



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY
Pariksha Bhavan, Sir Vithaldas Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
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DOEE (D) : 2661 5151
Dy. Registrar : 2661 1523
Asst. Registrar : 2661 9179
Asst. Registrar 2 : 2660 3208
M.A., B.Ed., H. Sc., Nsg : 2660 3377
B.A., B. Com., M. Com., Law : 2661 1766
Accounts : 2660 9344
Degree, Mign., Certi. : 2661 2877
M.Phil., Ph.D : 2660 3228
Confidential : 2661 2509
Tech., Pham., BCA, BMS : 2661 3865

Ref.No.: Exam/ B.Ed./2022-2023/512

Date: 25th July 2022

CIRCULAR

All the concerned Principals/Superintendent of Examinations conducting the examination of **Bachelor of Education First Year & Second Year** are hereby informed that, the assessment of the answerbooks of the Examinations to be held in the month **August- 2022** through the Central Assessment Programme (C.A.P), at the **Virtual Class CAP Room, SNDT Women's University, Juhu Campus, Mumbai-400 049.**

In this connection, you are requested to ensure that, the following arrangements be carried out while submitting the answerbooks to the above mentioned CAP Centre.

1. The answer books of the students be sent by hand delivery as address to the Director, Board of Examination and Evaluation Pariksha Bhavan, S.N.D.T. Women's University, Juhu, Santacruz (West), Mumbai – 400 049. For travelling, only one person will be paid 3 tier A.C. fare by train on producing valid tickets or bus fare and for return journey reimbursement of travelling expense will be paid on production of valid tickets, otherwise second class railway or bus fare will be **paid whichever is less as per rules.** The TA/DA Payment will be cleared through RTGS/NEFT mode only. Please submit the proof of Bank details i.e. Bank Name, Account Number, Branch IFSE code(Attach cancel Cheque Copy) (Please note that, **no cash payment will be made for the same.**)
2. At the end of the examination, the original Supervisors' signed report/s (arranged Subject code number wise) should be tied together and be sent to the aforesaid CAP centre. A copy of the same be retained by college for reference and record.
3. A copy of question paper and Xerox copy of supervisor's report should be kept on the top of each bundle of answer books.
4. You are requested to **instruct the students not to write the name of the branch/specialization on the cover page of answer books.**
5. Kindly ensure that, all the answer books are properly packed in **green cloth line courier envelop / cloth** (Not in brown paper or any paper) with the **sign of superintendent/Principal on opening space** on the envelopes and seal with **sealing wax (lakh)** while on delivery at aforesaid CAP Centre. Take the acknowledgement without fail.
6. A separate letter of authority be issued by the Principal/Superintendent of examinations centers for carrying the parcels of answer books of each Examination should be given to the person carrying such parcel. Each bundle of answer books be marked as '**Confidential**'.
7. A format of answer books receiving form is enclosed herewith for pasting on each bundle of answer books while submitting the same.
8. Only one person will be allowed to carry answer books of all the Examination Programmes conducted at the concerned Examination Centre.



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DOEE (D) : 2661 5159
Dy. Registrar : 2661 1824
Asst. Registrar : 2661 6128
Asst. Registrar 2 : 2660 3204
M.A., B.Ed., H. Sc., Nsg : 2660 3122
B.A., B. Com., M. Com., Law : 2661 1416
Accounts : 2660 8374
Degree, Mgmt., Cert. : 2661 2977
M.Phil., Ph.D : 2660 3288
Confidential : 2661 2265
Tech., Pham., BCA, BMS : 2661 7603

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9. As per the Government of Maharashtra Circular No Sanskiran -2016 / prg.kra / 302 / vishi-3 dated 4th march, 2017 to prepare and indicate the separate cover while submitting the answer book of **Physically Handicapped students**.
10. College department should submit the answer book as per due date otherwise fine for Rs 10,000/- will be imposed as per the decision in Management Council No. FAC M9 & MC M4 (A) dated 6th August 2015 & vide its letter No. Mgt.c.2/2015-16/342 dated 19.9.2015.
11. The details of submission of answerbooks at given centers shall be as under:

Sr. No.	Dates of Examinations	Day /Dates of submission of answerbooks	
1.	06/08/2022 to 18/08/2022	Friday	19/08/2022
2.	20/08/2022 to 29/08/2022	Tuesday	30/08/2022

Note - If other examinations are conducted at the concerned Examination Centre, the Answer books of these examinations should also be submitted accordingly.

Shed
25/07/2022
(Dr. Sanjay Shedmake)
Director (Addl Ch.)

Board of Examinations and Evaluation

To,

The Principals of the Colleges conducted by and affiliated to the University.

Encl.: Parcel Slip Format.

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