



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

Pariksha Bhavan, Sir Vithaldas Vidyavihar,  
Juhu Road, Santacruz (West), Mumbai-400 049.  
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E-mail : arexam@sndt.ac.in; ar2exam@sndt.ac.in

DOEE (D) : 2661 5159  
Dy. Registrar : 2661 1524  
Asst. Registrar : 2661 5138  
Asst. Registrar 2 : 2660 3259  
M.A., B.Ed., H. Sc., Nsg. : 2660 3322  
B.A., B. Com., M. Com., Law : 2661 1595  
Accounts : 2660 8374  
Degree, Mgm., Certi. : 2661 2877  
M.Phil., Ph.D : 2660 3259  
Confidential : 2661 2265  
Tech., Pharm., BCA, BMS : 2661 5985

Ref.No.:Exam/B.Ed./Ans.Book.Sub/2017-2018/541

February 05, 2018

**CIRCULAR**

All the concerned Principals/Superintendent of Examinations conducting the examination of **Bachelor of Education** are hereby informed that, the assessment of the answerbooks of the **Bachelor of Education** Sem-I Examinations to be held in the month of **February - 2018** through the Central Assessment Programme (CAP), at the Pariksha Bhavan, 2<sup>nd</sup> floor, S.N.D.T. Women's University, Juhu Road, Santacruz (West), Mumbai - 400 049.

In this connection, you are requested to ensure that, the following arrangements be carried out while submitting the answerbooks to the Pariksha Bhavan.

01. The answerbooks of the students be sent by hand delivery to the Director Board of Examinations and Evaluation Pariksha Bhavan, S.N.D.T. Women's University, Juhu, Santacruz (West), Mumbai - 400 049. For travelling to Pariksha Bhavan, only one person will be paid 3 tier A.C. fare by train on producing valid tickets or bus fare whichever is less. For return journey reimbursement of travelling expense will be paid on production of valid tickets, otherwise second class railway or bus fare will be paid as per rules. The TA/DA Payment will be cleared through RTGS/NEFT. The expenses towards travelling, etc. be collected by RTGS Only.  
(Please note that, the payment towards travelling allowances and TA/DA will be paid through the RTGS only and no cash payment will be made to the college staff bringing the answerbooks.)
02. At the end of the examination, all the original Supervisors' reports (arranged Subject code numberwise) should be tied together and be sent to the Pariksha Bhavan **immediately**. A copy of the same be retained by college for reference and record.
03. A copy of question paper and xerox copy of supervisor's report should be kept on the top of each bundle of answerbooks.
04. You are requested to instruct the students not to write the name of the Branch / specialization on the cover page of answerbook.
05. Kindly ensure that, all the answerbooks are properly delivered at the CAP Centre and the acknowledgement for the same be obtained from the CAP Centre.



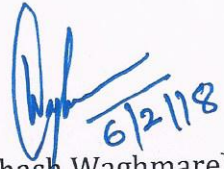
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06. A separate letter of authority for carrying the parcels of answerbooks of each examination should be given to the person carrying such parcel. Each bundle of answerbooks be marked as 'Confidential'.
07. A format of answerbook receiving form is enclosed herewith for pasting on each bundle of answerbooks while submitting.
08. A letter of authority for carrying the parcels of answerbooks should be given to the person carrying such parcel by the Principal/Superintendent of Examinations. Each bundle of answerbooks be marked as '**Confidential**'.
09. Only one person will be allowed to carry answerbooks of all the Examination Programmes conducted at the concerned Examination Centre.
10. The details of submission of answerbooks to the Pariksha Bhavan shall be as under:

Sr. No.	Dates of Examinations	Day / Dates of submission of answerbooks	
1	12/02/2018 To 16/02/2018	Saturday	17/02/2018

Note: If other examinations are conducted at the concerned Examination Centre, the answerbooks of these examinations should also be submitted accordingly.

  
(Dr. Subhash Waghmare)  
Director  
Board of Examinations & Evaluation

To,  
**The Principals of the colleges and Superintendent of Examinations conducting the Bachelor of Education Programme Examinations.**

Encl.: Parcel Slip Format.



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**S.N.D.T. WOMEN'S UNIVERSITY**

**PARIKSHA BHAVAN**

**ANSWERBOOK- RECEIVING FORM**

Ref.No. :- SNDT/CAP/2017-18/

1	Name of the College	:-
2	Name of the Centre	:-
3	Block No.	:-
4	Name of the Exam	:-
5	Date of Exam	:-
6	Subject Name	:-
7	Subject Code	:-
8	Medium	:-
9	Total Number of Students	:-
10	Number of Students Present	:-
11	Number of Students Absent	:-
12	Supervisor Report attached	:-
13	Question Paper attached	:-
14	Number of Answer Books received	:-

Receiver Signature

Signature