

सावित्रीबाई फुले पुणे विद्यापीठ

छाननी व तालिनीकरण कक्ष
गणेशखिंड, पुणे ४११ ००७.
दूरध्वनी क्र.: २०२५६२१४१६
Website: www.unipune.ac.in

(पूर्वीचे पुणे विद्यापीठ)
Savitribai Phule Pune University
(Formerly University of Pune)

Scrutiny & Tabulation Section
Ganeshkhind, Pune-411007.
Phone: 2025621398
E-mail: dyrst@pun.unipune.ac.in



संदर्भ: परीक्षा/छावता/ 692

दिनांक: 14/02/2026

प्रति,

मा. प्राचार्य/संचालक,

सर्व संलग्नित महाविद्यालये/मान्यताप्राप्त परिसंस्था

(शिक्षणशास्त्र व शारिरीक शिक्षणशास्त्र)

पुणे, अहिल्यानगर व नाशिक जिल्हा आणि दादरा नगर-हवेली

विषय : शिक्षणशास्त्र अभ्यासक्रमातील बी.एड.(२०१५-पॅटर्न) व एम.एड. (२०१५-पॅटर्न) या अभ्यासक्रमाचे उन्हाळी सत्र (एप्रिल/मे २०२६) परीक्षांच्या अंतर्गत गुणांचे नियमन व तपासणीच्या कामकाजाबाबत....

संदर्भ : परीक्षा समन्वय विभागाचे दिनांक ०५.०५.२०२६ रोजीचा इ-मेल.

महोदय/महोदया,

उपरोक्त विषय व संदर्भीय पत्रास अनुसरून महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ कलम ४८ (३) (क) नुसारच्या समितीने घेतलेल्या निर्णयानुसार आपणास खालीलप्रमाणे कळविण्यात येत आहे:

- शिक्षणशास्त्र अभ्यासक्रमातील बी.एड.(२०१५-पॅटर्न) व एम.एड. (२०१५-पॅटर्न) या अभ्यासक्रमाचे उन्हाळी सत्र (एप्रिल/मे २०२६) परीक्षांच्या अंतर्गत गुणांचे नियमन व तपासणीचे कामकाज हे महाविद्यालयाच्या स्तरावर दिनांक १५.०५.२०२६ ते दिनांक १८.०५.२०२६ या चार दिवसांसाठी निश्चित केले आहे. त्यानुसार प्रत्येक महाविद्यालयाने वरील पैकी कोणत्याही एका दिवशी नियामकांच्या उपलब्धतेनुसार अंतर्गत गुणांचे नियमन व तपासणीचे कामकाज पूर्ण करावे. तसेच सदरचे अंतर्गत गुण भरण्याकरिताची संबंधित ऑनलाईन लिंक ही दिनांक १५.०५.२०२६ ते दिनांक २०.०५.२०२६ पर्यंत सुरु राहतील. सदर कालावधीत संबंधित अंतर्गत गुण भरण्याची कार्यवाही करावी.
- शिक्षणशास्त्र अभ्यासक्रमातील बी.एड.(२०१५-पॅटर्न) व एम.एड. (२०१५-पॅटर्न) या विषयाच्या सर्व संलग्नित महाविद्यालयातील/मान्यताप्राप्त परीसंस्थामधील विद्यापीठ मान्यता प्राप्त दहा ते पंधरा वर्षे आणि पंधराहून अधिक वर्षे अनुभव असलेल्या शिक्षकांच्या अनुभवानुसार दोन स्वतंत्र जिल्हानिहाय याद्या परीक्षा समन्वय कक्षामार्फत प्रसिध्द करण्यात आलेल्या आहेत. सदर याद्यांमध्ये प्रत्येकी एक शिक्षक याप्रमाणे दोन शिक्षक नेमून त्यांचेकडून अंतर्गत गुणांचे नियमन व तपासणीचे कामकाज संबंधित महाविद्यालयाने पूर्ण करून घ्यावे. संबंधित नेमणूक करण्यात आलेल्या शिक्षकाने दोन पेक्षा अधिक महाविद्यालयांचे कामकाज करू नये तसे केल्यास तिसऱ्या महाविद्यालयाचे अंतर्गत गुण विद्यापीठ स्वीकारणार नाही.
- अंतर्गत गुणनियमन समितीच्या नियामकांचे मानधन (Remuneration) हे विद्यापीठाकडून नियमाप्रमाणे अदा करण्यात येईल.
- गुणनियमन हे विद्यार्थ्यांच्या गुणांसंबंधीचे असल्यामुळे विद्यार्थ्यांस गुणनियमन समितीसमोर बोलविण्यात यावे.
- सदर गुणनियमन प्रक्रियेचे Video/ Geo Tag असावेत.
- संबंधित महाविद्यालयाने अंतर्गत गुण नियमन व तपासणी समिती समोर विद्यार्थ्यांची विषयनिहाय उपस्थिती/अनुपस्थिती सोबत दिलेल्या तक्त्याप्रमाणे Excel sheet मध्ये भरून intmarks@pun.unipune.ac.in आणि st-education@pun.unipune.ac.in या मेल वर उपरोक्त नमूद केलेल्या कालावधीत पाठविण्यात यावे. तसेच संबंधित महाविद्यालयाने अहवालासोबत अंतर्गत गुण नियमन व तपासणीसाठी नियुक्त केलेल्या नियामकांच्या स्वाक्षरीसह hard copy जोडणे अनिवार्य असेल. (सोबत Excel Sheet नमुना जोडले आहे.)

