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SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)



(Under Ordinance - 10)

CENTRAL ASSESSMENT PROGRAMME SCHEME
(For All Examinations)

WITH EFFECT FROM
ACADEMIC YEAR 2019-20

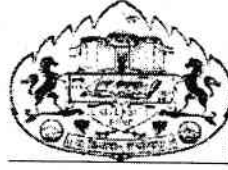
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Central Assessment Programme (CAP)

(For All Examinations)

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SAVITRIBAI PHULE PUNE UNIVERSITY



(Under Ordinance -10)

Central Assessment Programme Scheme

With effect from Academic Year 2019-2020

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 (CAP) :

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. (In case of Insemester Examination, CAP shall be held at respective college.)

(2) Appointment of CAP Director :

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

- (i) Principal/Director 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/Assistant Professor.
- (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).
- (vi) Insem CAP Director shall be appointed by college Principal / Director.

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

- (3) The Director, Board of Examinations and evaluation shall inform all the examination centers well in advance the place of CAP and name of the Director CAP in order to send answer books to such place by all the examination centers.

(4) Invitation to Examiners :

The University shall provide a list indicating number of students appearing for each subject and other relevant information to the CAP Director. He shall consult the Dean of the faculty who shall ascertain the number of examiners required per subject. The CAP 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 Director, BEE, 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 48 (3) (a) committee/Board of Studies, by the Dean of the concerned faculty.

Principal/ Insem cap Director in consultation with Chairman, Board of Studies, shall appoint subject teacher from respective college or other college as examiner for assessment of insem answer booklet.

- (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 2016, 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/ Asso. Dean of the faculty to guide the examiners.

In case of Insem CAP, the examiner from same college will not be paid TA/LCA. If appointment of examiner is from other college then examiner appointed are entitled to get TA/LCA as per rules and regulations.

(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 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 centers 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, absent & unfair means cases 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 using UID stickers on the area demarkated on 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. . 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 answerbooks shall be arranged subjectwise/paperwise/Sectionwise as this will be convenient at the time of distribution of answer books to the examiners for assessment.
- (vii) In case of any event of missing answerbooks or any unpleasant experience the CAP Director shall consult Board of Examinations & Evaluation 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/coordinator of the Board of Paper-setters/coordinator, 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 shall watch the day to day progress of assessment and assist the Director in the smooth conduct of CAP. If necessary, he shall apply sample checking of answerbooks. The Chairman of the Board of Paper-setters/coordinator or in his absence the senior paper-setter of the concerned subject nominated by the Director shall be paid honorarium of Rs. 325/- for discharging additional duties as mentioned above. The Chairman/ Co-ordination 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 BoS. 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 30/60 papers or 60 as sufficient time as optionally desired for assessment is available for the day sections at a time, for three hours. No additional answer books 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 marks Non-credits or 2/3 credits or less than 50 marks or lesser credits.

- (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 issue limit 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 completely assessed all the answerbooks in a bundle 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, or area demarkated on answersheets for moderators marks entry just below next to the question wise marks given by the examiner (In case of old design answerbooks). In such cases marks awarded by the moderator shall be taken as final.
- (vii) In case some of the answerbooks in a bundle remain unassessed by the examiner concerned for some reasons, the CAP Director shall get such answerbooks assessed from another examiners from the list of the said subject giving factual information and reasons 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 along with the list of examiners not reported for CAP work should invariably be sent by the Director CAP, to the University within seven days from the completion of CAP.
- (ix) It is Mandatory that 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 ensure that after getting the 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 at the time of reporting at the CAP centre. He / She will produce the identity card issued by the Director of

CAP, while entering the CAP centre premises.

- (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) The CAP Director shall invariably issue the attendance certificate to the examiners attending the CAP and having completed the assigned work for producing the same to their respective colleges after return.
- (xiv) The CAP Director shall not avail the leave facility during the CAP period unless there are exceptional reasons. In such circumstances the The Director, Board of Examinations and evaluation will be kept informed by the CAP Director.
- (xv) 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.

