



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
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M.A., B. Com., M. Com., Law : 2661 1595
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Degree, Migm., Certi. : 2661 2877
M.Phil., Ph.D : 2660 3259
Confidential : 2661 2265
Tech., Pharm., BCA, BMS : 2661 5985
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Ref.No:Exam/BoD/Int-Disser/2020-21/

Date:02.06.2020

CIRCULAR

All the concerned are hereby informed that, the Board of Deans of the University, at its meeting held on 02.05.2020 has made certain recommendations in respect of completion of Dissertation and Internship of the Master's Degree Programmes by the students, in the light of the Covid-19 pandemic. The said recommendations are accordingly received by the University on 02.06.2020.

It has been reported that, the academic requirement for students to complete the Internship and Research Project has remained incomplete for the current academic year 2019-20. In view of the exceptional situations that have arisen due to the Covid-19 threat, the Board of Deans has directed the concerned University Departments and Colleges as under:

1. The students may complete the Internship through online mode. The concerned Departments may assign such student a Project work.
2. In case the student finds an industry / institute for internship on their own, the Head of Department may issue a letter for the same.
3. On completion of Internship, the concerned Department along with the External Expert may conduct online viva-voce of the student on the respective internship.
4. The Research work if completed may also be assessed in the similar manner.

GUIDELINES FOR DISSERTATION / PRACTICUM / INTERNSHIP VIVA-VOCE

In view of the aforesaid circumstances, the following broad guidelines may be followed by all the Departments for completion of Dissertation/ Practicum / Internship viva-voce etc. for Semester IV of Master's Degree Programmes:

1. Students may be given some extra time to complete their Dissertations, if the work is not yet completed. They may be allowed to complete the data collection online, if it is incomplete.
2. Dissertation viva-voce may be scheduled through online mode by the Head of the Department in the month of June, 2020, and first week of July, 2020, keeping in mind the well being of the students, as well as, the convenience of the External Examiner / Expert.
3. The pdf file of the completed Dissertation may be sent to External Examiner / Expert by Head of the Department via email well in time, in order to enable the External Expert to evaluate the same.



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4. For the viva-voce, if for some reason student does not have an access to an audio-visual presentation platform, they may be allowed to use a whatsapp / duo call or a conference call to complete the presentation, keeping in mind student's welfare and ease at all times.
5. The Heads of Departments will be required to upload the Dissertation marks, both Internal and External Evaluation on the MKCL Portal latest by 15th July, 2020.
6. The Heads of Departments are requested to conduct the Practicum / Internship viva-voce in the first two weeks of July, 2020, thereby allowing sufficient time for students whose internship is left incomplete due to the lockdown. These viva-voces shall be held by online mode, using a platform convenient to student and external examiner, as detailed above.
7. The Departments are free to design the structure of the Practicum/Internship viva-voce as per the needs of their respective subject and discipline.

All the concerned are requested to note the aforementioned decision and guidelines given by the Board of Deans and comply with the same and do the needful as directed.

(Dr. Subhash Waghmare)
Director,
Board of Examinations and Evaluation

To,

1. The Heads of University Departments, Churchgate, Juhu and Pune, Campus.
2. The Principals of Colleges offering Master's Degree Programmes with Intership and Dissertation.

C.C. For kind information to-

1. The Dean, Faculty of Science and Technology,
2. The In Charge Dean, Faculty of Commerce and Management,
3. The In Charge Dean, Faculty of Humanities,
4. The In Charge Dean, Faculty of Inter-Disciplinary Studies,
5. The Deputy Registrars / Assistant Registrar, Examinations Section,
6. The In Charge, Academic Section,
7. The In Charge, Computer Centre,
8. The In Charge, DU- MKCL Portal.