

# UNIVERSITY OF PUNE



(Under Ordinance - 10)

## Central Assessment Programme Scheme

w. e. f. the Examinations to be held in Second Half of the Year 2009

Examinations : All Examinations (except Examinations in the Faculty of Engineering)

### Preliminary :

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment Programme has been introduced by the University in the year 1980 with a view to (1) declaring the results in the shortest possible time, (2) increasing the reliability of the results, (3) maintaining uniformity and consistency in the assessment, (4) increasing accuracy and efficiency in the declaration of results, and (5) creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages :

- (i) Pre-Assessment Work
- (ii) Actual Assessment Work
- (iii) Post-Assessment Work

### (I) Pre-Assessment Work :

#### (1) To fix the venue of the Central Assessment Programme :

The venue of the CAP shall be decided by the University. It shall be on the University campus/ in Affiliated College/Recognized Institute/any other place.

#### (2) Appointment of CAP Director :

The Director for the Central Assessment Programme shall be appointed by the University from amongst the following :

- (i) Principal of the concerned Affiliated College or his nominee from amongst the senior faculty members.
- (ii) Head of the Recognized Institution concerned or his nominee from amongst the senior faculty members.
- (iii) Head of the University Department concerned or his nominee not below the rank of Reader.
- (iv) Any other senior person with the suitable academic and administrative experience.
- (v) Head of the Administrative Section not below the rank of Deputy Registrar (Examinations).

The Director shall communicate his acceptance alongwith the undertaking in the prescribed form. The CAP Director should not take any other assignment without prior permission of the University.

- (3) The Controller of Examinations shall inform all the examination centres well in advance the place of CAP and name of the Director CAP in order to send answerbooks to such place by all the examination centres.

**(4) Invitation to Examiners :**

The University shall provide a list indicating number of students appearing for each subject and other relevant information to the Director. He shall consult the Dean of the faculty who shall ascertain the number of examiners required per subject. The Director shall make arrangements regarding the space and staff required for CAP.

The University office initially shall send the appointment letters to all the examiners shown in the list finalized by the University well in advance so as to enable the examiners to communicate their acceptance.

The Director of CAP shall send the invitation letters to the examiners as per the list provided by the University. In case of any difficulty in doing so, the CAP Director shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to the examiners and that shall be exhibited at CAP hall for the perusal of examiners. In case of shortage of examiners, the substitute appointments of examiners shall be made from the panel prepared by 32 (5) (a) committee/Board of Studies, by the Dean of the concerned faculty.

- (5) The Director shall intimate to the Dean concerned and the faculty member if required, the Date of commencement of CAP. The Dean of faculty in his capacity as an Academic Officer of the University under the Maharashtra Universities Act 1994, will make it convenient to remain present on the first day of the commencement of CAP to guide the examiners.

The Dean as a Head of the Faculty shall visit the CAP to guide the CAP Director, Examiners and Moderators. The Director, CAP shall pay to the Dean T.A./D.A./L.C.A. as per rules of the University. In case of the Dean concerned is not available for guidance to the examiners at the CAP, the Director CAP may invite any senior faculty member preferably the Ex-Dean of the faculty to guide the examiners.

**(6) Collection of Answerbooks :**

It is the responsibility of the Principal of the College/Director of the Recognized Institute to see that the answerbooks of the examinations held at his center are sent promptly as per instructions given by the University from time to time to the CAP centre

**(7) Preparation for CAP :**

- (i) The Director of CAP shall make adequate arrangements to receive answer books coming from the examination centres from time to time to the CAP centre.
- (ii) On receipt of the answerbooks at the CAP venue, the staff employed for this work shall check the answerbooks, Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Registrar (Examinations), who shall be the Co-ordinator for CAP.
- (iii) It shall be ensured that only white thread (not any other thing including stapler pins etc.) is used for attaching the supplements to the main answerbooks, at all examination centre. No marks of identification on the answerbooks are permitted.
- (iv) The bundle of answerbooks so prepared shall be coded and the coded sheets shall be inserted in the bundles of answerbooks. It shall also be ascertained that there is no any marks of identification on the bundle of papers or on the individual answerbook. The Junior Supervisor's Report shall be taken away and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated.

- (v) It shall be seen and verified that all the answerbooks of the subjects, are received from the centres of examinations. This shall be checked with the subjectwise and centrewise summaries of the examinations concerned. In case of non-receipt of answerbooks from any examination centre, the CAP Director shall take immediate steps for receiving the said answerbooks from the concerned examination centre under intimation to the Co-ordinator/ Asstt. Co-ordinator of the CAP.
- (vi) The process of masking the seat numbers shall then be undertaken. The first cover page of the answerbooks is designed for easy masking. It shall be ensured that the masking is done properly and an identity of the candidate is not disclosed to the examiner in any way. The top portion of the answerbooks would be folded twice and then paper tape would be applied at two places to mask the seat number. It shall also be seen that no unmasked answerbook is given to the examiner for assessment. Each bundle of answerbook shall contain 30 to 40 answerbooks.
- (vii) The answerbooks shall be arranged subjectwise/paperwise as this will be convenient at the time of distribution of answerbooks to the examiners for assessment.
- (viii) In case of any event of missing answerbooks or any unpleasant experience the CAP Director shall consult the Controller of Examinations and take further action accordingly.

## **(II) Actual Assessment Work :**

- (i) On the First day of commencement of the CAP, the examiners shall be given information regarding the programme, seating arrangement, payment of TA./D.A. and remuneration bills etc. On the first day of CAP maximum 30 papers should be given to each examiner for assessment.
- (ii) On the first day of CAP the Chairman of the Board of Paper-setters, Examiners and Moderators or in his absence the senior paper-setter of the concerned subject nominated by the CAP Director shall convene the meeting of all the examiners and moderators to discuss the question paper/s, scheme of marking and synoptic/model answers as well as discrepancies if any in a paper so as to attain the uniformity/standard and consistency in assessment. He/She shall watch the day to day progress of assessment and assist the Director in the smooth conduct of CAP. If necessary, he/she shall apply sample checking of answerbooks. The Chairman of the Board of Paper-setters or in his absence the senior paper-setter of the concerned subject nominated by the Director shall be paid honorarium of Rs. 250/- for discharging additional duties as mentioned above. The Chairman shall submit to the Director, CAP a consolidated report in the prescribed format on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day. The report shall then be presented to the concerned B.O.S. through Dean by the Examination section.
- (iii) The examiners will be paid TA/DA/LCA provided he/she assesses minimum 30 answerbooks (of three hours duration Paper) or 60 sections per day. He/She shall not assess more than 90 answerbooks or 180 sections per day. The examiner concerned shall not be issued the second bundle of 30 answerbooks or 60 sections within 3 hours of the issue of first bundle of 30 answerbooks or 60 sections. The Third bundle of 30 answerbooks or 60 sections shall be issued to the examiner only after the second bundle is received from the examiner concerned. On every day all examiners should be provided with only one bundle of 30 papers or 60 sections at a time, for three hours. No additional answerbooks should be given to him for

assessment unless the first bundle is submitted by the examiner concerned, second bundle should not be given to him for assessment. In any case the total number of answerbooks to be assessed in a day should not exceed 90 or 180 sections except in the special circumstances to be recorded in writing by the CAP Director and to be submitted to the University. The time of issue and receipt of bundle should be recorded on every bundle of answerbooks. The same practice should be followed for third bundle also. If a student scores less than 5% marks, in spite of his writing substantially the examiner shall record on the front page of the answerbook, the reasons for awarding those marks. The examiners shall assign marks to the answers in the margin at the left side of the answerbook for each question and not on the written answers. The maximum limit of 180 answerbooks per day is also applicable in case of the subjects/papers having 50 or less than 50 marks.

