

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,  
Juhu Road, Santacruz (West), Mumbai-400 049.  
www.sndt.ac.in, E-mail: doee@sndt.ac.in; drexam@sndt.ac.in  
E-mail : drexam1@sndt.ac.in, arexam@sndt.ac.in,**

DOEE (D) : 2661 5159  
Dy. Register : 2661 1524  
Dy. Register 1 : 2661 5168  
Asst. Register : 2661 5138  
B.Ed, H.Sc, Nsg, DMLT : 2660 3322  
B.A., B.Com., M.A., M.Com, Law : 2661 1595  
Accounts : 2660 8374  
Degree, Mgm, Certi. : 2661 2877  
M.Phil. Ph.D : 2660 3259  
Confidential : 2661 2265  
Tech.,Pharma., BCA,BMS : 2661 5985  
CFC : 2660 8304

Ref.No.:Exam./Penalties/2022-23/ 93

Date:26.05.2022

**URGENT  
IMPORTANT**

**CIRCULAR**

In continuation of our earlier circular no.:Exam./Mgt.C/Penalties/2015-16/445 dated 22.09.2015, all the concerned are hereby informed that, as per the Management Council of this University, vide its resolution no.MCM4 (A) (FAC M9) dated August 06, 2015, has decided that, the penalty of Rs.10,000/- per day will be charged from all the Examinations Centres, if they failed to submit the answerbook to the Examinations Section as per the given schedule as mentioned in the circulars which is already sent.

All the concerned are requested to note the aforesaid decision of the Management Council.

*Sheet*  
*26/5/2022*  
(Dr. Sanjay Shedmake)  
Director (Addl. Charge),  
Board of Examinations and Evaluation  
*26/5/2022*  
*26/5/22*

Encl.: As above.

To,

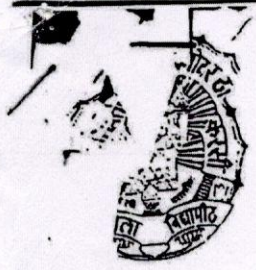
1. The Heads the University Departments / Institutions, Churchgate, Juhu, Pune Campus,
2. The Principals of the Colleges conducted by and affiliated to the University,
3. The Director, Centre for Distance Education.

c.c.: For kind information to-

- 1) The Vice-Chancellor,
- 2) The Pro-Vice-Chancellor,
- 3) The Registrar,
- 4) The Dean's
  - a. Prof. Shikha Nema, Faculty of Science and Technology,
  - b. Dr. Deepti Deshpande, Faculty of Commerce and Management,
  - c. Dr. Sachin Deore, Faculty of Humanities,
  - d. Dr. Archana Bhatnagar, Faculty of Interdisciplinary Studies,

c.c.: For information and necessary action-

1. The Assistant Registrar, Examinations Section,
2. The Assistant Registrar (T), Examinations Section,
3. The I/C Computer Centre,
4. All the In-Charge of various Faculties and Units of the Examinations Section.
5. The I/C MKCL Team.



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M.Phil., Ph.D : 2660 3259

Ref:Exam /Mgt.C/Penalties/2015-16/445

Date: September 22, 2015

## CIRCULAR

All the concerned are hereby informed that, the Management Council of this University, vide its resolution No. MCM4 (A) (FAC M9), dated August 6, 2015, has decided that, the following penalties be levied on the concerned University Departments / Colleges for committing errors, mistakes or lapses while enrolling the students on the E-Suvidha Portal, for writing wrong seat numbers, wrong entries, etc. with immediate effect.

Sr. No.	Particulars of Corrections	Penalties for every entry / subject
1.	Name Correction - (Change in Marksheets)	Rs. 500/-
2.	Subject Correction	Rs. 500/-
3.	Medium Correction	Rs. 500/-
4.	Seat Number / Centre Code	Rs. 100/- per student
5.	Wrong entry of Internal marks on Online Admission Portal	Rs. 50/- per subject
6.	Non-entries on University Portal	Rs. 50/- per subject
7.	Non-payment of 15% Administration Charges	Rs. 25/- per student/ per day
8.	Non-Submission of Marksheets for Approval - College level after 45 days	Rs. 10/- per student- per day
9.	Non-submission of Presence Roll, Internal Marks & External Marks including Practicals Dissertations and any other college level examinations. (College level)	Rs. 25/- per student- per day
10.	Non-submission of answer-books by the centres after the exam. of respective paper as per due date.	Rs. 10,000/- per day



**SNDT MATI NATHIBAI DAMODAR THACKERSEY  
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- 2 -

All the concerned are requested to note the aforesaid decision of the Management Council and bring the same to the notice of the teachers, non-teaching staff and students.

