

Ref.No.: Exam/Circular/2024-2025/ 388

Date : 10/02/2025

**CIRCULAR**

**Subject: Reopening of Exam Form Submission process for Course Corrections**

It has come to the University's attention that some colleges have submitted student admission data by selecting **dummy courses** in the system. Consequently, while submitting examination forms, some colleges have followed incorrect course selections, leading to discrepancies in the course count for respective program terms.

To ensure accuracy in student records and smooth examination processing, the University has decided to **revert the exam form submission process** for students whose opted course count does not match the required count.

**Important Instructions:**

1. **The list of affected students is attached to this circular.** Colleges are required to review and correct the course selections as per the updated program structure/syllabus.
2. The reverted **exam forms will be re-available in the college login** for correction and resubmission.
3. **Colleges must update the courses and re-submit the examination forms within the given timeline.** No further modifications will be allowed after the deadline.
4. **IF college does not have affiliation of required course, then contact to affiliation section, get the affiliation and then do the course change activity.**

**Timeline for Correction & Resubmission:**

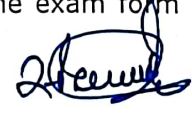
- **Start Date:** [11-02-2025]
- **End Date:** [15-02-2025]

Colleges are requested to take immediate action to avoid any inconvenience to students. Failure to update and submit the corrected exam forms within the given timeline may impact the student's eligibility for examinations.

For any further queries, please contact the University Examination Section.\

**Important Note and Instructions for colleges:**

The assessment entry for NEP programs is disabled until the exam form is corrected and resubmitted with the appropriate courses/papers.

  
(Dr. Sanjay Nerkar)  
**Director**

**Board of Examinations & Evolution**

To

**The Principals of the conducted & affiliated Colleges**

**CC for information :**

1. The Vice Chancellor, SNDT Women's University
2. The Pro Vice Chancellor, SNDT Women's University
3. All Deans of the Faculties, SNDT Women's University
4. All Assistant Registrar, BoEE

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