- (iv) While issuing the answerbooks to examiners for assessment, the assistant at issue counter should invariably obtain the signature of the concerned examiner for having received the answerbooks for assessment. It is the responsibility of assistant at the issuing counter to follow the ceiling of answerbooks.
- (v) While returning the answerbooks at the counter, the assistant at the issuing counter shall ensure that entry is made of having received back the answerbooks in the Register against the name of the examiner. The examiner shall, take another bundle of answerbooks for assessment only after returning the first bundle. This process shall be continued till the assessment of all the answerbooks in the concerned subject is over. The assistant receiving the answerbooks at the counter shall see that the examiners have assessed all the answerbooks given to them for assessment.
- (vi) It shall be ensured that the marks given by the Moderator to each question are written on the front page, just below the question wise marks given by the examiner. In such cases marks awarded by the moderator shall be taken as final.
- (vii) In case some of the answerbooks in a bundle remained unassessed by the examiner concerned for various reasons, the CAP Director shall get such answerbooks assessed from another examiner in the list of the said subject giving factual information and reasons of his satisfaction to the University' authorities. It shall be seen carefully that the answerbooks are received at the counter are well assessed.
- (viii) The issue register as mentioned in (iv) & (v), and final list of examiners who have actually done the assessment work should invariably be sent by the Director, CAP to the University within seven days from the completion of CAP.
- (ix) The examiner should write his/her name on the front page of the answerbook below his signature so as to ascertain identity of examiner as and when required.
- (x) The examiners shall see that after taking a bundle of answerbooks for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answerbooks are to be returned at the concerned counter.
- (xi) Every examiner shall be required to sign the Attendance Register each day. He / She will produce the identity card issued by the Director of CAP, while entering the CAP centre.
- (xii) In case the examiner detects use of unfair means, while assessing the answerbooks he /she should report and submit the concerned answerbooks to the Director which the Director shall forward to the University.

- (xiii) While assessment is in progress, the work of marking the absentee of candidates mentioned in the Junior Supervisor's Reports on the computerized mark-lists will be done simultaneously. While recording such absentee change of centre of the candidates may also be taken care of.
- (xiv) The CAP Director shall invariably issue the attendance certificate to the examiners attending the CAP for producing the same in their respective colleges after return.
- (xv) The CAP Director shall not avail the leave facility during the CAP period unless there are exceptional reason. In such circumstances the Controller of Examinations will be kept informed by the CAP Director .

### **(III) Post-Assessment Work :**

- (i) The work of un-masking of assessed answerbooks shall be done while making entries of the marks from the answerbooks to mark-list. It shall also be seen that all answers in the answerbooks are assessed by the examiners and no answer is left unassessed.
- (ii) The activities of preparation of mark-lists would be as follows:
  - (a) Recording absentee from the Junior Supervisor's Report.
  - (b) Checking of absentees by a different pair of assistants.
  - (c) Recording marks on computerized mark-lists from the assessed answerbooks.
  - (d) Total to be taken on each page on the mark-lists.
  - (e) Checking of mark-lists by different pair of assistants.
  - (f) Checking of the total to be done by another assistant.
- (iii) The assessed answerbook shall then be rearranged by inserting Junior Supervisor's Report in the relevant bundle of answerbooks and stack them subjectwise. As soon as the Assessment of a particular subject is completed the mark-list of that subject with corresponding answerbooks and Junior Supervisor's Report may then be sent to the University for processing the result.
- (iv) If any supplement found detached from the main answerbook, CAP Director shall take efforts to relocate its main answerbook and he shall carefully attach the supplement to the main answerbook. It shall be then ascertained whether all marks are given to the answerbook as well as to supplement and they are taken down properly in the marklist.
- (v) In case of any police case regarding unfairmeans, CAP Director is not supposed to hand over answerbooks or any examination material to the Police or any outside agency without prior permission of the Controller of Examinations.
- (vi) The final list of examiners who have attended the CAP should be sent to the University immediately after the CAP work is over. A separate list of examiners who have not attended the assessment work should also be sent to the university at the same time.

### Grant for CAP Centre :

(a) Director, CAP will be paid grant for execution of CAP as mentioned below :

| Total No. of Candidates | Rate   |
|-------------------------|--|
| 1 to 3000               | Rs. 35/- per candidate regd.(for all the candidates) |
| 1 to 5000               | Rs. 30/- per candidate regd.(for all the candidates) |
| 1 to 10000              | Rs. 22/- per candidate regd.(for all the candidates) |
| 1 to 10001 and above    | Rs. 20/- per candidate regd.(for all the candidates) |

The Director shall incur expenditure from this grant on the following only :

1. Payment of remuneration to the staff appointed for CAP.
2. Remuneration of Co-ordinator and Asstt. Co-ordinators.

**\*“The expenditure for the CAP centre shall be incurred from grant sanctioned for actual No. of days for which CAP conducted”.**

(b) Norms for appointment of staff for CAP :

The Director of the CAP will ordinarily appoint the required staff of his confidence as per norms mentioned below :

- (i) One officer, Four Clerks and Four Peons per 5000 students.
- (ii) One Accountant-cum-Cashier.
- (iii) The Director, CAP shall appoint adequate number of Assistant Directors i.e. minimum one and maximum three depending upon the workload.
- (iv) The staff for masking and un-masking work shall be appointed as per the requirement.
- (v) Each CAP centre shall employ adequate watchman during this period.

(c) Co-ordinator/Assistant Co-ordinator :

The COE shall appoint the Co-ordinator not below the rank of Assistant Registrar (Examinations) and two Asstt. Co-ordinators not below the rank of Asstt. Section Officer from Examination Section for maintaining the liaison between the University and CAP Centre. The Co-ordinator/ Assitt. Co-ordinator shall visit the CAP centre frequently and shall take periodical review of the total work of the CAP centre and report to the Controller of Examinations.

\*Note : Provision amended vide M.C.R. No. M:59/150210 dated 15.02.2010 w.e.f. October/ November 2009 examination.

**(d) Rates of Remuneration for CAP Staff :**

(i) Administrative staff appointed for CAP shall be paid minimum at the following rates.

|                       |                   |
|-----------------------|-------------------|
| 1. Director           | Rs.375/- per day  |
| 2. Assistant Director | Rs.300/- per day  |
| 3. Officer            | Rs.190/- per day  |
| 4. Cashier            | Rs.150 /- per day |
| 5. Clerk              | Rs.150/- per day  |
| 6. Peon/Watchman      | Rs.110/- per day  |

(ii)

|                        |                       |
|------------------------|-----------------------|
| 1. Co-ordinator        | Rs.2,000/- (Lump sum) |
| 2. Asstt. Co-ordinator | Rs.1,200/- (Lump sum) |

The payment to Co-ordinator and Asstt. Co-ordinators shall be made by the CAP Director from the grant sanctioned for CAP.

**(e) Service charges for masking and un-masking :**

- (i) Masking Rs.0.50 per ansbook including supplements.
- (ii) Un-masking Rs.0.40 per answerbook including supplements.

**(f) Incidental expenses :**

(i) Grant for incidental expenses for stationery, printing, hospitality is allowed as under:

|                                     |              |
|-------------------------------------|--------------|
| (a) Upto 50 examiners invited       | Rs. 6,000/-  |
| (b) 51-100 examiners invited        | Rs. 8,000/-  |
| (c) 101-200 examiners invited       | Rs. 10,000/- |
| (d) 201 and above examiners invited | Rs. 12,000/- |

(ii) The actual expenditure is allowed on the following items:

- (1) Postage and Telegraphs.
- (2) Xeroxing of model answers, scheme of marking, question papers, moderations.
- (3) Telephone calls.
- (4) Transportation of answer books.
- (5) Bank Charges

The expenditure incurred on (e) and (f) shall be met out from the advances placed at the disposal of the Director of C.A.P.