तसेच अंतर्गत गुण नियमन व तपासणी समितीच्या नियमना संदर्भातील कार्यप्रणाली सोबत जोडलेली असून त्याप्रमाणे गुणनियमनाबाबतची पुढील कार्यवाही करावी.

कळावे,

आपला,

(प्रा. डॉ. राजेंद्र तलवारे)

मा. संचालक

परीक्षा व मूल्यमापन मंडळ

सोबत : वरीलप्रमाणे

Savitribai Phule Pune University, Pune
B.Ed. (2015 Pattern) and M.Ed. Programme (2016 Pattern) 2025-26
Internal Work Moderation Guidelines for Moderation Committee

The moderation of internal work for the B.Ed. and M.Ed. programmes will be concarried out through a physical visit by the Moderation Committee to each affiliated college. The following guidelines are to be followed by the Moderation Committee during their visit:

1. Verify the moderation records i.e. student attendance, organization of internal work reports and documentation prepared by the college as per the checklists.
- 2. Verify the following documents for accuracy and completeness:**
 - Summary of University exam seat numbers.
 - Print preview of Internal marks
 - Checklists
 - Evaluation rubrics/schemes
 - Ensure that all records align with the expectations and standards of the University.
3. Select randomly the students' exam seat numbers in accordance with the moderation rules of the University.
 - a. Review selected student's internal work record (B.Ed. and M.Ed. First year and Second year) for completeness, accuracy and consistency.
4. Verify the of student's identity with their college ID and hall ticket.
6. Discuss with students to assess their understanding and engagement with the submitted work.
5. Ask these selected students to showcase their internal work records individually.
7. Note and report any discrepancies or incomplete/inconsistent work for possible moderation or rejection.
8. Maintain the record of moderated students with their signatures.
9. During the Moderation process:
 - Attendance of the students with a geotagged photo of each student is compulsory.
 - Video shooting of moderation process is mandatory (Glimpses of the moderation-Time: max. 5-7 mins. Size-max 1GB).
10. After moderation, confirm that the final internal marks are submitted online are as per the suggestions or recommendation made by the committee.
11. Review and sign the final printout of internal marks along with the Principal.
- 12. Ask the college to submit the following documents to the University:**
 - Final printout of internal marks (signed)
 - NOC from Moderation Committee
 - Assurance Letter from Principal
 - Attendance with Geotagged photo in pdf form.
 - Pen drive containing geotagged photos of attendance and video recordings of the moderated students.
 - Internal Work Moderation Report.
13. If any student is absent, their marks will not be recommended to the University.
14. In case of an emergency-related absence, the concerned student, along with the college Principal, must present and showcase the relevant records to the compliance committee at District places as per the schedule announced by the University.



Prof. Dr. Rajendra Talware
Director, Board of Examination and Evaluation

Savitribai Phule Pune University, Pune
B.Ed. & M.Ed. Programme (2016 Pattern) 2025-26
Internal Work Moderation Guidelines for Colleges

The moderation of internal work for B.Ed. & M.Ed. programmes will be conducted through physical visit of the Moderation Committee to the affiliated college. Guidelines to the Principal for the Moderation of Internal work are as follows.

