

Ref:Exam /Mgt.C/Penalties/2015-16/445

Date: September 22, 2015

CIRCULAR

All the concerned are hereby informed that, the Management Council of this University, vide its resolution No. MCM4 (A) (FAC M9), dated August 6, 2015, has decided that, the following penalties be levied on the concerned University Departments / Colleges for committing errors, mistakes or lapses while enrolling the students on the E-Suvidha Portal, for writing wrong seat numbers, wrong entries, etc. with immediate effect.

Sr. No.	Particulars of Corrections	Penalties for every entry / subject
1.	Name Correction - (Change in Marksheets)	Rs. 500/-
2.	Subject Correction	Rs. 500/-
3.	Medium Correction	Rs. 500/-
4.	Seat Number / Centre Code	Rs. 100/- per student
5.	Wrong entry of Internal marks on Online Admission Portal	Rs. 50/- per subject
6.	Non-entries on University Portal	Rs. 50/- per subject
7.	Non-payment of 15% Administration Charges	Rs. 25/- per student/ per day
8.	Non-Submission of Marksheets for Approval - College level after 45 days	Rs. 10/- per student- per day
9.	Non-submission of Presence Roll, Internal Marks & External Marks including Practicals Dissertations and any other college level examinations. (College level)	Rs. 25/- per student- per day
10.	Non-submission of answer-books by the centres after the exam. of respective paper as per due date.	Rs. 10,000/- per day



**SHRI. J. M. 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, Migm. : 2661 2877
M.Phil., Ph.D : 2660 3259

- 2 -

All the concerned are requested to note the aforesaid decision of the Management Council and bring the same to the notice of the teachers, non-teaching staff and students.

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

To

1. To all the Heads of University Departments/Institutions, Churchgate, Juhu & Pune Campuses,
2. The Principals of Colleges conducted by and affiliated to the University.

C.C.: For information to -

1. The Pro-Vice-Chancellor, Churchgate,
2. The Director, B.C.U.D., Churchgate,
3. The Registrar, Churchgate,
4. The Deputy Registrar, Examinations Section,
5. The Deputy Registrar, University Secretariat, Churchgate,
6. The Assistant Registrar, Academic Section,
7. The Assistant Registrars, Examinations Section,
8. The Assistant Accountant, Accounts Section,
9. The various Units of Examinations Section.

AS/-