**(g) TA/DA and remuneration to examiners :**

The payment of Local Conveyance Allowance, Traveling Allowance, Daily Allowance and Remuneration shall be made to the examiners appointed for assessment of answerbooks and TA/DA/LCA as the case may be to the Dean of the Faculty concerned from the advance placed at the disposal of the Director according to the rules prescribed by the University.

- (h)** The CAP Director shall not incur any other/additional expenditure except with the prior permission/ approval from the Hon. Vice-Chancellor through Controller of Examinations.

**Account of CAP :**

Receipt and Payment Account of the Central Assessment Programme shall be got audited from the Chartered Accountant and submitted to the University office within one month from the date of conclusion of CAP. The audit fee including service tax to the Auditor shall be paid as under :

|                                 |                 |
|---------------------------------|-----------------|
| Expenditure upto Rs.1,00,000 /- | Rs.3,000/- Max. |
| Expenditure above Rs.1,00,000/- | Rs.5,000/- Max. |

No vouchers of the expenditure incurred from out of the CAP grant sanctioned to the CAP Director are required to be submitted alongwith the audited statement of account. However, in respect of the other expenditure incurred all the vouchers shall necessarily be submitted alongwith the audited statement of account.

**Moderation :**

The moderation work shall be carried out as per the procedure/norms laid down in the scheme of moderation.

**Incentive :**

- (I)** An amount as an incentive shall be paid to the centre of Central Assessment Programme as per the following rates :

| <i>No. of candidates</i>       | <i>Amount</i> |
|--------------------------------|---------------|
| i) Upto 3000 candidates        | Rs.3,000/-    |
| ii) 3001 to 5000 candidates    | Rs.6,000/-    |
| iii) 5001 to 10000 candidates  | Rs.10,000/-   |
| iv) 10001 and above candidates | Rs.12,000/-   |

The payment for the above purpose shall be made from the advance placed at the disposal of the Director, CAP and he shall make necessary payment to the college/management concerned accordingly.

**(j) Computer Services :**

The C.A.P. Centre will be provided with computer software services keeping in view the number of students and the answer books to be assessed. All the marks on the answerbooks shall be shifted on to computers and the mark-list shall be submitted to the University within the prescribed date in the forms of CD-R in two copies one for COE and other for incharge, M.I.C. as well as two printouts duly signed by the Director, C.A.P. All necessary arrangements for doing this work shall be made by the Director C.A.P.

**The details are as follows :**

**a) Computers and Equipments :**

The Director, CAP shall make available computers at the CAP centre as per the following norms :

| <i>No. of Computers</i> | <i>Particulars</i>         |
|-------------------------|----------------------------|
| i) 04                   | Upto 30,000 records        |
| ii) 06                  | Upto 1,00,000 records      |
| iii) 08                 | Upto 1,50,000 records      |
| iv) 10                  | More than 1,50,000 records |

## PLUS

- v) One 132 column speedy dot-matrix printer, and
- vi) One UPS of the capacity of 500 VA for every computer.

### b) Configuration

All the computers for CAP shall be of same configuration.

- i) Pentium Computer with a capacity of 800 MHZ and/or more speed.
- ii) 10 GB hard disc with floppy drive and CD ROM of 1.44 point.

### c) Service Charges

It shall be the responsibility of the Director of C.A.P. to appoint a person to carry out, supervise and control the work of computerization such as work of Data Entry operation, checking of difference reports, maintaining co-ordination and liaison with the Systems Analyst of MIC, University of Pune. The person so-appointed shall be responsible for making necessary arrangements for computer services at the CAP centre, data-entry, timely completion of checking and all-other related work,

### The rates of Remuneration shall be as follows :

#### (1) For CAP Centre Staff

- i) One Supervisor - Rs.2,300/- (lumpsum)
- ii) Data Entry Operator - Rs.1.50 for ten records
- iii) One dictator - Rs.1.50 for ten records

**Note :** This will be a double data entry system, i.e. two groups shall enter the same data independently which shall be compared and validated on the third P.C. Simultaneously discrepancies, if found, shall be removed by referring to the entries on the answers book/s or Junior Supervisor's report/s. The data entry operators shall enter the marks/absentees, as the case may be, directly from the answer books and Junior Supervisor's reports.

#### (2) University Staff

The Systems Analyst will be responsible for overall supervision and control over the work of Computerization at C.A.P. Centre. He shall visit and advise the computer personnel at the C.A.P. centre. He shall take periodic review of the work and report to the Director the discrepancies/ short comings for compliance. The Programmer/Assistant Programmer will work under the guidance of Systems Analyst .

- 1) Systems Analyst per CAP Rs.1,200/- (lump sum)
- 2) Programmer/Assistant Programmer per CAP Rs. 600/- (lump sum)

The payment to the staff mentioned at (c) (1) & (2) above shall be made by the CAP Director from the grant sanctioned for CAP.

### Miscellaneous

- 1) Software and required 'Data files' will be provided/installed by the University.
- 2) Physical security of computers/other equipment shall be the responsibility of the Director, CAP.
- 3) The 'University Staff duly appointed for CAP shall be allowed to check and supervise the security measures, the operating systems, passwords, etc. of the computers.

## List of Activities relating Central Assessment Programme

### (I) Pre-CAP Activities :

1. To prepare a budget for CAP.
2. To estimate number of non-teaching staff required for CAP to carry out different activities of the CAP such as masking, un-masking, coding, de-coding, preparation of mark-lists and issues of answerbooks to the examiners etc.
3. To receive and acknowledge the receipt of the answerbooks from the centre of examination.
4. To verify number of answerbooks as per the Junior Supervisor's Reports and to note down anomalies if any and to take appropriate measures.
5. To code the bundles of answerbooks.
6. To insert coded sheet in place of Junior Supervisor's Report in the bundle of answerbooks.
7. To distribute answerbooks for masking.
8. To rebundle the masked answerbooks with coded sheet.
9. To count the bundles of answerbooks subjectwise.
10. To arrange masked answerbooks examinationwise, subjectwise and to keep them ready for assessment.
11. To allocate appropriate space for assessment work examinationwise and subjectwise.
12. To prepare the instructions to be given to the examiners regarding seating arrangement for assessment programme, TA/DA bills, remuneration etc.

### (II) Actual Assessment :

1. On the first day of assessment, the Chairman of the Board of paper-setters, examiners and moderators shall discuss the question papers in the subject concerned and prepare scheme of marking, if not already done.
2. To make all the arrangements for distribution of answerbooks to the examiners on the Counter for assessment. The assessed answerbooks are to be received at the same counter.
3. The examiners will collect the answerbooks from the Counter for assessment.
4. To ensure that all the answerbooks to be given to the examiners are properly masked.
5. The Chairman of the Boards of Paper-setters will ensure that assessment work is done properly.
6. The examiner after completion of his/her assessment should return to the assistant at the Counter, the Bundles of answerbooks and ensure that an appropriate entry is made in the register.
7. The examiner should take another bundle of answerbooks for assessment only, after assessing the first bundle. This process will continue till all the answerbooks in the relevant subject are assessed.
8. The examiner on the day of attendance should sign the attendance register everyday. The identity card will be issued to each examiner and also to the Non-teaching staff connected with the CAP.
9. On the first day of assessment programme the examiner should fill up the TA/DA bill and submit it to concerned Officer of the CAP.
10. The mode of payment of TA/DA and remuneration will be made known on the first day of the CAP.

