



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 5159
Dy. Registrar : 2661 1524
Asst. Registrar : 2661 5138
Asst. Registrar 2 : 2660 3259
M.A., B.Ed., H. Sc., Nsg : 2660 3322
B.A., B. Com., M. Com., Law : 2661 1595
Accounts : 2660 8374
Degree, Migm., Certi. : 2661 2877
M.Phil., Ph.D : 2660 3259
Confidential : 2661 2265
Tech., Pham., BCA, BMS : 2661 5985

Ref.No.: Exam/ CAP /2022-2023/122

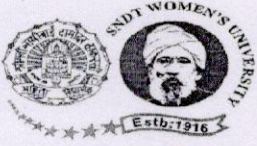
Date : - 16.6.2022

CIRCULAR

All the concerned Principals/Superintendent of Examinations conducting the examination of **NAME OF SUBJECT WITH SPECIALISATION/EVEN/YEAR** are hereby informed that, the assessment of the answerbooks of the Examinations to be held in the month of **.....- 2022** through the Central Assessment Programme (C.A.P), at the **PALCE OF CENTRE**

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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: 2 :

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.		
2.		

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

(Dr. Sanjay Shedmake)
Director (Addl Ch.)

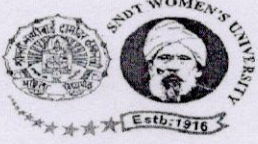
Board of Examinations and Evaluation

To,

The Principals of the colleges and Superintendent of Examinations conducting the _____

Encl.: Parcel Slip Format.

3/.....



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: 3 :

PROFORMA FOR SUBMISSION OF ANSWERBOOKS

Course Name :	
College Code:	Centre Code:
Name of the Superintendent of Examination:	
Contact No.:	E-Mail ID:
Name of the College:	

Date of Exam	Semester	Subject Code	Name of the Subject	Medium	No. of Answer books	Total No. of Answer Books	No. of Blocks
				English			
				English			
				English			
				English			
				English			
GRAND TOTAL							

Signature of
Superintendent of Examination

- Use the separate proforma for submission of answerbooks (for new course, old course and distance courses).
- Fill this form in triplicate (1 for Accounts, 1 for concern Section and 1 for College.)
- Use separate packet for Handicapped and Copy Case students.