ Random cross checking of student's document			

[E] Course 214 – Advanced Technology Based Teaching

Record	Yes	No	Remark
➢ Time table			
➢ Notices			
➢ Evaluation tools			
➢ Joint Mark List			
➢ Report			
➢ Soft Copy of student presentation			
➢ Cross checking of student's document			

[F] Course 214 – Dissertation

Record	Yes	No	Remark
➢ Time table			
➢ Notices			
➢ List of Research Topics with guides			
➢ Joint Mark List			
➢ Report			

[E] Non Credit Course:

Activities for the completion of the Non Credit Courses i.e Cyber Crime & Human Rights.

Record	Yes	No	Remark
➢ Planning and Records			

[F] The Principal/H.O.D for M.ED Course should give a minimum 2 page report of planning & conduction of internal activities (continuous assessment) of choice based credit system M.Ed Course for the 2nd Semester.

Record	Yes	No	Remark
➢ Report			

Member - Name &Sign	**Member - Name &Sign**	**Chairman - Name &Sign**

[G] Undertaking from principal /H.O.D of the college

(on letter head of the college)

UNDERTAKING

I,Dr _____ H.O.D/Principal of _____

College having M.Ed Course, solemnly give this affirmation that our college has given sufficient time for all the activities related to internal evaluation prescribed by Faculty Of Education, University Of Pune for M.Ed Course Semester I. College has planned & Evaluated all these activities properly & objectively. I personally give assurance that the activities were planned & conducted as stated in our records by the approved teachers of our M.Ed Course & Marks were given on merit only. I also give assurance that all the students completed all the internal activities in our college.

Day : **Signature of Principal/H.O.D**

Date : **&**

seal of the college

University Of Pune
Time Table of Moderation Committee – M.Ed. Course
(19.04.2014 to 21.04.2014)

Date:19.04.2014 (Saturday)
Moderation Centre : Environment Department, University of Pune, Pune

S. No.	College Code	College Name	Time
1.	044	MVPS College of Education , Nashik	11.00a.m.
2.	0776	S.N.D College of Education, Babhulgaon Yeola	11.00 a.m.
3.	0761	MESS College of Education, Sonai	11.00a.m.
4.	0045	VP's College of Education, A'Nagar	11.00a.m.
5.	1014	College of Education, Ghargaon	12.00p.m.
6.	0207	Pravara Rural College of Education, Pravarnagar	12.00p.m.
7.	0208	M.H.Ayyubi College of Education, Malegaon	12.00p.m.

Date: 20.04.2014 (Sunday)
Moderation Centre : Environment Department, University of Pune, Pune

1.	1023	Dr. D.Y. Patil College of Education, Pimpri	11.00 a.m.
2.	0760	AES's College of Education, Ambegaon(Bk)	11.00 a.m.
3.	1160	Kasturi ES'S College of Education, Shikrapur	11.00 a.m.
4.	1128	Navsahyadri CT'S College of Education, Chakan	12.00 p.m.
5.	0718	Dr. M.A. Khan College of Education, Manchar	12.00 p.m.
6.	1008	Dnyanganga College of Education,Pune	12.00 p.m.
7.	1156	S. Pawar College of Education , K'Bhima	12.00 p.m.

Date: 21.04.2014(Monday)
Moderation Centre : Environment Department, University of Pune, Pune

1.	1046	MIT College of Education, Kothrud	11.00 a.m.
2.	0074	Adhyapak Mahavidya College of Education, Aranes. Pune	11.00 a.m.
3.	0211	Adhyapak Mahavidyalay College of Education, Vadgaon Mawal	11.00 a.m.
4.	0007	Tilak College of Education, Pune	12.00 p.m.
5.	0209	Nirmalatai Thopte College of Education, Bhor	12.00 p.m.
6.	0231	H.G.M. Azam College of Education, Pune	12.00 p.m.