1. General Guidelines for Moderation:

- a. The Principal, internal evaluation coordinator, and all teacher educators are required to be present during the entire moderation process.
- b. Organize all the records as per the given checklists.
- c. Ensure compulsory presence of all students.
- d. Students should attend the moderation along with the reports of complete internal work and required documents.
- e. Students are required to carry their college ID and hall ticket for verification.
- f. Students will showcase their work to the committee and may interact with committee about their work. They should be prepared to explain their work to the committee.
- g. If any student is absent, their marks will not be recommended to the University.
- h. In case of any emergency-related absence, the concerned student, along with the college Principal, must present and showcase the relevant records to the compliance committee at University as per the schedule announced by the University.

2. Documents and Resources to be Kept Ready:

- a. All Internal work/files/books/journals of each student (B.Ed. & M.Ed. 1 year and 2nd year).
- b. Hard copies of :
 - i. Summary of examination seat numbers of all students from the University.
 - ii. 'Print Preview' of Internal marks entered online.
 - iii. Checklists.
 - iv. Evaluation rubrics/schemes.
- c. Stamp of moderation committee members.
- d. Maintain an attendance record of all students during moderation, including their exam seat number, name, and signature.

3. Geotag Photo and Video Documentation:


- a. Attendance of the students with a geotagged photo of each student is compulsory.
- b. Video shooting of moderation process is mandatory (Glimpses of the moderation- Time: max. 5-7 mins. Size-max 1GB).

4. Post-Moderation Submission:

- a. After moderation, according to the suggestions and recommendation by the committee make the changes whichever and submit the marks online.

b. Submit the following documents to the University:

- Final printout of internal marks with signatures of Moderation committee and Principal.
- NOC from the Moderation Committee.
- Assurance Letter from Principal.
- Geotagged photo and video files (Pen Drive).
- Attendance with Geotagged photo in pdf form.
- Internal Work Moderation Report.
- Incomplete or inconsistent work will result in either moderate the marks or rejection.


Prof. Dr. Rajendra Talware
Director, Board of Examination and Evaluation

Check List I Academic Documents

Name of the College : _____

Address: _____

e-mail: _____

College code: _____

Phone No: _____

Number of divisions: Number of students appeared

Sr. No.	Details	Yes / No	Remarks
1	Work Distribution		
2	Annual plan /Academic Calendar		
3	Time table for the activities (As per Division/ Unit)		
4	Working Days in a Year (minimum 180 days)		
5	Records of Internal Evaluation Committee of College		
6	Students' daily attendance		
7	Daily Diary of students		
Overall documentation and evaluation of the College is Satisfactory / Unsatisfactory.			

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Check List II
Perspectives of Education : Core Courses (BED 101 to BED 105)

College Name:

College Code:

Sr. No.	Details	Yes / No	Remarks
1.	Time Table & Planning (03 Activities for 101-105)		
	Activity 1- Practical		
	Activity 2- CA		
	Activity3- Written Test		
2.	All Evidences regarding activities (Notices for faculty & Students regarding 03 activities)		
3.	Evaluation Scheme for activities		
4.	Mark Lists submitted by faculty in handwritten		
5.	Consolidated Mark Lists		
6.	Students' record regarding activities		
Internal work and Evaluation is Satisfactory/ Unsatisfactory.			

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Check List III
Specialized Courses – Optional Courses (BED 106& BED 107)

College Name:

College Code:

Sr. No.	Details	Yes / No	Remarks
1.	Time Table& Planning		
	Activity 1- Practical		
	Activity 2- Written Test		
2.	All Evidences regarding activities (Notices for faculty & students regarding 02 activities)		
3.	Evaluation Scheme for activities		
4.	Mark Lists submitted by faculty in Handwritten		
5.	Consolidated Mark Lists		
6.	Students' records regarding activities		
Internal work and Evaluation is Satisfactory/ Unsatisfactory.			