(Dr. P. N. Mandhare)  
Controller of Examinations

To

1. To all the Heads of University Departments/Institutions, Churchgate, Juhu & Pune Campuses,
2. The Principals of Colleges conducted by and affiliated to the University.

C.C.: For information to -

1. The Pro-Vice-Chancellor, Churchgate,
2. The Director, B.C.U.D., Churchgate,
3. The Registrar, Churchgate,
4. The Deputy Registrar, Examinations Section,
5. The Deputy Registrar, University Secretariat, Churchgate,
6. The Assistant Registrar, Academic Section,
7. The Assistant Registrars, Examinations Section,
8. The Assistant Accountant, Accounts Section,
9. The various Units of Examinations Section.

AS/-

**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

1, Nathibai Thackersey Road,  
Mumbai - 400 020.

Ref.No. Mgt.C.2/2015-2016/ 342

September 18/2015  
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To,  
The Controller of Examinations,  
SNDT Women's University,  
Sir Vithaldas Vidyavihar,  
Juhu Road, Santacruz (W),  
Mumbai - 400 049.

Sir,

This is to inform you that, the Management Council at its meeting held on August 6, 2015 has considered the following item and passed the resolution as attached herewith.


**Agenda Item No. MC M4 (A)**

To consider the Minutes and the recommendations of the Finance & Accounts Committee made at its meeting held on July 23, 2015.

**Item No. FAC M9**

**To consider the imposition of penalties for making errors and mistakes while enrollment in the Colleges, for name, marks, medium, writing wrong seat numbers, wrong entries and wrong entering data on the University Portal.**

In view of the above you are hereby requested to take necessary action in the matter in accordance with the resolution passed by the Management Council and submit the compliance report in the prescribed format, within eight days of action taken.

  
(Dr. S.P. Badgular)  
Registrar

C.C.to: 1. The Deputy Registrar, Examinations Section.

**Item No. FAC M9**

**To consider the imposition of penalties for making errors and mistakes while enrollment in the Colleges, for name, marks, medium, writing wrong seat numbers, wrong entries and wrong entering data on the University Portal.**

**Information/ Discussion**

It is observed that most of the Colleges do not respond to the Circulars/information sent by the Pariksha Bhavan and also sending so many reminders to the Colleges by e-mails & telephones. The Colleges repeatedly go on committing errors in the name of the students, subjects, medium, seat numbers, centre code, internal marks, incentive marks, Supervisor's report, etc. Most of the Colleges do not enter marks on the Portal and Pariksha Bhavan has to make entries manually which is one of the major reasons in delay in declaration of Results.

Payments of Administrative charges and ledger of Results, marksheets of Colleges conducted examinations are not submitted within stipulated time period to Pariksha Bhavan.

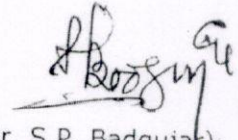
In view of the above difficulties experienced by Pariksha Bhavan, following penalties are suggested for error, delays, etc. which is to be paid by Colleges -

<b>Sr. No.</b>	<b>Particulars Corrections</b>	<b>Penalties for every entries / subject</b>
1.	Name Correction - (Change in Marksheets)	Rs. 500/-
2.	Subject Correction	Rs. 500/-
3.	Medium Correction	Rs. 500/-
4.	Seat Number / Centre Code	Rs. 100/- per student
5.	Wrongly entered Internal marks to University Portal	Rs. 50/- per subject
6.	Non-entries on University Portal	Rs. 50/- per subject
7.	Non-Payment 15% Administration charges	Rs. 25/- per student/ per day
8.	Non-Submission of Marksheets for Approval - College level after 45 days	Rs. 10/- per student- per day
9.	Non-submission of presence roll, Internal marks & External marks including practicals, dissertations and any other college level examinations. (College level)	Rs. 25/- per student- per day
10.	Non-submission of answer books by the centres after the exam of respective paper as per due date	Rs. 10,000/- per day

**RESOLUTION :-**

Resolved that the imposition of penalties for making errors and mistakes while enrollment in the Colleges, for name, marks, medium, writing wrong seat numbers, wrong entries and wrong entering data on the University Portal as per the above table be approved.

It was further resolved that in order to expedite the submission process, for collection of answer papers after the exam, courier companies can be involved instead of the present practice of hand delivery.

  
(Dr. S.P. Badgular)  
Registrar