



Ref.No.:Exam./University Level U.G./2022-23/574

Date: 21.03.2023

**URGENT  
IMPORTANT****CIRCULAR**

In continuation of our earlier circular no.:Exam./U.G.-P.G./2022-23/544 dated 01.03.2022; Exam./All U.G.-P.G. Degree-Diploma/2022-23/568 dated 18.03.2023 and as per the directives from Board of Examinations and Evaluation, all the concerned are hereby informed that, the dates of the 2<sup>nd</sup> Term Semester- II / IV / VI / VIII / X (Fresh / Repeater) and Sem- I / III / V / VII / IX (Repeater) (as the case may be) University Level Examinations processes for the Under-Graduate Degree / Diploma Programmes and the last dates for online submission of Examination forms along with online payment of the University Examination Fees, Practical Fees (if any), Passing certificate Fees and Convocation Fees for the University level (Summer) Examinations to be held in the month of April-May, 2023 as follows:

**For University Level Under-Graduate Degree / Diploma Programmes:**

| Sr. No. | Examination Process   | Time Frame for University Level Semester-II / IV / VI / VIII / X (Fresh / Repeater) and Semester I / III / V / VII / IX (Repeater) as per the course structure |
|---------|---|--|
| 01.     | Online Submission of Examination Forms  | 18.03.2023 to 31.03.2023   |
| 01.(a)  | Online Submission of Examination Forms with late fee w.e.f 01.04.2023 @ Rs.150/-                                  | 01.04.2023 to 07.04.2023   |
| 02.     | Generation of Seat Number / Admit card / various summaries for Examinations Centres                               | Up to 15.04.2023   |
| 03.     | Date of Commencement of Practical Examination   | 20.04.2023 to 27.04.2023   |
| 04.     | Entry of Internal / External / Dissertation assessment marks = Internal / Practical etc. on the University portal | Up to 06.05.2023   |
| 05.     | <b>Date of Commencement of Theory Examinations</b>  | <b>28.04.2023</b>  |
| 06.     | Result Declaration  | Within 30 days from the last date of Examinations  |
| 07.     | The Centralized Assessment Programme (CAP)  | 08.05.2023   |

All the concerned are hereby requested to note the aforesaid Time Frame of the 2<sup>nd</sup> Term Semester-II / IV / VI / VIII / X (Fresh / Repeater) and Semester -I / III / V / VII / IX (Repeater) University Level Examinations processes for the Under-Graduate Degree / Diploma Programmes and do the needful on priority. It shall be the sole responsibility of the Heads of the University Departments / Institutions to carry out all the University Examinations activities on time as directed.



-2-

Ref.No.:Exam./University Level U.G./2022-23/574

Date: 21.03.2023  
23

- i. The Principals of Colleges and Heads of University Departments will have to ensure that, the marks obtained by the concerned students in the Internal Assessment, Practical Examinations, etc. as the case may be, are uploaded on the University portal as per the defined existing course structure, within the time limit so stipulated by the University.

It may be noted that, the marks obtained by the students Internal, External and Practical Examinations as entered on the Digital University Portal by the respective University Departments / College / Institutions **will not be changed, under any circumstances.** Any request for change in the marks will be treated as malpractice and such matter will be referred to the Unfair Means Inquiry Committee, constituted Under Section 48(5) of the Maharashtra Public Universities Act, 2016.

**Further to inform you that, non-availability of internal marks on DU portal in stipulated time, then the fine /penalties will be charge Rs.50/- per student per subject, as per the implement point No.9 of University Examinations Circular No.:Exam/Mgt.C/Penalties/2015-16/445 dated 22.9.2015.**

Please take a note that the date for filling internal examinations marks will not be extended in any circumstances.

- ii. It may be noted that, the results of those students who's Examination Forms have not been inwarded or the Examination Fee has not been remitted within the stipulated time limit as shall not be declared.
- iii. The results of those students who do not possess the valid PRN number shall not be declared. It shall be the sole responsibility of the Principal / Director / In-Charge / Head of the University Department / Institutes / College to ensure that, the student whose examination form is being inwarded and examination fee paid, possess valid PRN Number.
- i. The correction / changes in name, medium, subject, fine and penalty etc. with the prior permission as stated above should be carried out on the E-Suvidha Portal by the college/ Department. No communication in this regard will be entertained by the Pariksha Bhavan.



-3-

Ref.No.:Exam./University Level U.G./2022-23/574

Date: 21.03.2023  
23

For any assistance please visit the E-Suvidha Portal or contact CFC Centre on the contact number 022-26608304 or E-mail on [dusndt@mkcl.org](mailto:dusndt@mkcl.org). The demo link is available on the E-Suvidha Portal for generation, correction and filling of University Examination Forms.

Sd/-  
(Dr. Pradnya Wakpainjan)  
Director (Addl. Charge),  
Board of Examinations and Evaluation

To,

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

c.c.: For kind information to-

- 1) The Vice-Chancellor,
- 2) The Pro-Vice-Chancellor,
- 3) The Registrar,
- 4) The Dean's,
  - a. Prof. Medha Tapiawala, Faculty of Humanities,
  - b. Dr. Nalini Patil, Faculty of Interdisciplinary Studies, (Addl Charge),
  - c. Dr. Pratima Tatke, Faculty of Science and Technology, (Addl Charge),
  - d. Dr. Shobha Dedhia, Faculty of Commerce and Management (Addl Charge).

c.c.: For information and necessary action-

1. The Finance and Accounts Officer (Addl Charge), Finance and Accounts Section,
2. The Deputy Registrar, Examinations Section,
3. The Deputy Registrar, Secretariat Section,
4. The Deputy Finance and Accounts Officer, Finance and Accounts Section,
5. The Assistant Registrar, Examinations Section,
6. The Assistant Registrar, Affiliation Section,
7. The Assistant Registrar, Academic Section,
8. The Assistant Registrar (T), Examinations Section,
9. The I/C Computer Centre,
10. The Assistant Accountant, Examinations Section,
11. All the In-Charge of various Faculties and Units of the Examinations Section.

c.c. For information and necessary action-

1. The Campus In-Charge / Director of Juhu Campus,
2. The Deputy Registrar, Juhu Administration,

P.S. no. 23/13/23  
(Dr. Pradnya Wakpainjan)  
Director (Addl. Charge),  
Board of Examinations and Evaluation

E/D-Data/Ashwini/Circular

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DOEE: 2661 1524 / Asst.Registrar: 2661 5138 / Asst.Registrar: 2661 5168 / Senior Steno: 2661 5159 / Accounts: 2660 8374 / Degree, Migra., Certif: 26612677

Confidential Unit: 26612265 / Faculty of Interdisc. / Humanities: 2660 3322 / Faculty of Com. & Mangt: 2661 1595 / Faculty of Scie. & Tech: 2661 5985 / CFC / MKCL Centre: 2660 8304