11. In the course of assessment, officer-in-charge of preparation of mark-lists will ensure that the absentees are recorded on the computerized mark-lists, from the Junior Supervisor's Report.
12. while recording the absentee of the candidates, the cases of change of centre of the candidates should also be taken into account.
13. In case examiner detect use of unfair means while assessing the answerbooks he/she should report and submit the concerned answerbooks to the Director which the Director shall forward to the University.
14. In case of the shortage of examiners at CAP Centre, the CAP Director shall report the number of examiners required subjectwise to the COE who will make substitute appointments in consultation with the Dean of the Faculty.
15. In case of additional examiners are required to be appointed within the scheduled time, the Director, CAP, should make arrangements for additional examiners in a subject/s as the case may be by following the procedure mentioned in 14 above.

### **(III) Post-CAP Activities :**

1. The work of de-masking will commence as and when the answerbooks in relevant subjects are assessed.
2. After completion of assessment of answerbooks, in a particular subject the work of preparation of mark-lists of that subject will start.
3. The process of checking of mark-lists from the answerbooks with different pairs will then start.
4. Once it is ensured that all the marks in a particular subject/s are entered in the computerized list, the process of rechecking should start. After completion of this process, the work of taking totals of each page of mark-list will start.
5. As and when the subjectwise mark-lists of all the centres of examinations are completed , the mark- lists will be submitted to the Co-ordinator of the CAP concerned.
6. After submission of mark-lists, the answerbooks in that subjects should be arranged according to the Junior Supervisor's Report subjectwise, centrewise and should be handed over to the Godown section of the University.
7. The issue register and the final list of examiners who have actually assessed the answerbooks should be sent to the University within 8 days of the completion of CAP work.
8. The statement of income and expenditure should be prepared and got audited from the Chartered Accountant and submitted to the University.

Ganeshkhind,  
Pune-411007  
Ref.No. XC/1549  
Date : 12.11.2009

**Dr. S. M. Ahire**  
**In-Charge Controller of Examinations**

Ref : BOER 8/2009 (6.10.2009) & MCR ऋ: ३१४ (6.11.2009)

## UNIVERSITY OF PUNE

### Statement of Receipts and Payments A/c in respect of Central Assessment Program

**Examination** : April /November \_\_\_\_\_  
**CAP Centre** :  
**Name of the CAP Director** :  
**Subject** :  
**Period of CAP (from-to)** :  
**Telephone No. of CAP Director** : (O) (R)

| Sr. No. | Receipt  | Amount Rs. | Sr. No. | Payment  | Amount Rs. |
|---------|--|------------|---------|--|------------|
| 1       | <b>Advance received</b><br>Cheque No. and Date |            | 1       | * Remuneration to Examiners (As per annexure "2")                                    |            |
|         |  |            | 2       | * T.A. D.A. to Examiners (As per annexure "2")                                       |            |
|         |  |            | 3       | * Chairman's Allowance (As per annexure "2")   |            |
|         |  |            | 4       | * Moderation Charges (As per annexure "2")   |            |
|         |  |            | 5       | * Local Conveyance to Examiners (As per annexure "2")                                |            |
|         |  |            | 6       | T.A. D.A to Dean for Visit   |            |
|         |  |            | 7       | * Administrative Expenditure (As per the CAP Rules)<br>(As per annexure "3")         |            |
|         |  |            | 8       | * Incidental Expenses (As per annexure "4")  |            |
|         |  |            | 9       | Audit Fees   |            |
|         |  |            | 10      | Incentive to College   |            |
|         | <b>Total Advance</b>                           | 0          |         | <b>Total Expenditure</b>   | 0          |
|         | <b>Amount receivable from the University</b>   |            |         | <b>Unspent Balance to be sent to University</b><br>(Cheque / D.D. No. )<br>(Date : ) |            |
|         | <b>Total Rs.</b>                               | <b>0</b>   |         | <b>Total Rs.</b>   | <b>0</b>   |

|                                       |  |   |  |
|---------------------------------------|--|---|--|
| <b>Total No. of Papers/Sections:</b>  |  |   |  |
| <b>No. of Examiners</b>               |  | <b>Mark list / Result Submission Date</b> |  |
| <b>Total No. of appeared students</b> |  | <b>Date of Declaration of the Result</b>  |  |

Director, C.A.P

Deputy Registrar  
(Examination)

Signature & Seal of the  
Chartered Accountant

**Note:**

1. This statement is to be submitted to the University within 30 days from the date of conclusion of the CAP.
2. \* Please submit separate statements with the necessary details in the formats provided by the University.
3. Please attach photocopy of the appointment letter of the Director & Bank Statement.

## UTILISATION CERTIFICATE

Certified that the Central Assessment Program (CAP) Advance of Rs.(figure) \_\_\_\_\_  
(Rupees in words) \_\_\_\_\_ )  
sanctioned by University of Pune for the conduct of \_\_\_\_\_ CAP., April /  
October \_\_\_\_\_ has been utilized by scrupulously observing all the rules and rates prescribed in the  
CAP Rules, Rates of remuneration booklet & T.A/D.A. rules of University of Pune.

Certified that the total expenditure is Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ ) and an amount of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ )  
is receivable from / payable to the University of Pune.

Place :

Date :

**Director CAP**

**Signature & Seal of the  
Chartered Accountants**

**University of Pune**  
**Details of payment made to the Examiners at the CAP Centre**

Examination : April /November \_\_\_\_\_  
 CAP Centre :  
 Name of the CAP Director :  
 Subject :  
 Period of CAP (from-to) :

| Sr. No. | Name of the Examiner | PAN NO. | Subject | Papers Examined |      | Paper Moderated |        | Chairman's Allow. | TA Rs. | DA Rs. | Local conve. Allow. | Total Rs. |
|---------|----------------------|---------|---------|-----------------|------|-----------------|--------|-------------------|--------|--------|---------------------|-----------|
|         |                      |         |         | No. of Papers   | Rate | Rate            | Amount |                   |        |        |                     |           |
| 1       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 2       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 3       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 4       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 5       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 6       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 7       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 8       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 9       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 10      |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 11      |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 12      |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |

**Director C.A.P.**

# UNIVERSITY OF PUNE

(Annex. "3")

## Statement showing the Administrative Expenses in respect of CAP

**Examination** : April /November \_\_\_\_\_  
**CAP Centre** :  
**Name of the CAP Director** :  
**Subject** :  
**Period (from-to)** :  
**Telephone No. of CAP Director** : (O) (R)

| Sr. No.          | Category  | Nos. | Rate Rs. | No. of Days | Total Amount Rs. |
|------------------|---|------|----------|-------------|------------------|
| 1                | Director  |      |          |             | 0                |
| 2                | Asstt. Director   |      |          |             | 0                |
| 3                | Officer   |      |          |             | 0                |
| 4                | Cashier   |      |          |             | 0                |
| 5                | Clerk   |      |          |             | 0                |
| 6                | Peon  |      |          |             | 0                |
| 7                | Watchmen  |      |          |             | 0                |
| 8                | Dean of the Faculty   |      |          |             | 0                |
| 9                | Co-Ordinator  |      |          |             | 0                |
| 10               | Asstt. Co-Ordinator   |      |          |             | 0                |
| 11               | Programmer / Asstt. Programmer                                  |      |          |             | 0                |
| 12               | System Analyst (lumpsum)  |      |          |             | 0                |
| 13               | System Analyst (For Engg. Exam.) *                              |      |          |             | 0                |
| 14               | Officer-in-charge of Compilation and-Validation of data files * |      |          |             | 0                |
| 15               | Data Entry Operator *   |      |          |             | 0                |
| 16               | Masking (No. of Papers)   |      |          |             | 0                |
| 17               | Unmasking (No. of Papers)                                       |      |          |             | 0                |
| <b>Total Rs.</b> |   |      |          |             | <b>0</b>         |

*\*This is applicable for Engineering Faculty only.*

**Director, C.A.P.**

# UNIVERSITY OF PUNE

## Statement showing the Incidental Expenses in respect of CAP

Examination : April /November \_\_\_\_\_  
CAP Centre :  
Name of the CAP Director :  
Subject :  
Period (from-to) :  
Telephone No. of CAP Director : (O) (R)

| Sr. No.          | Category      | Total Amount Rs. |
|------------------|---------------|------------------|
| 1                | Stationary *  | 0                |
| 2                | Printing *    | 0                |
| 3                | Hospitality * | 0                |
| 4                | Postage       | 0                |
| 5                | Xerox         | 0                |
| 6                | Telephone     | 0                |
| 7                | Transport     | 0                |
| 8                | Bank Charges  | 0                |
| <b>Total Rs.</b> |               | <b>0</b>         |

- Note:**
1. Proposal for the expenditure other than the heads mentioned above, should be submitted to Hon'ble Vice-Chancellor through C.O.E.
  2. \* Expenditure under these heads should not exceed the limit laid down in the CAP Rules.

