



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

**Pariksha Bhavan, Sir Vithaldas Thackersey Vidyavihar,  
Juhu Road, Santacruz (West), Mumbai-400 049.  
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E-mail: drexam1@sndt.ac.in, arexam@sndt.ac.in,**

DOEE (D): 2661 5159  
Dy Register: 2661 1524  
Dy Register 1: 2661 5168  
Asst. Register: 2661 5138  
B Ed, H.Sc, Nsg, DMLT: 2660 3322  
B A., B.Com., M.A., M.Com, Law: 2661 1595  
Accounts: 2660 8374  
Degree, Mgm, Certi: 2661 2877  
M.Phil. Ph.D: 2660 3259  
Confidential: 2661 2265  
Tech., Pharma., BCA, BMS: 2661 5985  
CFC: 2660 8304

Ref.No.: Exam/Rev-College-Univ.level/UG-PG/2022-23/178

Date: 25th July, 2022

**CIRCULAR**

**Sub: Instruction for photocopy, verification and revaluation for the examination (Summer) event from June 2022 onwards.**

**Ref.No: Exam/scheme of Exam/UG/2018-19/224 dated 4<sup>th</sup> August, 2018.**

All the concerned are hereby informed that, the Under-Graduate / Post-Graduate University level Degree / Post-Graduate Diploma and Diploma examinations were scheduled from June 2022 onwards. If the student/s wish the photocopy, verification and revaluation of their answer book for the Summer examination commenced from June, 2022 onwards (AY 2021-22), University Departments / Institutions / Colleges must put the instructions on their notice board as well to inform to the concerned student/s. The copy of form and instruction is attached for their kind information and pursue. **The form of verification and revaluation / Photocopy and instruction also available on university website: [www.sndt.ac.in](http://www.sndt.ac.in) .**


Further to inform that, University Departments / Institutions / Colleges must send the University level course / examination wise separate list of students along with the details of payment of the fees which must be mentioned against their respective names as per the requirements of students answer books i.e. revaluation, verification etc.,

THE LIST OF STUDENT/S AND PAYMENT DETAILS MUST BE SENT IN EXCEL PROFORMA AS GIVEN BELOW AT PARIKSHA BHAVAN WITHIN THE **15 DAYS** OF THE DATE OF DECLARATION OF THE RESULT **ON THE PORTAL**. The date of declaration of the result for various courses are different. No request will be allowed after the 15 days to ensure the final process of the results work etc.

Sr.No. / Name of students / Seat No. / Subject Code / Title / Marks Obtained / Verification (Y/N) / Photocopy (Y/N) / Revaluation (Y/N) / Total Amount (Rs.) / Remark (if any).

**The Revaluation of answer books for college level examinations, please read the point no.12 of the attached circular mentioned in above reference.**

Kindly pay the fees online mode in our bank accounts as per bank details mentioned in the instruction.

  
(Dr Sanjay Shedmake)  
Director (Addl Charge)  
Board of Examinations and Evaluation.  
Encl.: a/a

To,  
The Principals / Heads / Co-ordinator / In-charge of the all Affiliated and Conducted Colleges / Departments / Institutions / Sections of Churchagate / Juhu / Pune Campus.

C.C.: For the information:

1. The office of Vice-Chancellor,
2. The office of Pro-Vice-Chancellor,
3. The Registrar (Addl Charges),
4. The Finance and Accounts Officer (Addl Charge),
5. The Deputy Finance and Accounts Officer,
6. The All Assistant Registrars, Examinations Section.

## INSTRUCTION

1. Fees for each subject (fee can be paid by cash or by NEFT/ Online Mode)
  - a) Verification of marks : **Rs.30/-**
  - b) Photocopy of Answer book : **Rs.150/-**
  - c) Revaluation of Answer book : **Rs.750/-**
2. For cash payment timing is from 10:30 a.m. to 01:00 p.m. to 01:30 p.m. to 02:30 p.m. from Monday to Friday except **Saturday** and **Bank Holiday** at the Pariksha Bhavan, SNDT Women's University, Juhu, Mumbai – 400 049.

Details for Online Payment is as follows: **(DD will NOT be accepted)**

Bank Name : Canara Bank

Branch : SNDT Juhu

Bank Account No.: 4634101000022

IFSC Code No. : CNRB0004634

- After doing payment through ONLINE / NEFT mode send the proof of payment i.e. Bank Name, Branch Name, Branch Code, UTR No., Date and Amount by mail to **concerned examinations e-mail Id** and to **Accounts Unit e-mail Id** i.e. **accountsexam@sndt.ac.in** and attached the details with proforma.
3. The Students may apply for verification of marks, photocopy of Answer books and Revaluation of Answer books in the prescribed form to the Director Board of Examinations and Evaluation, within a period of **15 days** from the date of declaration of result **on portal**.
  4. The student be permitted to directly apply either for photocopy or revaluation of Answer books. The student should apply for revaluation of Answer books within **15 days** after receiving the photocopy of Answer books. They can also apply for Answer books directly without applying for photocopy of the Answer books.
  5. The student who desire to apply for verification of mark are not eligible for revaluation of Answer books in the same subject of University Examinations
  6. The Student shall be eligible to apply revaluation of Answer books of maximum of two papers.
  7. The student other than students of Institute of technology shall not be permitted to apply from revaluation of Answer books.
    - a) Of paper in which she has passed.
    - b) If she has failed in more than two theory papers.
  8. The Students shall be permitted to apply for evaluation of written scripts of practical examination / internal assessment / dissertation / thesis and viva-voce.
  9. The Result of the applicant will be communicated to the college office.  
No personal enquiries will be entertained.

