



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
Pariksha Bhavan, Sir Vithaldas Vidyavihar,
Juhu Road, Santacruz (West), Mumbai-400 049.
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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.Com.(Distance Education)/2022-2023/15

Date: 06 May, 2023

CIRCULAR

All the concerned Principals/Superintendent of Examinations conducting the examination of **Bachelor of Commerce (Distance Education)** are hereby informed that, the assessment of the answerbooks of the Examinations to be held in the month of **May-2023** through the Central Assessment Programme (C.A.P), at the **Room No . 205 (A,B) 2nd floor, S.N.D.T. College Of Arts & Smt. SCB Shah College Of Commerce & Science for Women, 1 NathibaiThackersey Road, Churchgate Campus, Mumbai – 400020.**

In this connection, you are requested to ensure that, the following arrangements be carried out while submitting the answerbooks to the (C.A.P), at the **Room No . 205 (A,B) 2nd floor, S.N.D.T. College Of Arts & Smt. SCB Shah College Of Commerce & Science for Women, 1 NathibaiThackersey Road, Churchgate Campus, Mumbai – 400020.** The answerbooks of the students be sent by hand delivery to the Director, Board of Examination and Evaluation, Pariksha Bhavan, 2nd Floor, S.N.D.T. Women's University, Sir Vithaldas Vidyavihar, Juhu Road, 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 submit the proof of Bank details, like Bank Name, Account Number, Branch IIFST code.(Attach cancel Cheque Copy)(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.)

01. At the end of the examination, the entire original Supervisors' reports (arranged Subject code number wise) 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.
02. A copy of question paper and Xerox copy of supervisor's report should be kept on the top of each bundle of answerbooks.
03. You are requested to instruct the students not to write the name of the branch/specialization on the cover page of answerbooks.
04. 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.
05. 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'.
06. A format of answerbooks receiving form is enclosed herewith for pasting on each bundle of answerbooks while submitting.
07. 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'.
08. Only one person will be allowed to carry answerbooks of all the Examination



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09. The details of submission of answerbooks to the Pariksha Bhavan shall be as under:
10. As per the Government of Maharashtra Circular no: Sankirn – 2016/prg.kra 302/Vishi-3 dated on 4th march, 2017, prepare and indicate the Separate cover While submitting the answerbooks of physically Handicapped students.
11. Colleges / Departments should submit the answerpapers as per the due date. Otherwise as per the decision of the Management Council No. MCM4(A) FACM (9) dated: August 6th, 2015, non-submission of answer book by the Centers after the exam of the respective papers as per the date then impose fine of Rs.10,000/- (Ten Thousand Only) per day.
12. College/Department must submit the remaining (Unused) answerbooks to Pariksha Bhavan at the time of submission of written answerbooks.

Sr. No.	Dates of Examinations	Day / Dates of submission of answerbooks	
1.	16/05/2023 to 22/05/2023	Tuesday	23/05/2023
2.	23/05/2023 to 29/05/2023	Tuesday	30/05/2023

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

P.S.W. Wakpajjan
6/5/2023
(Dr. Pradnya Wakpajjan)
Director (Addl Ch.)

Board of Examinations and Evaluation

[Signature]
5/5

To,
The Principals of the colleges and Superintendent of Examinations conducting the
Bachelor of Commerce (Distance Education). Programme Examinations.