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Check List IV
Practicing for Constructivist Teaching Learning (BED108 to BED110)

College Name: _____

College Code: _____

Sr. No.	Details	BED 108 (20 Lessons) (25+25 Marks)			BED 109 (06 Lessons) (50 +50+50 Marks)			BED 110 (06 Lessons + 5 Activities) (50 +50 Marks)		Remarks	
		MT 6+6	INT 6	SIM 2	TBL 2	TT 2	MOT 2	PL 6	If Int 5 activities		
		Yes OR No	Yes OR No	Yes OR No	Yes OR No	Yes OR No	Yes OR No	Yes OR No	Yes OR No		
1.	Timetable & Planning (Adequate Time, Number of lessons, Group Wise list of students, List of students for guidance to faculty, Attendance etc)										
2.	Notices to faculty and students										
3.	Evaluation Schemes										
4.	Appropriate guidance, Observations & Marks are noted on lesson notes										
5.	List of Schools & Permission letters from School	-									
6.	Reports of school Activities of an individual students	-									
7.	Observation Books of students										
8.	Handwritten Mark lists										
9.	Consolidated Mark lists										
Internal work and Evaluation is satisfactory/ not satisfactory.											

(MT- Micro Teaching, INT-Integration Lesson, SIM- Simulation Lesson, TBL- Technology Based Lesson, TT- Team Teaching, MOT- Models of Teaching, PL- Practice Lesson, ItI- Introduction to Internship)

Members:

Chairman:

Stamp & Signature of Internal Evaluation & Moderation Committee

Check List V
Enhancing Professional Capacities (BED 111 to BED 112)

College Name:

College Code:

Sr. No.	Details	BED 111			BED 112 HP (50 Marks)	Remarks
		ICT 25 Marks	CCA 25 Marks	SS		
1.	Timetable & Planning					
2.	Appropriate Evaluation Scheme					
3.	Workbook/ Record Book/ Register/Note Book/Hard Copies for ICT				-	
4.	Soft Copy of ICT				-	
5.	Handwritten Mark lists					
6.	Consolidated Mark lists					
7.	Students' records regarding work	-				
Internal work and Evaluation is Satisfactory/ Unsatisfactory.						

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Discrepancy Letter
(From Committee to the college, if applicable)

To,

The Principal

Subject: Discrepancies regarding internal work

College Code:

Respected Sir / Madam,

As per the guidelines & checklist, the Internal Evaluation & Moderation Committee has checked all your college works on _____ day (date _____) & found following discrepancies.

Rectify all above discrepancies & re-present the work in front of committee on

Day:

Date:

Time:

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Remarks by Internal Evaluation & Moderation Committee

To,
The Principal

College Code:

Subject: Remarks

Respected Sir / Madam,

As per the guidelines & checklist, the Internal Evaluation & Moderation Committee has checked all your college works on _____ day (date _____) Remarks for the same are as follows.

BED 101 to BED 105:

BED 106 to BED 107:

BED 108 to BED 110:

BED 111 to BED 112:

General Remark:

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

No Objection Certificate

To,
The Principal,

College Code:

Subject: No Objection Certificate

Respected Sir / Madam,

As per the guidelines & checklists, an Internal Evaluation & Moderation Committee has checked all the documents provided by the college regarding the internal work of the First Year students of 202____ - 202____ batch on _____ day (date _____). On the basis of the same, the committee has recommended to submit the internal marks of the students to Savitribai Phule Pune University, Pune.

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

(On Letter head of the College)

Outward No.....

Date.....

Assurance Letter

To,
The Director,
Board of Examination and Evaluation,
Savitribai Phule Pune University,
Pune

Subject: Assurance regarding internal work of First Year B. Ed. Students (202____ - 202____)

Respected Sir,

I, Principal Dr. _____ assure that all the First Year students who were enrolled during the academic year 202____ - 202____, have completed all the activities related to internal marks by themselves and submitted it to the college, after which the college has evaluated the students as per the guidelines in the syllabus. In case of any discrepancies found, I will be solely responsible for it.

Principal,
Stamp and Signature

Check List I: Academic Documents

Name of the College : _____

Address: _____

e-mail: _____

College code: _____

Phone No: _____

Number of divisions:

Number of students appeared

Sr. No.	Details	Yes / No	Remarks
1	Academic Calendar		
2	Time table for the activities (As per Division/ Unit)		
3	Working Days in a Year (minimum 180 days)		
4	Records of Internal Evaluation Committee of College		
5	Students' daily attendance		
6	Daily Diary of students regarding daily attendance, work done and participation in activities etc.		
Overall documentation and evaluation of the internal work is Satisfactory / Unsatisfactory.			

