



Ref.No.:Exam/A Books Return/2023-24/261

Date : 01.12.2023

TOP PRORITY / IMPORTANT

CIRCULAR

SUB. : To return unused old / New Answer books (Answer booklets) while submitting the written answer books at CAP centres (Juhu/Churchagate).

All concerned are hereby instructed to return the remaining number of stock of old/New Answer books on the date of last Submitting of answer books date to the respective CAP centres along with the proforma given below:

STATUS OF ANSWER BOOK STOCK

Name of College/Institution/Department : _____

College Code : _____; Centre Code : _____

Name of Program : _____ (e,g, BA/Bcom/MCom/BCA)

Old Answer Books Opening Stock	Number of Answer Books Received for this Exam Event	No. of Answer Books Used during this Exam Event	Balance stock No of Old Answer Book with Sr. No.	Balance stock No of New Answer Book with Sr. No.

Please send 3 copies of above proforma along with the other documents while submitting the used/written Answer books of your centres. **It is mandatory to submit the remaining Answer books stock to the CAP centres with above details**, failing the appropriate action will be taken on the said college/Inst/Dept.

Sd/-

(Dr Sanjay Nerkar)

Director

Board of Examinations and Evaluation

To,

1. The Heads of the University Departments / Institutions,
2. The Principals of the Colleges conducted by and affiliated to the University,
3. 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,
- 4) The Dean and Dean's (Addl Charge),
 - a. Prof. (Dr.) Medha Tapiawala, Faculty of Humanities,
 - b. Prof. (Dr.) H. T. Jadhav, Faculty of Science and Technology,
 - c. Prof. (Dr.) Jayashree Shinde, Faculty of Interdisciplinary Studies.
 - d. Dr. Shobha Dedhia, Faculty of Commerce and Management.

SNDT WOMEN'S UNIVERSITY

PARIKSHA BHAVAN

Sir Vithaldas Thackersey Vidyavihar

Juhu Road, Santacruz (West), Mumbai – 400 049.



श्रीमती ना. दा. ठाकरसी महिला विद्यापीठ

परीक्षा भवन

सर विठ्ठलदास ठाकरसी विद्याविहार

जुहू रोड, सांताक्रुझ (पश्चिम), मुंबई – ४०० ०४९.

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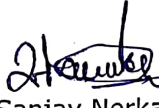
Date : 01.12.2023

c.c.: For information and necessary action-

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

c.c. For information and necessary action-

1. The Campus In-Charge of Juhu Campus,
2. The Assistant Registrar, Juhu Administration.


(Dr Sanjay Nerkar)
Director

Board of Examinations and Evaluation

E/D-Data/Ashwini/Circular

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