



Ref.No.: Exam./B.M.S./2025-2026/241

Date: - 04.04.2026

C I R C U L A R

All the concerned Principals/Superintendent of Examination conducting the Examinations of **Bachelor of Management Studies (B.M.S.) (Regular/NEP)** are hereby informed that, the assessment of the answer-books of the Examinations to be held in the month of **April - 2026** through the Central Assessment Programme (C.A.P.) at the **204, 2nd floor, S.N.D.T. College of Arts & Smt. SCB Shah College of Commerce & Science for Women, Nathibai Thackersey Road, Mumbai - 400 020.**

In this connection, you are requested to ensure that, the following arrangements be carried out while submitting the answer-books to the Central Assessment Programme (C.A.P.) at the **204, 2nd floor, S.N.D.T. College of Arts & Smt. SCB Shah College of Commerce & Science for Women, Nathibai Thackersey Road, Mumbai - 400 020.**

01. The answer-books of the students be sent by hand delivery to the Director, Board of Examination and Evaluation Pariksha Bhavan, S.N.D.T. Women's University, Juhu, 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 ticket/s or bus fare whichever is less. For return journey reimbursement of travelling expense will be paid on production of valid ticket/s, otherwise second class railway or bus fare will be paid as per rules. The T.A./D.A. Payment will be cleared through RTGS/NEFT. The expenses towards travelling, etc. will be paid by RTGS Only. Please submit the proof of Bank details, like Bank Name, Account Number, Branch IFSC/MICR code (Attach cancel Cheque Copy)(Please note that, the payment towards travelling allowances and T.A./D.A. will be paid through the RTGS only and no cash payment will be made to the college Staff bringing the answer-books).
02. At the end of the Examination, all the original Supervisor 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.
03. A copy of Question paper and Xerox copy of supervisor's report should be kept on the top of each bundle of answer-books.
04. You are requested to instruct the students not to write the name of the branch / specialization on the cover page of answer-books.
05. Kindly ensure that, all the answer-books are properly delivered at the CAP Centre and the acknowledgement for the same be obtained from the CAP Centre.
06. A separate letter of authority for carrying the parcels of answer-books of each Examination should be given to the person carrying such parcel. Each bundle of answer-books be marked as '**Confidential**'.



07. A format of answer-books receiving form is enclosed herewith for pasting, on each bundle of answer-books while submitting.
08. A letter of authority for carrying the parcels of answer-books should be given to the person carrying such parcel by the Principal / Superintendent of Examinations each bundle of answer-books be marked as '**Confidential**'.
09. Only one person will be allowed to carry answer-books of all the Examination Programmes conducted at the concerned Examination Centre.
10. The details of submission of answer-books to the Pariksha Bhavan shall be as under:
11. As per the Government of Maharashtra Circular no: **Sankirn-2016/prg.kra302/Vishi-3, Dated on 4th March, 2017** prepare and indicate the Separate cover while submitting the answer-books of physically Handicapped students.
12. Colleges/Departments should submit the answer-papers as per the due Date, otherwise as per the Decision of the Management Council No. **MCM4(A)FACM (9) Dated 6th August, 2015**, non-submission of answer book/s by the Centers after the Examination of the respective papers as per the Date then impose fine of Rs.10,000/- (Ten Thousand Only) per day.
13. College/Department must submit the remaining (Unused) answer-books to Pariksha Bhavan at the time of submission of written answer-books.

Sr.No.	Dates of Examinations	Day/Dates of submission of answer-books	
1.	07.04.2026 to 23.04.2026	Friday	24.04.2026

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

(Dr. Sanjay Nerkar)

Director,

Board of Examinations and Evaluation

To,

The Principals of the colleges and Superintendent of Examinations conducting the **Bachelor of Management Studies (B.M.S.)** Programme Examinations.

Encl.: Parcel Slip Format.



PROFORMA FOR SUBMISSION OF ANSWERBOOKS

Course Name :	
College Code:	Centre Code:
Name of the Superintendent of Examination:	
Contact No.:	E-Mail Id.:
Name of the College:	

Date of Exam	Semester	Subject Code	Name of the Subject	Medium	No. of Answer books	Total No. of Answer Books	No. of Blocks
				English			
				English			
				English			
				English			
				English			
GRAND TOTAL							

Signature of
Superintendent of Examination

- Use the separate Proforma for submission of answer-books (for new course, old course and Distance courses).
- Fill this form in triplicate (1 for Accounts, 1 for concern Section and 1 for College.)
- Use separate packet for **Handicapped** and **Copy Case** students.