**Director, C.A.P.**

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## **Central Assessment Programme (CAP)**

**(For All Examinations : Except Examinations in the Faculty of Engineering)**

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# UNIVERSITY OF PUNE



**(Under Ordinance - 10)**

## Central Assessment Programme Scheme

**(For All Examinations : Except Examinations in the Faculty of Engineering)**

**University of Pune,  
Ganeshkhind, Pune-411007**

# UNIVERSITY OF PUNE



(Under Ordinance - 10)

**Central Assessment Programme Scheme**  
**w.e.f. the Examinations to be held in Second Half of the Year 2009**  
**Examinations : Faculty of Engineering**

## **Preliminary :**

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment Programme has been introduced by the University in the year 1980 with a view to (1) declaring the results in the shortest possible time, (2) increasing the reliability of the results, (3) maintaining uniformity and consistency in the assessment, (4) increasing accuracy and efficiency in the declaration of results, and (5) creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

- (i) Pre-Assessment Work
- (ii) Actual Assessment Work
- (iii) Post-Assessment Work

## **(I) Pre-Assessment Work :**

**(1)** To fix the venue of the Central Assessment Programme :

The venue of the CAP shall be decided by the University. It shall be on the University Campus / in Affiliated College / Recognized Institute / any other place.

**(2) Appointment of CAP Director:**

The Director for the Central Assessment Programme shall be appointed by the University from amongst the following :

- (i) Principal of the concerned Affiliated College or his nominee from amongst the senior faculty members.
- (ii) Head of concerned Recognized Institution concerned or his nominee from amongst the senior faculty members.
- (iii) Head of the University Department concerned or his nominee not below the rank of Reader.
- (iv) Any other senior person with the suitable academic and administrative experience.
- (v) Head of the Administrative Section not below the rank of Deputy Registrar, (Examinations).

The Director shall communicate his acceptance alongwith the undertaking in the prescribed form. The CAP Director should not take any other assignment without prior permission of the University.

- (3) The Controller of Examinations shall inform all the examination centres well in advance the place of CAP and name of the Director CAP in order to send answerbooks to such place by all the examination centres.

**(4) Invitation to Examiners :**

The University shall provide a list indicating number of students appearing for each subject and other relevant information to the Director. He shall consult the Dean of the faculty who shall ascertain the number of examiners required per subject. The Director shall make arrangements regarding the space and staff required for CAP.

The University office initially shall send the appointment letters to all the examiners shown in the list finalized by the University well in advance so as to enable the examiners to communicate their acceptance.

The Director of CAP shall send the invitation letters to the examiners as per the list provided by the University well in advance so as to enable the examiners to communicate their acceptance. In case of any difficulty in doing so, the CAP Director shall consult the Controller of Examinations and take decision. All the instructions regarding the CAP shall also be sent to the examiners and that shall be exhibited at CAP Hall for the perusal of examiners. In case of shortage of examiners, the substitute appointments of examiners shall be made from the panel prepared by 32 (5) (a) committee/Board of Studies by the Dean of the concerned faculty.

- (5) The Director shall intimate to the Dean concerned and the faculty member if required, the Date of commencement of CAP. The Dean of the faculty in his capacity as an Academic Officer of the University under the Maharashtra Universities Act 1994, will make it convenient to remain present on the first day of the commencement of CAP to guide the examiners.

The Dean as a Head of the Faculty shall visit the CAP to guide the CAP Director, Examiners and Moderators. The Director, CAP shall pay to the Dean T.A./D.A./L.C.A. as per rules of the University. In case of the Dean concerned is not available for guidance to the examiners at the CAP, the Director CAP may invite any senior faculty member preferably the Ex-Dean of the faculty to guide the examiners.

**(6) Collection of Answerbooks:**

It is the responsibility of the Principal of the College/Director of the Recognized Institute to see that the answer books of the examinations held at his centre are sent promptly as per instructions given by the University from time to time to the CAP Centre.

**(7) Preparation for CAP :**

- (i) The Director of CAP shall make adequate arrangements to receive answer books coming from the examination centres from time to time.
- (ii) On receipt of the answerbooks at the CAP venue, the staff employed for this work shall check the answerbooks, Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Registrar (Examinations), who shall be the Co-ordinator for CAP.
- (iii) It shall be ensured that only white thread (not any other thing including stapler pins etc.) is used for attaching the supplements to the main answerbooks, at all examination centre. No marks of identification on the answerbooks are permitted.

- (iv) The bundle of answerbooks so prepared shall be coded and the coded sheets shall be inserted in the bundles of answerbooks. It shall also be ascertained that there is no any marks of identification on the bundle of papers or on the individual answerbook. The Junior Supervisor's Report shall be taken away and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated.
- (v) It shall be seen and verified that all the answerbooks of the subjects, are received from the centres of examinations. This shall be checked with the subjectwise and centrewise summaries of the examinations concerned. In case of non-receipt of answerbooks from any examination centre, the CAP Director shall take immediate steps for receiving the said answerbooks from the concerned examination centre under intimation to the Co-ordinator/Asstt. Co-ordinator of the CAP.
- (vi) The process of masking the seat numbers shall then be undertaken. The first cover page of the answerbooks is designed for easy masking. The top portion of the answerbooks would be folded twice and then paper tape would be applied at two places to mask the seat number. Normally there would be no supplement, but in rare cases there may be two answerbooks tied together for a section. In such cases both the answerbooks tied together would be masked. The masker answerbooks would then be mixed so that identification of any single bundle would not be possible. It shall be ensured that the masking is done properly and an identity of the candidate is not disclosed to the examiner in any way. It shall also be seen that no unmasked answerbook is given to the examiner for assessment. Each bundle of answerbook shall contain 30 to 40 answerbooks.
- (vii) The answerbooks shall be arranged subjectwise/paperwise as this will be convenient at the time of distribution of answerbooks to the examiners for assessment.
- (viii) In case of any event of missing answerbooks or any unpleasant experience the CAP Director shall consult the Controller of Examinations and take further action accordingly.

## **(II) Actual Assessment Work :**

- (i) On the First day of commencement of the CAP the examiners shall be given information regarding the programme, seating arrangement, payment of TA./D.A. and remuneration bills etc. On the first day of CAP maximum 30 papers should be given to each examiner for assessment.
- (ii) On the first day of CAP the Chairman of the Board of Paper-setters, Examiners and Moderators or in his absence the senior paper-setter of the concerned subject nominated by the CAP Director shall convene the meeting of all the examiners and moderators to discuss the question paper/s, scheme of marking and synoptic/model answers as well as discrepancies if any in a paper so as to attain the uniformity/standard and consistency in assessment. He/She shall watch the day to day progress of assessment and assist the Director in the smooth conduct of CAP. If necessary, he/she shall apply sample checking of answerbooks. The Chairman of the Board of Paper-setters or in his absence the senior paper-setter of the concerned subject nominated by the Director shall be paid honorarium of Rs. 250/- for discharging additional duties as mentioned above. The Chairman shall submit to the Director, CAP, a consolidated report in the prescribed format on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day. The report shall then be presented to the concerned B.O.S. through Dean by the Examination section.