Moderation :

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

(III) Post-Assessment Work (To be carried out by the Barcode Cell)

- (i) The work of un-masking/decoding 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(full or in part) 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) Cross checking of absentees by a different pair of assistants.
 - (c) Recording marks on computerized mark-lists from the assessed answerbooks.
 - (d) Total of marks to be taken on each page on the mark-lists memos.
 - (e) Checking of mark-lists memos by different pair of assistants.
 - (f) Checking of the total of marks to be done by another assistant.
- (iii) If any supplement found detached from the main answerbook, CAP Director shall take efforts to relocate its main answerbook and he/she shall carefully attach the supplement to the main answerbook. It shall be then ascertained whether all marks are credited to the answerbook as well as to supplement and they are noted down properly in the marklist.
- (iv) In case of any police case record 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 Director, Board of Examinations & Evaluation .

Grant for CAP Centre :

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

Total No. of Candidates	Rate
01 to 10000	Rs.65/- per candidate regd. (for all the candidates)
10001 and above	Rs. 55/- 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 UID stickers pasting work shall be appointed as per the requirement.
- (v) Each CAP centre shall employ a watchman for providing security during CAP period.

(c) Rates of Remuneration for CAP Staff :

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

1.	Director	Rs.650/- per day
2.	Assistant Director/Coordinator for onscreen evaluation	Rs.520/- per day
3.	Officer	Rs.350/- per day
4.	Cashier	Rs.325 /- per day
5.	Clerk	Rs.325/- per day
6.	Peon/Watchman	Rs.200/- per day

LCA shall be payable to CAP staff only for attending CAP on Weekly off/ on public Holidays

(ii) Only for First year where Examination is conducted by college/Institute

- (a) Masking – Rs. 1/-
- (b) Demasking – 0.75 paisa
- (c) Data Entry for 10 entry – Rs. 2.60/-
- (d) System Analyst – Rs. 2000/-
- (e) Programmer – Rs.1200/-

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

The Director, Board of Examinations and evaluation 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/ Asst. 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 Director, Board of Examinations & Evaluation.

The Director, B.E.E shall appoint one co-ordinator and one assistant co-ordinator from exam co-ordination section for fulfilling procedures of appointment of CAP Centres / Directors.

1. Appointment of CAP Centres , after due approval from Dean of concerned faculty.
2. Changes in appointment of CAP Centre and Director if any.
3. Appointment of examiner panel, after due approval from Dean of concerned faculty.
4. Block teachers for assessment/ paper setting if punished by lapses committee as per provision of University Act.

Remuneration to Non-Teaching Staff of the University relating to the examination work.

1.	Co-ordinator a) Scrutiny & Tabulation b) Exam coordination Section	Rs. 5500/-(Lump sum) Rs. 5500/-(Lump sum)
2.	Asstt. Co-ordinator a) Scrutiny & Tabulation b) Exam coordination Section	Rs.3,500/- (Lump sum) Rs.3,500/- (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) Remuneration for applying UID stickers :

Passing UID on Answerbook Rs. 0.75 per answer book.

(f) On Screen evaluation at CAP Center:

Assessment of answersheet will follow the standard procedure as per II) Actual assessment of marks. Changes in operation are as follows :

- i) Issuing officer at CAP shall issue papers to examiners through credentials, based on teachers-id.
- ii) First bundle shall be issued to moderator after examiner completes assessment and return to CAP through his login. Moderation of subsequent bundles shall follow the same process, whereas papers to be moderated shall be marked as per moderation criteria.

iii) In case examiner gets lote issued and did not check and return in stipulated time, issuing office shall mark the lote returned as un-assessed, same shall be assigned to different examiner. Rates for onscreen evaluation shall be same as that of paper assessment. This shall be as per rates of remuneration for paper setters and examiners (PART- I) of remuneration booklet.

CAP centers shall be paid Rs. 500/- per 100 answer booklet or rounded for last bundle against electricity/ generator bills, computer and internet facility and allied services required for on screen evaluation.

