



Ref.No.:Exam./University Level P.G./2022-23/575

Date:21.03.2023

**URGENT
IMPORTANT****CIRCULAR**

In continuation of our earlier circular no.:Exam./U.G.-P.G./2022-23/544 dated 01.03.2023; 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 2nd Term Semester - II / IV (Fresh / Repeater) and Semester - I / III (Repeater) the University Level Examinations processes for the Post-Graduate Degree / Post-Graduate Diploma Programmes and the last dates for online submission of Examination Forms along with online payment of the University Examination Fees, for the University level Examinations to be held in the month of May, 2023 etc.as follows:

For University Level Post-Graduate Degree / Diploma Programmes:

Sr. No.	Examination Process	Time Frame for University Level Semester- II / IV (Fresh / Repeater) and Semester- I / III (Repeater)
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 20.04.2023
03.	Date of Commencement of Practical Examination	21.04.2023 to 27.04.2023
04.	Entry of University level assessment marks - Internal / Incentive / Practical etc. on the University portal	Up to 20.04.2023
05.	Date of Commencement of Theory Examinations	03.05.2023
06.	Result Declaration	Within 30 days from the last date of Examinations
07.	The Centralized Assessment Programme (CAP)	w.e.f. 10.05.2023

All the concerned are hereby requested to note the aforesaid Time Frame of the 2nd Term Semester - II / IV (Fresh / Repeater) and Semester - I / III (Repeater) University Level Examinations 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 Examination activities on time as directed.

- The Principals of Colleges and Heads of University Departments / Institutions will have to ensure that, the marks obtained by the concerned students in the Internal Assessment, Practical Examinations (Internal and External), Incentive marks etc. as the case may be, to be uploaded on the University portal as per the defined existing course structure, within the stipulated time given by the University.

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It may be noted that, the marks obtained by the students Internal Examinations and External Examinations and Practical Examinations as entered on the Digital University Portal by the respective University Department examinations **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 to 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.
- iv. The correction / changes in name, medium, subject, etc. should be carried out on the E-Suvidha Portal by the college/ Department with the prior permission of the Dean, Faculty of Science and Technology, S.N.D.T. Women's University, Mumbai. No communication in this regard will be entertained by the Pariksha Bhavan.

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For any assistance please visit the E-Suvidha Portal or contact CFC Centre on the contact number 022-26608304 or mail on 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