Encl.: 1. Photocopy of Grade sheet / Marksheet / Ledger Copy,

2. Photocopy of payment Receipt.



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Ref.No.:Exam./Scheme of Exam/U.G./2018-2019/224

Date:04<sup>th</sup> August, 2018

**URGENT**  
**IMPORTANT**

**CIRCULAR**

All the concerned are hereby informed that, the Board of Examinations and Evaluation vide its resolution no.:1 passed at its meeting held on 23/07/2018, In order to ensure the minimum days of instruction / teaching of Degree Courses and to maintain the uniformity in the standards of examination and assessment thereof and to make the teaching and learning process effective, the following Scheme of Examinations for the First Year in case of three years Bachelor's Degree Programmes and for the First and Second Year in case of four and five years Bachelor's Degree Programmes, other than the B.Pharm., B.Tech., B.Ed. and B.Ed.(Spl.) has been prescribed with effect from the academic year 2018-19.

This Scheme of Examinations will be effective for the First year of the concerned Bachelor's Degree programmes for the academic year 2018-19 and subsequently for the Second Year during the academic year 2019-20.

**SCHEME OF EXAMINATIONS**

1. The examinations of First Year in case of three years degree programmes and First and Second Year in case of four and five year degree programmes, other than the professional courses namely, B.Pharm., B.Tech., B.Ed., B.Ed.(Spl.) shall be conducted by the colleges on behalf of the University. While the examinations of Second and Third year in case of three years Bachelor's Degree Programmes and the examinations of Third and Fourth year in case of Five Year Bachelor's Degree Programmes and the examinations of Third, Fourth and Five Year in case of Five Years Bachelor's Degree Programmes will be conducted by the University.

2. The Time Table of the Examinations of the concerned First Year and Second Year of the concerned Degree Programmes shall be prepared and published by the University.

Provided, however that, for the current academic year 2018-19, the examinations of the Second Year in case of four and five years Bachelor's Degree Programmes will be conducted by the concerned colleges, as was done till the academic year 2017-18.

3. The Examination Forms for the First Year of the concerned Bachelor's Degree Programmes with effect from the academic year 2018-19 and for Second Year of those Bachelor's Programmes with effect from the academic year 2019-20 shall be generated online on the University portal.

4. The concerned students shall be required to fill up the Examination Forms online and to pay the prescribed Examination Fee online on the payment gateway, within the stipulated time limit.
5. Hall Tickets of the students will be generated online and issued to them well in advance.
6. The concerned colleges will receive online, the examination centre-wise, medium-wise and subject-wise summary of candidates appearing for the concerned examination, before the commencement of examination.
7. The question-papers shall be set at the college level, by the paper-setters appointed by the concerned college, at least one month before the date of examination.
8. The Principal shall himself/herself be the Superintendent of Examination and shall make all the necessary arrangements in term of infrastructure, man-power, etc. required for conducting the examination.
9. The Principal of concerned college shall arrange centralized assessment and moderation of answer-books of the examination by the examiners and moderators at the Examination Centre under his supervision and get it completed within two weeks of the examination.
10. The marks obtained by the students in the Internal and External examinations shall be entered on the University portal by the concerned college within a week's time, after the assessment/moderation of answer-books.
11. The result of the examination shall be processed and declared by the University and the mark-sheets shall be printed and forwarded to the concerned college along with the ledger of result of the examination.
12. A student may apply to the Principal for photocopies of answer-books and/or verification of marks or for revaluation of answer-books (not more than two papers in which the student has failed) along with the prescribed fee within eight days, fifteen days and thirty days respectively, after the date of declaration of result. The fees for obtaining a photocopy of an answer-book, for verification of marks and for revaluation of an answer-book shall be Rs. 150/-, Rs. 30/- and Rs. 750/- per paper, respectively.

Provided, however that, the college shall retain the entire fee collected for providing the photocopy of answer-books and for verification of marks. While, the college shall remit to the University, Rs. 400/- out of Rs.750/- per paper collected from the student for revaluation of answer book, in case of change of marks, before entering the revised marks such remittance of fee must be made if any, on the portal, failing which, the result shall not be amended by the University.

13. The college shall arrange to provide the photocopies of answer-books and verification of marks and revaluation of answer-books (not more than two papers, where the student has failed), as the case may be, as per the procedure prescribed under the prevailing Ordinance No. O.68, and O.69.
14. The revision in the marks, if any, after the verification of marks or revaluation of answer books, shall be entered on the portal by the college after the payment of requisite fee. The University shall issue a revised mark-sheet to concerned student.
15. The college conducting the examination of the First Year and Second Year of the concerned Bachelor's Degree Programmes on behalf of the University, shall pay to the University, the 25% of the total Examination Fee so collected, as the Administrative Charges, within the prescribed time limit.

  
(Dr. Subhash Waghmare)  
Director,

Board of Examinations and Evaluation

To,

- 1) The Principals of Colleges other than the Colleges of Technology ( B.Tech.), Pharmacy (B.Pharm.), Education (B.Ed.) and Special Education (Sp.Ed.) conducted by and affiliated to the University,
- 2) The Director, Centre for Distance Education, Mumbai.

c.c.: For kind information to-

- 1) The Vice-Chancellor,
- 2) The Pro-Vice-Chancellor,
- 3) The Registrar (Addl. Charge),
- 4) The I/C. Director, B.C.U.D.

c.c.: For information and necessary action-

- 1) The Deputy Registrar, Examinations Section,
- 2) The Deputy Finance and Accounts Officer, Finance and Accounts Section,
- 3) The Assistant Registrar, Affiliation Section,
- 4) The Assistant Registrar, Examinations Section,
- 5) The Assistant Registrar, Academic Section,
- 6) The Computer Programmer,
- 7) The Assistant Accountant, Examinations Section,
- 8) All the In-Charge of various Units of the Examinations Section.