- (iii) The examiners will be paid TA/DA/LCA provided he/she assesses minimum 30 answerbooks (of three hours duration Paper) or 60 sections per day. He/She shall not assess more than 90 answerbooks or 180 sections per day. The examiner concerned shall not be issued the second bundle of 30 answerbooks or 60 sections within 3 hours of the issue of first bundle of 30 answerbooks or 60 sections. The Third bundle of 30 answerbooks or 60 sections shall be issued to the examiner only after the second bundle is received from the examiner concerned. On every day all examiners should be provided with only one bundle of 30 papers at a time, for three hours. No additional answerbooks should be given to him for assessment unless the first bundle is submitted by the examiner concerned, second bundle should not be given to him for assessment. In any case the total number of answerbooks to be assessed in a day should not exceed 90 or 180 Sections except in the special circumstances to be recorded in writing by the CAP Director and to be submitted to the University. The time of issue and receipt of bundle should be recorded on every bundle of answerbooks. The same practice should be followed for third bundle also. If a student scores less than five marks, in spite of his writing substantially the examiner shall record on the front page of the answerbook, the reasons for awarding those marks. The examiners shall assign marks to the answers in the margin at the left side of the answerbook for each question and not on the written answers. The maximum limit of 180 answerbooks per day is also applicable in case of the subjects/ papers having 50 or less than 50 marks.
- (iv) While issuing the answerbooks to examiners for assessment, the assistant at issue counter should invariably obtain the signature of the concerned examiner for having received the answerbooks for assessment. It is the responsibility of assistant at counter to follow the ceiling of 180 answerbooks per day is also applicable in case of the subject/papers having 50 or less than 50 marks.
- (v) While returning the answerbooks at the counter, the assistant at the Counter shall ensure that entry is made of having received back the answerbooks in the Register against the name of the examiner. The examiner shall, take another bundle of answerbooks for assessment only after returning the first bundle. This process shall be continued till the assessment of all the answerbooks in the concerned subject is over. The assistant receiving the answerbooks at the counter shall see that the examiners have assessed all the answerbooks given to them for assessment.
- (vi) It shall be ensured that the marks given by the Moderator to each question are written on the front page, just below the questionwise marks given by the examiner. In such cases marks awarded by the moderator shall be taken as final.
- (vii) In case some of the answerbooks in a bundle remained unassessed by the examiner concerned for various reasons, the CAP Director shall get such answerbooks assessed from another examiner in the list of the said subject, giving factual information and reasons of his satisfaction to the University' authorities. It shall be seen carefully that the answerbooks are received at the counter are well assessed.
- (viii) The issue register as mentioned in (iv) & (v), and final list of examiners who have actually done the assessment work should invariably be sent by the Director, CAP to the University within seven days from the completion of the CAP.
- (ix) The examiner should write his/her name on the front page of the answerbook below his signature so as to ascertain identity of examiner as and when required.

- (x) The examiners shall see that after taking a bundle of answerbooks for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answerbooks are to be returned at the concerned counter.
- (xi) Every examiner shall be required to sign the Attendance Register each day. He/She will produce the identity card issued by the Director of CAP, while entering the CAP centre.
- (xii) In case the examiner detects use of unfair means, while assessing the answerbooks he /she should report and submit the concerned answerbooks to the Director which the Director shall forward to the University.
- (xiii) While assessment is in progress, the work of marking the absentee of candidates mentioned in the Junior Supervisor's Reports on the computerized mark-lists will be done simultaneously. While recording such absentee, change of centre of the candidates may also be taken care of.
- (xiv) The CAP Director shall invariably issue the attendance certificate to the examiners attending the CAP for producing the same in their respective colleges after return.
- (xv) The CAP Director shall not avail the leave facility during the CAP period unless there are exceptional reason. In such circumstances the Controller of Examinations will be kept informed by the CAP Director .

### **(III) Post-Assessment Work :**

- (i) The work of un-masking of assessed answerbooks shall be done while making entries of the marks from the answerbooks to mark-list. It shall also be seen that all answers in the answerbooks are assessed by the examiners and no answer is left unassessed.
- (ii) The Data Entry section would have at least three PC/XTs and one 80 column Dot-matrix printer. Two separate groups of Data Entry Officers (each group having three officers for data entry of marks from two sections of a paper and each group having two officers for data entry of marks for Term Work or Practical or Oral Examination) would be assigned the data entry work. Each group would prepare similar data file for a head of passing at an examination centre and the two data files prepared would be compared by the officer in charge of comparison and validation of data on the third PC/XT with printer. After the discrepancies noticed are corrected by referring to the concerned answerbooks, a print out of correct and validated marks (with check for marks exceeding maximum marks in a section or other head of passing and check for consistent absentee report) would then be taken for immediate reference at the DPU and final record in the University office.
- (iii) The validated data files of marks entered by CAP should be written on CD-R in two copies out of which one should be handed over to COE, and other should be handed over to incharge of M.I.C.(DPU). A print out (Hard copy ) duly signed by CAP Director should also be handed over to Deputy Registrar (Exam) concerned.
- (iv) The assessed answerbook shall then be rearranged by inserting Junior Supervisor's Report in the relevant bundle of answerbooks and stack them subjectwise.
- (v) If any supplement found detached from the main answerbook, CAP Director shall take efforts to relocate its main answerbook and he shall carefully attach the supplement to the main answerbook. It shall be then ascertained whether all marks are given to the answerbook as well as to supplement and they are taken down properly in the marklist.

- (vi) In case of any police case regarding unfair means, CAP Director is not supposed to hand over answerbooks or any examination material to the Police or any outside agency without prior permission of the Controller of Examinations.
- (vii) The final list of examiners who have attended the CAP should be sent to the university immediately after the CAP work is over. A separate list of examiners who have not attended the assessment work should also be sent to the university at the same time.

**Grant for CAP Centre :**

- (a) Director, CAP will be paid grant for execution of CAP as mentioned below :

| Total No. of Candidates | Rate  |
|-------------------------|---|
| 1 to 3000               | Rs.35/- per candidate regd.(for all the candidates) |
| 1 to 5000               | Rs.30/- per candidate regd.(for all the candidates) |
| 1 to 10000              | Rs.22/- per candidate regd.(for all the candidates) |
| 1 to 10001 and above    | Rs.20/- per candidate regd.(for all the candidates) |

The Director shall incur expenditure from this grant only on the following :

1. Payment of remuneration to the staff appointed for CAP.
2. Remuneration of Co-ordinator and Asstt.Co-ordinators.

**\*“The expenditure for the CAP centre shall be incurred from grant sanctioned for actual No. of days for which CAP conducted”.**

**(b) Norms for appointment of staff for CAP :**

The Director of the CAP Centre would appoint suitable staff, of his own confidence, for the different sections indicated below, for smooth, confidential and speedy processing of the results :

- (i) Stores
- (ii) Masking and demasking
- (iii) Assessment
- (iv) Data Entry on PC/XTs
- (v) Finance and Accounting
- (vi) The staff for masking and un-masking work shall be appointed as per the requirement.
- (vii) Each CAP centre shall employ adequate watchman during this period.

**(c) Co-ordinator/Assistant Co-ordinator:**

The COE shall appoint the Co-ordinator not below the rank of Assistant Registrar (Examinations) and two Asstt.Co-ordinators not below the rank of Asstt. Section Officer from Examination Section for maintaining the liaison between the University and CAP Centre. The Co-ordinator/ Assitt.Co-ordinator shall visit the CAP centre frequently and shall take periodical review of the total work of the CAP centre and report to the Controller of Examinations.

