



Ref.No.:Exam./University Level P.G./2023-24/406

Date:23.02.2024

**URGENT  
IMPORTANT****CIRCULAR**

All the concerned are hereby informed that, as per the directives vide circular no.:Univ.Sec./Terms and Vacations/2023-24/339 dated 21.08.2023 and decision taken by the Board of Examinations and Evaluation in its meeting held on 08<sup>th</sup> November, 2023, the tentative Programme of 2<sup>nd</sup> Term (Summer) University Level Post-Graduate Degree / Post-Graduate Diploma Programmes Semesters - II / IV (Fresh/Repeater) and Semesters - I / III (Repeater) Examinations to be held in the month of April / May, 2024 are as follows:

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

Sr. No.	Examination Process	Time Frame for University Level Semesters- II / IV (Fresh / Repeater) and Semesters- I / III (Repeater)
01.	Online Submission of Examination Forms	02.04.2024 to 09.04.2024
01.(a)	Online Submission of Examination Forms with late fee w.e.f 10.04.2024 @ Rs.150/-	10.04.2024 to 13.04.2024
02.	Generation of Seat Number / Admit card / various summaries for Examinations Centres	Up to 16.04.2024
03.	Duration of Practical Examination	18.04.2024 to 22.04.2024
04.	Entry of Internal / External / Practical / Dissertation / Viva / Project / Internship / incentive etc. Marks and CHETNA-Add-on Credits on the University portal	Up to 01.05.2024
05.	<b>Date of Commencement of Theory Examinations</b>	<b>23.04.2024</b>
06.	Result Declaration	Within 30 days from the last date of Examinations
07.	The Centralized Assessment Programme (CAP)	w.e.f. 06.05.2024

**Valid ABC-ID is mandatory to be filled in Examinations Form.**

All the concerned are hereby requested to note the aforesaid Time Frame 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 Examination activities on time as directed as below.

- The 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), etc. as the case may be, are to be 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 Entry of Internal / External / Practical / Dissertation / Viva / Project / Internship / incentive etc. Marks and CHETNA-Add-on Credits on the University portal Examinations has **to be published on your department Notice Board** and entered on the Digital University Portal by the respective

Web-Site [www.sndt.ac.in](http://www.sndt.ac.in) ; E-mail: [doee@sndt.ac.in](mailto:doee@sndt.ac.in) ; [arexam@sndt.ac.in](mailto:arexam@sndt.ac.in) ; [ar2@exam.sndt.ac.in](mailto:ar2@exam.sndt.ac.in) , [accountsexam@sndt.ac.in](mailto:accountsexam@sndt.ac.in)

DOEE: 2661 1524 / Asst.Registrar: 2661 5138 / Asst.Registrar: 2661 5168 / Senior Steno: 2661 5159 / Accounts: 2660 8374 / Degree, Migra.,Certifi: 26612877

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



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University Department, which 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 charged Rs. 100/- per student per subject, as per point No. 22 of Examinations Circular No.: Exam/Mgt.C/Penalties/2022-23/381 Date: 21/11/2022 (University Web site)**

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

- iii. It may be noted that, the results of those students whose Examination Forms have not been inwarded or the Examination Fee has not been remitted within the stipulated time limit as shall not be declared.
- iv. 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 Director / In-Charge / Head of the University Department / Institutes 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 Department / Institution. No communication in this regard will be entertained by the Pariksha Bhavan.

**For any assistance please visit the E-Suvidha Portal or contact CFC Centre on the contact number +91-8928915746 or 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 Sanjay Nerkar)  
Director,

Board of Examinations and Evaluation

Encl.: As above.

To,

1. The Heads of 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.



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c.c.: For kind information to-

- 1) The Vice-Chancellor,
- 2) The Pro-Vice-Chancellor,
- 3) The Registrar,
- 4) The Dean's
  - a. Prof. (Dr) Medha Tapiawala, Faculty of Humanities.
  - b. Prof. (Dr) H. T. Jadhav , Faculty of Science and Technology,
  - c. Prof. (Dr) Jayashree Shinde (Add Charge), Faculty of Interdisciplinary Studies,
  - d. Dr. Shobha Dedhia, (Add Charge), Faculty of Commerce and Management,

c.c.: For information and necessary action-

- 1) The Finance and Accounts Officer, Finance and Accounts Section
- 2) In-Charge, Computer Centre
- 3) The Deputy Registrar, Secretariat Section,
- 4) The Deputy Finance and Accounts Officer, Finance and Accounts Section,
- 5) The Assistant Registrar/s, Examinations Section,
- 6) The Assistant Registrar, Affiliation Section,
- 7) The Assistant Registrar, Academic Section,
- 8) The Assistant Accountant, Examinations Section,
- 9) 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 of Juhu Campus,
2. The Assistant Registrar, Juhu Administration,

(Dr Sanjay Nerkar)

Director,

Board of Examinations and Evaluation