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

**Check List II : Perspectives of Education-Core Courses
and Specialized Course- Optional Course
(BED 201 to BED 205)**

(Each Course is for 20 Marks)

College Name:

College Code:

Sr. No.	Details	Yes / No	Remarks
1	Time Table & Planning (03 Activities for BED 201- BED205)		
	Activity I (Practical)		
	Activity II (CA Activity)		
	Activity III (Written Test)		
2.	All Evidences regarding activities (Notices for faculty & students regarding 03 activities, etc)		
3.	Mark Lists submitted by faculty in handwritten		
4.	Consolidated Mark Lists		
5.	Student's record of activities (BED 201- BED205)		
Internal work and Evaluation is Satisfactory / Unsatisfactory.			

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Check List III : Practicing for constructivist teaching Learning

(BED 206 & BED 207)

College Name:

College Code:

Sr. No.	Details	BED 206 (06 Lessons) (50 Marks) Yes/No	BED 207 (06Activities) (200Marks) Yes/No	Remarks
1.	Timetable & Planning			
2.	Evidences (Notices to faculties & students etc.)			
3.	Observations& Marks noted on lesson notes			
4.	List of Schools & Permission letters from School			
5.	Reports of school Activities of an individual students	-		
6.	Lesson observation by students			
7.	Mark lists submitted by faculty		-	
8.	Consolidated Mark lists			
9.	Students record of BED 206 & BED 207			
Internal work and evaluation is Satisfactory/ Unsatisfactory.				

(06 Activities in Internship: 06 Block lessons, Evaluation Plan, School Records, Curricular & extracurricular activities, lesson observations, other school activities/programme:75+25+25+25+25+25+25=200marks))

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Check List IV: Enhancing Professional

Capacity (BED 208 to BED 212)

College Name:

College Code:

Sr. No.	Details	BED 208 (01+2 Acti) (50 Marks) Yes/No	BED 209 (01+ Acti) (25+25 Marks) Yes/No	BED 210 (50 Marks) Yes/No	BED 211 (02Acti) (50 Marks) Yes/No	BED 212 (01 Skill/ 02Acti) (50Marks) Yes/No	Remarks
1.	Timetable & Planning of Activities, etc.)						
2.	Evidences: Notices to faculties & students, attendance etc.						
3.	Mark lists submitted by faculty						
4.	Consolidated Mark lists						
5.	Student's record regarding work (BED 208 to BED 212)						
Internal work and Evaluation is Satisfactory/Unsatisfactory.							

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Discrepancy Letter
(From Committee to the college, if applicable)

To,

The Principal

College Code:

Subject: Discrepancies in the work

Respected Sir / Madam,

As per the guidelines & checklist, the Internal Evaluation & Moderation Committee has checked all your college works on _____ day (date _____) & found following discrepancies.

Rectify all above discrepancies & re-present the work in front of committee on

Day:

Date:

Time:

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Remarks by Internal Evaluation & Moderation Committee

To,
The Principal

College Code:

Subject: Remarks

Respected Sir / Madam,

As per the guidelines & checklist, the Internal Evaluation & Moderation Committee has checked all your college works on _____ day (date _____) Remarks for the same are as follows.

BED 201 to BED 205:

BED 206 to BED 207:

BED 208 to BED 212:

General Remark:

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

No Objection Certificate

To,
The Principal,

College Code:

Subject: **No Objection Certificate**

Respected Sir / Madam,

As per the guidelines & checklist, an Internal Evaluation & Moderation Committee has checked all the documents provided by the college regarding the internal work of the second year students of 202__ - 202__ batch, on _____ day (date _____) On the basis of the same, the committee has recommended to submit the internal marks of the students to Savitribai Phule Pune University, Pune.

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

(On Letter head of the College)

Outward No.....

Date.....

