



Ref. No. Exam/Circular/2025-26/391

Date: 09<sup>th</sup> January, 2026

## CIRCULAR

Sub:- Administrative charges for On Screen Marking (OSM) System to the centre

Ref. No. :- Resolution of Management Council dt. 25-11-2025

This is to inform you that, Board of Examinations & Evaluation have implemented On Screen Marking (OSM) system for the assessment of Answer Books. Since long back the assessment procedure was carried out with bar code system at university campuses.

As per the approval given by the University authorities the On Screen Marking (OSM) system is implemented at various colleges on & off the campuses from March/April 2025 (Summer 2025) onwards.

It is decided that, the administrative charges @ Rs. 4/- per answerbook will be paid to concerned Department/ College/ Institution, for conducting On Screen Marking (OSM) activity at their college. Further, to inform you that the 60% part will be utilised for college infrastructure, Computer Lab, Electricity Charges etc. & 40% to be distributed to the Principal or OSM evaluation in-charge, supporting staff & sub staff etc. of the total administrative charge, as per following table.

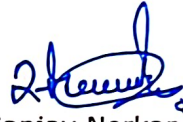
Sr. No.	Designation/work	Rate per answer book ( in ₹ )	Remark
1.	Honourarium to OSM CAP Centre (i.e. College/Department)	2.40	For the use of infrastructure such as computer lab, electricity, etc.
2.	Principal &/OR OSM Evaluation In Charge	0.80	The Evaluation In-Charge must be a work teacher of the said centre.
3.	OSM Technical Assistant, Lab Staff, and	0.80	Must be work staff of the concerned center.



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The university will share the data of evaluation done by each centre. Please find enclosed the standard form of utilization certificate to be filled by the college authority. After submitting total number of answer book assessed at respective centre of On Screen Marking System to examination section Accounts e-mail ID ( accountsexam@sndt.ac.in) immediately after completion of assessment work at that centre.

The administrative charges will be payable from Mar/April- 2025 (Summer -2025). Therefore, please submit the Utility Certificate at the earliest & the same process for next event onwards shall be followed.

  
(Dr. Sanjay Nerkar)  
Director  
Board of Examinations and Evaluation  
19/10/2026

To,

All Principal/HOD/Directors of Affiliated & Conducted College/ P.G. Department/ Institution of all Campuses where the OSM Centres allotted.

CC. for information to:

1. The office of the Hon'ble Vice-Chancellor,
2. The office of the Pro-Vice Chancellor,
3. The office of the Registrar,
4. The office of the Finance and Accounts officer,
5. The Deputy Finance Officer,
6. The Asst.Finance Officer,
7. The Asst.Registrar, Exam Section,
8. The Concern Examination Section & Accounts Section
9. The Faculty/Accounts Section

## FORMAT

### UTILIZATION CERTIFICATE

I, hereby declare that, the (Name of College / Code Number) is the centre for the On- Screen Marking (OSM) of the answerbooks of the Examinations conducted during Oct/Nov -Winter \_\_\_\_ (year) and April/May - Summer \_\_\_\_ (year) during the period from \_\_\_\_ to \_\_\_\_ (date) at our College/Department. The total Answer books are \_\_\_\_

We have received Rs. \_\_\_\_/- (Rupees \_\_\_\_ only) towards the administrative charges @ 4/- to the college and honorarium for the concerned staff members.

It is stated that, the principal and following staff members have received the payment as per the circular No \_\_\_\_ dated \_\_\_\_ The Photo copies of paid vouchers are attached herewith.

Sr No	Name of Principal/ other staff members	Designation	Rate (₹)	Amount (₹)	Amount (₹)
1	College Administrative Charges		2.40		
2	Name of Principal &/OR OSM Evaluation In charge		0.80		
3	Name of OSM Technical Assistant & others (like Assistant and support staffs,)		0.80		
4	--do--				
		TOTAL			

College Seal:

Signature  
(Principal/ HoD / In-charge)  
with stamp