*\*Note :* Provision amended vide M.C.R. No. M:59/150210 dated 15.02.2010 w.e.f. October/ November 2009 examination.

**(d) Rates of remuneration for CAP staff :**

(i) Administrative staff appointed for CAP shall be paid minimum at the following rates :

|  |                   |
|--|-------------------|
| 1. Director  | Rs. 375/- per day |
| 2. Assistant Director  | Rs. 300/- per day |
| 3. Systems Analyst   | Rs. 300/- per day |
| 4. Officer-in-charge of compilation and validation of data files | Rs. 190/- per day |
| 5. Data Entry Officer  | Rs. 190/- per day |
| 6. Officer   | Rs. 190/- per day |
| 7. Clerk   | Rs. 150/- per day |
| 8. Peon/Watchman   | Rs. 110/- per day |

(ii)

|                                    |             |
|------------------------------------|-------------|
| 1. Co-ordinator                    | Rs. 2,000/- |
| 2. Asstt. Co-ordinator             | Rs. 1,200/- |
| 3. Systems Analyst                 | Rs. 1,200/- |
| 4. Programmer/Assistant Programmer | Rs. 600/-   |

The payment to Co-ordinator, Asstt. Co-ordinators, Systems Analyst and Programmer/Assistant Programmer shall be made by the CAP Director from the grant sanctioned for CAP.

**(e) Service charges for masking and un-masking :**

- (a) Masking Rs.0.50 per answerbook including supplements
- (b) Un-masking Rs.0.40 per answerbook including supplements.

**(f) Incidental expenses :**

(i) Grant for incidental expenses for stationery, printing, hospitality is allowed as under :

|                                     |              |
|-------------------------------------|--------------|
| (a) Upto 50 examiners invited       | Rs.6,000/-   |
| (b) 51-100 examiners invited        | Rs.8,000/-   |
| (c) 101-200 examiners invited       | Rs. 10,000/- |
| (d) 201 and above examiners invited | Rs.12,000/-  |

(ii) The actual expenditure is allowed on the following items :

- (1) Postage and Telegraphs.
- (2) Xeroxing of model answers, scheme of marking, question papers, moderations.
- (3) Telephone calls.
- (4) Transportation of answer books.
- (5) Bank charges

The expenditure incurred on (e) and (f) shall be met out from the advances placed at the disposal of the Director of C.A.P.

**(g) TA/DA and remuneration to examiners :**

The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the examiners appointed for assessment of answerbooks and TA/DA/LCA as the case may be to the Dean of the faculty from the advance placed at the disposal of the Director according to the rules prescribed by the University.

**(h)** The CAP Director shall not incur any other/additional expenditure except with the prior permission/approval from the Hon.Vice-Chancellor through the Controller of Examinations.

**Account of CAP:**

Receipt and Payment Account of the Central Assessment Programme shall be got audited from the Chartered Accountant and submitted to the University office within one month from the date of conclusion of CAP. The audit fee including service tax to the Auditor shall be paid as under :

Expenditure upto Rs.1,00,000 /- Rs.3,000/- Max.

Expenditure above Rs.1,00,000/- Rs.5,000/- Max.

No vouchers of the expenditure incurred from out of the CAP grant sanctioned to the CAP Director are required to be submitted alongwith the audited statement of account. However ,in respect of the other expenditure incurred all the vouchers shall necessarily be submitted alongwith the audited statement of account.

**Moderation :**

The moderation work shall be carried out as per the procedure/norms laid down in the scheme of moderation.

### **Incentive :**

- (i) An amount as an incentive shall be paid to the centre of Central Assessment Programme as per the following rates :

| <i>No. of candidates</i>        | <i>Amount</i> |
|---------------------------------|---------------|
| i) Upto 3000 candidates         | Rs.3,000/-    |
| ii) 3001 to 5000 candidates     | Rs.6,000/-    |
| iii) 5001 to 10,000 candidates  | Rs.10,000/-   |
| iv) 10,001 and above candidates | Rs.12,000/-   |

The payment for the above purpose shall be made from the advance placed at the disposal of the Director, CAP and he shall make necessary payment to the college/management concerned accordingly.

### **List of Activities relating Central Assessment Programme**

#### **(I) Pre-CAP Activities :**

1. To prepare a budget for CAP.
2. To estimate number of non-teaching staff required for CAP to carry out different activities of the CAP such as masking, un-masking, coding, de-coding, preparation of mark-lists and issues of answerbooks to the examiners etc.
3. To receive and acknowledge the receipt of the answerbooks from the centres of examination.
4. To verify number of answerbooks as per the Junior Supervisor's Reports and to note down anomalies if any and to take appropriate measures.
5. To code the bundles of answerbooks.
6. To insert coded sheet in place of Junior Supervisor's Report in the bundle of answerbooks.
7. To distribute answerbooks for masking .
8. To rebundle the masked answerbooks with coded sheet.
9. To count the bundles of answerbooks subjectwise.
10. To arrange masked answerbooks examinationwise, subjectwise and to keep them ready for assessment.
11. To allocate appropriate space for assessment work examinationwise and subjectwise.
12. To prepare the instructions to be given to the examiners regarding seating arrangement for assessment programme, TA/DA bills, remuneration etc.

#### **(II) Actual Assessment :**

1. On the first day of assessment, the Chairman of the Board of paper-setter ,examiners and moderators shall discuss the question papers in the subject concerned and prepare scheme of marking, if not already done.
2. To make all the arrangements for distribution of answerbooks to the examiners on the Counter for assessment. The assessed answerbooks are to be received at the same counter.
3. The examiners will collect the answerbooks from the Counter for assessment.
4. To ensure that all the answerbooks to be given to the examiners are properly masked.

5. The Chairman of the Boards of Paper-setters will ensure that assessment work is done properly.
6. The examiner after completion of his/her assessment should return to the assistant at the Counter, the bundles of answerbooks and ensure that an appropriate entry is made in the register.
7. The examiner should take another bundles of answerbooks for assessment only, after assessing the first bundle. This process will continue till all the answerbooks in the relevant subject are assessed.
8. The examiner on the day of attendance should sign the attendance register everyday. The identity card will be issued to each examiner and also to the Non-teaching staff connected with the CAP.
9. On the first day of assesment programme the examiner should fill up the TA/DA bill and submit it to concerned Officer of the CAP.
10. The mode of payment of TA/DA and remuneration will be made known on the first day of the CAP.
11. In the course of assessment, officer-in-charge of preparation of mark-lists will ensure that the absentees are recorded on the computerized mark-lists, from the Junior Supervisor's Report.
12. While recording the absentee of the candidates, the cases of change of centre of the candidates should also be taken into account.
13. In case examiner detect use of unfairmeans while assessing the answerbooks he/she should report and submit the concerned answerbooks to the Director which the Director shall forward to the University.
14. In case of the shortage of examiners at CAP Centre, the CAP Director shall report the number of examiners required subjectwise to the COE who will make substitute appointments in consultation with the Dean of the Faculty.
15. In case of additional examiners are required to be appointed within the scheduled time, the Director, CAP, should make arrangements for additional examiners in a subject/s as the case may be by following the procedure mentioned in 14 above.

**(III) Post-CAP Activities :**

1. The work of de-masking will commence as and when the answerbooks in relevant subjects are a assessed.
2. After completion of assessment of answerbooks, in a particular subject the work of preparation of mark-lists of that subject will start.
3. The process of checking of mark-lists from the answerbooks with different pairs will then start.
4. Once it is ensured that all the marks in a particular subject/s are entered in the computerized list, the process of rechecking should start. After completion of this process, the work of taking totals of each page of mark-list will start.
5. As and when the subjectwise mark-lists of all the centres of examinations are completed, the mark-lists, will be submitted to the Co-ordinator of the CAP concerned.