Assurance Letter

To,
The Director,
Board of Examination and
Evaluation,
Savitribai Phule Pune University,
Pune

Subject: **Assurance regarding internal work of Second Year B. Ed. Students (202__ - 202__)**

Respected Sir,

I, Principal Dr. _____ assure that all the students who were enrolled during the academic year 202__ - 202__, have completed all the activities related to internal marks by themselves and submitted it to the college, after which the college has evaluated the students as per the guidelines in the syllabus. In case of any discrepancies found, I will be solely responsible for it.

Principal,
Stamp and Signature

Name of the College: _____

M.Ed. (Two Year) Program 202__ - 202__
(2015 Pattern Choice Based Credit System)
Semester I

Moderation Committee Report

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

[A] General File

Record	Yes	No	Remark
➤ Time Table			
➤ Academic Calendar for M.Ed. choice-based credit course.			
➤ Teachers' Approvals			
➤ Distribution of work			
➤ P.G Recognition letters of M.Ed. guides.			
➤ Internal Evaluation committee.			
- Structure of committee			
- Minutes of at least 3 meetings.			
- Attendance record of students.			

➤ **Total teaching days.**

[a] Date of commencement of course	
[b] Total teaching days	First Sem. -----

B – Records of internal assessment for Courses MED 101 -104 (Minimum 4 activities)

➤ **Written Exams (2)**

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

➤ **Internal Assessment other than Written Exam**

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

C - MED 105

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

[D] NAAC: Accreditation Process of the College.

Record	Yes	No	Remark
➤ NAAC Grade			

[E] The Principal/H.O.D for M.ED Course should give a minimum 2 page report of planning & conduction of internal activities (continuous assessment) of choice based credit system M.Ed. Course for the 1st Semester

Record	Yes	No	Remark
➤ Report			

Member - Name & Sign	Member - Name & Sign	Chairman - Name & Sign
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M.Ed. (Two Year) Program 202__ - 202__
(2015 Pattern Choice Based Credit System)
Semester III

Moderation Committee Report

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

[A] General File

Record	Yes	No	Remark
➤ Time Table			
➤ Academic Calendar for M.Ed. choice-based credit course.			
➤ Teachers' Approvals			
➤ Distribution of work			
➤ P.G Recognition letters of M.Ed. guides.			
➤ Internal evaluation committee.			
- Structure of committee			
- Minutes of at least 3 meetings.			
- Attendance record of students.			

➤ **Total teaching days.**

[a] Date of commencement of course	
[b] Total teaching days	Third Sem. -----

B – Records of internal assessment for Courses MED 301 -303 (Any one), 304-307 (Any one), 308,309 (minimum 4 activities)

➤ **Written Exams (2)**

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

➤ **Internal Assessment other than Written Exam**

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

C – Internship-310

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

D- Dissertation- Tool and data analysis-311

Record	Yes	No	Remark
➤ Time schedule			
➤ Notices			
➤ List of Research Topics with guides			
➤ Joint Mark List			
➤ Presentation- 1) tool 2) Data analysis			

E- Open Course- 312

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

[F] NAAC: Accreditation Process of the College.

Record	Yes	No	Remark
➤ NAAC Grade			

[G] The Principal/H.O.D for M.ED Course should give a minimum 2 page report of planning & conduction of internal activities (continuous assessment) of choice based credit system M.Ed. Course for the 3rd Semester

Record	Yes	No	Remark
➤ Report			

Member - Name & Sign	Member - Name & Sign	Chairman - Name & Sign
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(on letter head of the college)

UNDERTAKING

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

College having M.Ed. Course, solemnly give this affirmation that our college has given sufficient time for all the activities related to internal evaluation prescribed by Faculty of Education, Savitribai Phule University of Pune for M.Ed. (Two Years) Program - Semester I and III College has planned & evaluated all these activities properly & objectively. I personally give assurance that the activities were planned & conducted as stated in our records by the approved teachers of our M.Ed. Course & Marks were given on merit only. I also give assurance that all the students completed all the internal activities in our college. I further assure that all the students were present for Semester I and III activities of CBCS, M.Ed. Course as per rules of Savitribai Phule University of Pune, Pune.

Day:

Date:

Signature of Principal/H.O.D

&

seal of the college

Discrepancy Letter
(From Committee to the college, if applicable)

To,
The Principal

College Code:

Subject: Discrepancies in the work

Respected Sir / Madam,

As per the guidelines & checklist, the Internal Evaluation & Moderation Committee has checked all your college works on _____ day (date _____) & found following discrepancies.