(g) Incidental expenses :

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

(a)	Upto 50 examiners invited	Rs. 13,000/-
(b)	51-100 examiners invited	Rs. 18,200/-
(c)	101-200 examiners invited	Rs. 22,750/-
(d)	201-300 examiners invited	Rs. 26,000/-
(e)	301-500 examiners invited	Rs. 35,000/-
(f)	501-750 examiners invited	Rs. 45,000/-
(g)	751-1000 examiners invited	Rs. 55,000/-
(h)	1001-1500 examiners invited	Rs. 75,000/-
(i)	1500 and above examiners invited	Rs. 85,000/-

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

- (1) Transportation of answer books.
- (2) Labour Charge at actual (not to exceed Rs.5,000/-)

(h) 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 payment of TA/DA/LCA as the case may be to the Dean of the Faculty concerned from the advance placed at the disposal of the CAP Director according to the rules prescribed by the University.

(i) The CAP Director shall not incur any other/additional expenditure except with the prior permission/ approval from the Hon. Vice-Chancellor through Director, Board of Examinations & Evaluation .

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 and model answers if not already done.
2. CAP centre 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. It is to be ensured that all the answerbooks to be given to the examiners are properly masked.
5. The Chairman of the Board of Paper-setters will ensure that assessment work is done meticulously and corresponding marks are recorded as answerbook as well as mark list.
6. The examiner after completion of his/her assessment should return to the assistant at the Counter, the Bundles of answerbooks alongwith marklist chart supplemented with each bundle 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 and as prescribed by University.
11. In the course of assessment, examiner 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 if any of the candidates should also be taken into account.
13. In case, 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.
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 to ensure completion of assessment work within the stipulated 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 pt 14(above.)

Post-CAP Activities :

1. The issue register and the final list of examiners who have actually assessed the answerbooks should be sent to the University within seven (one week)days of the completion of CAP work.
2. The statement of income and expenditure should be prepared and got audited from the Chartered Accountant and submitted to the University.

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.5,00,000 /-	Rs.3,900/- Max.
Expenditure more than Rs.5 Lac upto Rs. 15,00,000/-	Rs.6,500/- Max.
Expenditure above Rs.15,00,000/-	Rs.9,750/- Max.

No vouchers of 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.

Incentive :

An amount as an incentive shall be paid to the Central Assessment Programme Centre as per the following rates :

	<i>No. of candidates</i>	<i>Amount</i>
i)	Upto 3000 candidates	Rs.6,500/-
ii)	3001 to 5000 candidates	Rs.9,800/-
iii)	5001 to 10000 candidates	Rs.15,600/-
iv)	10001 to 20000 candidates	Rs.18,000/-
v)	20001 and above candidates	Rs. 25.000/-

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

Date : 19 June 2019

Dr. Ashok Chavan
Director, Board of Examinations & Evaluation

SAVITRIBAI PHULE PUNE UNIVERSITY

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	Advance received 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) (As per annexure "3")	
			8	* Incidental Expenses (As per annexure "4")	
			9	Audit Fees	
			10	Incentive to College	
	Total Advance	0		Total Expenditure	0
	Amount receivable from the University			Unspent Balance to be sent to University (Cheque / D.D. No.) (Date :)	
	Total Rs.	0		Total Rs.	0

Total No. of Papers/Sections:			
No. of Examiners		Mark list / Result Submission Date	
Total No. of appeared students		Date of Declaration of the Result	

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, Rates of remuneration & 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**

SAVITRIBAI PHULE PUNE UNIVERSITY

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	No. of Papers	Rate					
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

SAVITRIBAI PHULE PUNE UNIVERSITY

(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
1	Director				0
2	Asstt. Director				0
3	Officer				0
4	Cashier				0
5	Clerk				0
6	Peon				0
7	Watchmen				0
8	Co-Ordinator				0
9	Asstt. Co-Ordinator				0
10	Masking No.of Papers/UID Sticker				0
Total Rs.					0

Director, C.A.P.

SAVITRIBAI PHULE PUNE UNIVERSITY

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/E-mails	0
5	Photocopy	0
6	Telephone	0
7	Transportation	0
8	Bank Charges	0
Total Rs.		0

- 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.