



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
Pariksha Bhavan, Sir Vithaldas Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
www.sndt.ac.in • E-mail : coe@sndt.ac.in; drexam@sndt.ac.in

Tele. CoE (D) : 2661 5159
Dy. Registrar : 2661 1524
Asst. Registrar : 2661 5138
M.A., B.Ed., H. Sc. : 2660 3322
B.A., B. Com., Law, Tech. : 2661 1595
Accounts : 2660 8374
Telefax Degree, Migr. : 2661 2877
M.Phil., Ph.D : 2660 3259

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Date : 29-03-2016

CIRCULAR

All the concerned Heads of University Departments and the Principals of the Colleges conducting the Undergraduate / Post Graduate / Diploma / Post - Graduate Diploma Programmes are hereby informed that, the assessment of the answer-books of all the Examinations to be held in March / April / May, 2016 will be conducted through Central Assessment Programme (C.A.P.), at the Pariksha Bhavan, S.N.D.T. Women's University, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (West), Mumbai - 400 049.

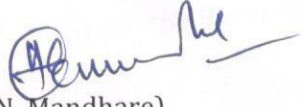
In this connection, the concerned Heads of University Departments / Principals of Colleges/ Superintendent of Examinations are requested to ensure the following arrangements while submitting the answerbooks to the Examinations Section:-

1. The Forms 'A', 'B', 'C' and 'D' should be used for following purposes -
 - i. Form 'A' - to be used for submitting the day to day comprehensive details of answer-books of different examinations conducted at once at the respective Examination Centre (For example, B.A., B.Com., B.C.A. etc.) to the Controller of Examinations.
 - ii. Form 'B' - to be used for submitting the day to day blockwise details of answerbooks of a particular examination.
 - iii. Form 'C' - to be used for submitting the day to day blockwise report of students who remained absent for a particular examination.
 - iv. Form 'D' - to be used for submitting the day to day details of students who appeared for a particular examination with the additional seat numbers **granted by the University.**

(Note :- The necessary reports / documents be attached along with each form, as per the list of attachments)

2. The answerbooks of the examination be submitted to the Controller of Examinations, Pariksha Bhavan, S.N.D.T. Women's University, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (West), Mumbai - 400 049 on daily basis right from the first day of commencement of examination, through the courier service namely, M/S Ashok Airways who have been engaged for the purpose by the University.
3. Day to day Supervisor's Report of the Examination, alongwith the Absent Report (arranged Subject wise and Medium wise) be sent to the undersigned on daily basis along with the answerbook bundles and one copy of each report be retained by the College for reference / record purpose.
4. One question paper of the respective examination be kept on top of each bundle of answer - books and one questionpaper be also enclosed along with the Form 'B'
5. The Forms 'A', 'B', 'C' and 'D' be enclosed in each bundle of the answerbooks for the use of University.
6. It be ensured that, all the answerbooks are properly put in the bundles sealed and the same be dispatched to the Pariksha Bhavan on daily basis and the receipt for the same be obtained from the M/s Ashok Airways.

7. In case of Additional Seat Numbers being so allotted, by the University the details in the Forms should be submitted at end of the last examination along with Internal marks and names of students (Form D).
8. Preferably on the first day of the examination, the Superintendent of Examination should take a round of all the blocks after the students are seated and before the Examinations commence and impress upon the students that they must not resort to use unfair means during the examinations.
9. After completion of the whole examination the Superintendent of Examination should see that all records of the examinations of the concerned Center are correctly maintained and the signatures of all the concerned are obtained on such record.
10. Supervisors should be instructed to fill up the Supervisor's report diligently.
11. Students should be permitted to enter the Examination Hall /Block, 10 minutes prior to the commencement of the examination.
12. After the students are seated in the Examination Hall / Block, the Supervisor should check the Identity Cards of the students and ensure that, the students do not carry any written / printed material with them / on them.
13. Supervisors should not put signatures of the answer-books / supplements beforehand. After distribution of answer-books they should check the Identity Card and sign and put the date on the answer-book. The supplements should be signed and dated only at the time of supplying the same to the students on demand.
14. Supervisors while putting their signatures on the Main answer-book should check that, the **student has filled in all the details asked for, i.e. seat no., subject code, medium and etc., correctly.**
15. After distribution of answer-book and before distribution of question paper, supervisors should guide the students regarding filling up the details on the main answer-book.


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

To,

1. The Head of University Department, Churchgate, Juhu & Pune.
2. The Principals of Colleges conducted by and affiliated to the University.

Encl.: Parcel Slip format.

1. Form A) To be submitted along with main courier parcel,
2. Form B) To be pasted of each answer book bundle- medium wise,
3. Form C) To be attached with form (B),
4. Form D) To be attached with form (C),
5. OMR / Barcode.