Rectify all above discrepancies & re-present the work in front of committee on

Day:

Date:

Time

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee

Name of the College: _____

M.Ed. (Two Year) Program 202__ - 202__
(Semester II - 2015 Pattern Choice Based Credit System)
Moderation Committee Report

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

[A] General File

Record	Yes	No	Remark
➤ Time Table			
➤ Academic Calendar for M.Ed. choice based credit course.			
➤ Teachers' Approvals			
➤ Distribution of work			
➤ P.G Recognition letters of M.Ed. guides.			
➤ Internal Evaluation committee.			
- Structure of committee			
- Minutes of at least 3 meetings.			
- Attendance record of students.			

➤ **Total teaching days.**

[a] Date of commencement of course	II Sem.	IV Sem.
[b] Total teaching days

[B] Records of internal assessment for Courses MED 201 to 204 (Minimum 4 Activities)

➤ **Written Exams (2)**

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

➤ **Internal assessment other than Written Exam**

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

[C] Dissertation Part -1 (205) Research Proposal and Review

Record	Yes	No	Remark
➤ Distribution of students as per guide			
➤ Time table			
➤ Notices			
➤ Evaluation tools			
➤ Joint Mark List (Internal & External)			
➤ Proposal Soft and hard Copy			
➤ Review hard Copy			
➤ Random cross checking of students' document			

Bring soft copy of Research Topics in Excel as follows:

Roll No.	Name of the Student	Name of the Guide	Research Topic

[D] Internship in TEI (206)

Record	Yes	No	Remark
➤ Planning & Time Table			
➤ Notices			
➤ Evaluation tools			
➤ Joint Mark List (Internal & External)			
➤ Report			
➤ Soft copy of students' presentation			
➤ Random cross checking of students' document			

[E] NAAC: Accreditation Process of the College.

Record	Yes	No	Remark
➤ NAAC Grade			

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

Record	Yes	No	Remark
➤ Report			

Member - Name & Sign	Member - Name & Sign	Chairman - Name & Sign
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Name of the College: _____

M.Ed. (Two Year) Program 202__ - 202__

(Semester IV - 2015 Pattern Choice Based Credit System)

Moderation Committee Report

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

[B] – Records of internal assessment for Courses MED 401 to 406 (minimum 4 activities)

➤ **Written Exams (2)**

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

➤ **Internal Assessment other than Written Exam**

Record	Yes	No	Remark
➤ Planning & Time Table			
➤ Notices			
➤ Evaluation Criteria			
➤ Joint Mark List (Internal & External)			
➤ Soft Copy (if required)			

➤ Proof of Sufficient Time for the activities			
➤ Report of the activities			
➤ Evaluation Work satisfactory			
➤ Practical's & other documents of all students			
➤ Random cross checking of student's document			

[c] MED407 – Dissertation (Part III: Report writing and Viva Voce)

Record	Yes	No	Remark
Planning and Report			

Member - Name & Sign	Member - Name & Sign	Chairman - Name & Sign
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(On letter head of the college)

UNDERTAKING

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

College having M.Ed. Course, solemnly give this affirmation that our college has given sufficient time for all the activities related to internal evaluation prescribed by Faculty of Education, Savitribai Phule University of Pune for M.Ed. (Two Years) Program - **Semester II and Semester IV** College has planned & evaluated all these activities properly & objectively. I personally give assurance that the activities were planned & conducted as stated in our records by the approved teachers of our M.Ed. Course & Marks were given on merit only. I also give assurance that all the students completed all the internal activities in our college. I further assure that all the students were present for **Semester II and Semester IV** activities of CBCS, M.Ed. Course as per rules of Savitribai Phule University of Pune, Pune.

Day :

Date :

Signature of Principal/H.O.D

&

seal of the college

Discrepancy Letter
(From Committee to the college, if applicable)

To,
The Principal

College Code:

Subject: Discrepancies in the work

Respected Sir / Madam,

As per the guidelines & checklist, the Internal Evaluation & Moderation

Committee has checked all your college works on _____ day (date _____) & found following discrepancies.

Rectify all above discrepancies & re-present the work in front of committee on

Day:

Date:

Time

Members

Chairman

Stamp & Signature of Internal Evaluation & Moderation Committee