- 6 . After submission of mark-lists, the answerbooks in that subjects should be arranged according to the Junior Supervisor's Report subjectwise, centrewise and should be handed over to the Godown section of the University.
7. The issue register and the final list of examiners who have actually assessed the answerbooks should be sent to the University within 8 days of the completion of CAP work.
8. The statement of income and expenditure should be prepared and got audited from the Chartered Accountant and submitted to the University

Ganeshkhind,  
Pune-411007  
Ref.No. XC / 1549  
Date : 12/11/2009

**Dr. S. M. Ahire**  
**In-Charge Controller of Examinations**

Ref : BOER 8/2009 (6.10.2009) & MCR ऩ: ३१४ (6.11.2009)

## UNIVERSITY OF PUNE

### Statement of Receipts and Payments A/c in respect of Central Assessment Program

**Examination** : April /November \_\_\_\_\_  
**CAP Centre** :  
**Name of the CAP Director** :  
**Subject** :  
**Period of CAP (from-to)** :  
**Telephone No. of CAP Director** : (O) (R)

| Sr. No. | Receipt  | Amount Rs. | Sr. No. | Payment  | Amount Rs. |
|---------|--|------------|---------|--|------------|
| 1       | <b>Advance received</b><br>Cheque No. and Date |            | 1       | * Remuneration to Examiners (As per annexure "2")                                    |            |
|         |  |            | 2       | * T.A. D.A. to Examiners (As per annexure "2")                                       |            |
|         |  |            | 3       | * Chairman's Allowance (As per annexure "2")   |            |
|         |  |            | 4       | * Moderation Charges (As per annexure "2")   |            |
|         |  |            | 5       | * Local Conveyance to Examiners (As per annexure "2")                                |            |
|         |  |            | 6       | T.A. D.A to Dean for Visit   |            |
|         |  |            | 7       | * Administrative Expenditure (As per the CAP Rules)<br>(As per annexure "3")         |            |
|         |  |            | 8       | * Incidental Expenses (As per annexure "4")  |            |
|         |  |            | 9       | Audit Fees   |            |
|         |  |            | 10      | Incentive to College   |            |
|         | <b>Total Advance</b>                           | 0          |         | <b>Total Expenditure</b>   | 0          |
|         | <b>Amount receivable from the University</b>   |            |         | <b>Unspent Balance to be sent to University</b><br>(Cheque / D.D. No. )<br>(Date : ) |            |
|         | <b>Total Rs.</b>                               | <b>0</b>   |         | <b>Total Rs.</b>   | <b>0</b>   |

|                                       |  |   |  |
|---------------------------------------|--|---|--|
| <b>Total No. of Papers/Sections:</b>  |  |   |  |
| <b>No. of Examiners</b>               |  | <b>Mark list / Result Submission Date</b> |  |
| <b>Total No. of appeared students</b> |  | <b>Date of Declaration of the Result</b>  |  |

Director, C.A.P

Deputy Registrar  
(Examination)

Signature & Seal of the  
Chartered Accountant

Note:

1. This statement is to be submitted to the University within 30 days from the date of conclusion of the CAP.
2. \* Please submit separate statements with the necessary details in the formats provided by the University.
3. Please attach photocopy of the appointment letter of the Director & Bank Statement.

## UTILISATION CERTIFICATE

Certified that the Central Assessment Program (CAP) Advance of Rs.(figure) \_\_\_\_\_  
(Rupees in words) \_\_\_\_\_ )  
sanctioned by University of Pune for the conduct of \_\_\_\_\_ CAP., April /  
October \_\_\_\_\_ has been utilized by scrupulously observing all the rules and rates prescribed in the  
CAP Rules, Rates of remuneration booklet & T.A/D.A. rules of University of Pune.

Certified that the total expenditure is Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ ) and an amount of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ )  
is receivable from / payable to the University of Pune.

Place :

Date :

**Director CAP**

**Signature & Seal of the  
Chartered Accountants**

**University of Pune**  
**Details of payment made to the Examiners at the CAP Centre**

Examination : April /November \_\_\_\_\_  
 CAP Centre :  
 Name of the CAP Director :  
 Subject :  
 Period of CAP (from-to) :

| Sr. No. | Name of the Examiner | PAN NO. | Subject | Papers Examined |      | Paper Moderated |        | Chairman's Allow. | TA Rs. | DA Rs. | Local conve. Allow. | Total Rs. |
|---------|----------------------|---------|---------|-----------------|------|-----------------|--------|-------------------|--------|--------|---------------------|-----------|
|         |                      |         |         | No. of Papers   | Rate | Rate            | Amount |                   |        |        |                     |           |
| 1       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 2       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 3       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 4       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 5       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 6       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 7       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 8       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 9       |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 10      |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 11      |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |
| 12      |                      |         |         |                 |      |                 |        |                   |        |        |                     |           |

**Director C.A.P.**

# UNIVERSITY OF PUNE

(Annex. "3")

## Statement showing the Administrative Expenses in respect of CAP

Examination : April /November \_\_\_\_\_  
CAP Centre :  
Name of the CAP Director :  
Subject :  
Period (from-to) :  
Telephone No. of CAP Director : (O) (R)

| Sr. No.          | Category  | Nos. | Rate Rs. | No. of Days | Total Amount Rs. |
|------------------|---|------|----------|-------------|------------------|
| 1                | Director  |      |          |             | 0                |
| 2                | Asstt. Director   |      |          |             | 0                |
| 3                | Officer   |      |          |             | 0                |
| 4                | Cashier   |      |          |             | 0                |
| 5                | Clerk   |      |          |             | 0                |
| 6                | Peon  |      |          |             | 0                |
| 7                | Watchmen  |      |          |             | 0                |
| 8                | Dean of the Faculty   |      |          |             | 0                |
| 9                | Co-Ordinator  |      |          |             | 0                |
| 10               | Asstt. Co-Ordinator   |      |          |             | 0                |
| 11               | Programmer / Asstt. Programmer                                  |      |          |             | 0                |
| 12               | System Analyst (lumpsum)  |      |          |             | 0                |
| 13               | System Analyst (For Engg. Exam.) *                              |      |          |             | 0                |
| 14               | Officer-in-charge of Compilation and-Validation of data files * |      |          |             | 0                |
| 15               | Data Entry Operator *   |      |          |             | 0                |
| 16               | Masking (No. of Papers)   |      |          |             | 0                |
| 17               | Unmasking (No. of Papers)                                       |      |          |             | 0                |
| <b>Total Rs.</b> |   |      |          |             | <b>0</b>         |

*\*This is applicable for Engineering Faculty only.*

**Director, C.A.P.**

# UNIVERSITY OF PUNE

## Statement showing the Incidental Expenses in respect of CAP

Examination : April /November \_\_\_\_\_  
CAP Centre :  
Name of the CAP Director :  
Subject :  
Period (from-to) :  
Telephone No. of CAP Director : (O) (R)

| Sr. No.          | Category      | Total Amount Rs. |
|------------------|---------------|------------------|
| 1                | Stationary *  | 0                |
| 2                | Printing *    | 0                |
| 3                | Hospitality * | 0                |
| 4                | Postage       | 0                |
| 5                | Xerox         | 0                |
| 6                | Telephone     | 0                |
| 7                | Transport     | 0                |
| 8                | Bank Charges  | 0                |
| <b>Total Rs.</b> |               | <b>0</b>         |

- Note:**
1. Proposal for the expenditure other than the heads mentioned above, should be submitted to Hon'ble Vice-Chancellor through C.O.E.
  2. \* Expenditure under these heads should not exceed the limit laid down in the CAP Rules.

**Director, C.A.P.**

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# UNIVERSITY OF PUNE



**(Under Ordinance - 10)**  
**Central Assessment Programme Scheme**  
**(For Faculty of Engineering)**

**University of Pune,  
Ganeshkhind, Pune-411007**