

**MAHARSHI KARVE STREE SHIKSHAN SAMSTHA'S
COLLEGE OF COMPUTER APPLICATION
FOR WOMEN, SATARA**

**[Faculty: B.C.A., B.A. & B.Com.]
Affiliated to SNDTWU, Mumbai**

Criterion 2 – Teaching and Learning Evaluation

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient (15)

- **University circular**
- **University instruction**
- **University verification/revaluation/photocopy form**



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY**
Pariksha Bhavan, Sir Vithaldas Vidyavihar,
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DOEE (D) : 2661 5159
Dy. Registrar : 2661 1524
Asst. Registrar : 2660 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./Scheme of Exam/U.G./2018-2019/224

Date:04th August, 2018

**URGENT
IMPORTANT**

CIRCULAR

All the concerned are hereby informed that, the Board of Examinations and Evaluation vide its resolution no.:1 passed at its meeting held on 23/07/2018, in order to ensure the minimum days of instruction / teaching of Degree Courses and to maintain the uniformity in the standards of examination and assessment thereof and to make the teaching and learning process effective, the following Scheme of Examinations for the First Year in case of three years Bachelor's Degree Programmes and for the First and Second Year in case of four and five years Bachelor's Degree Programmes, other than the B.Pharm., B.Tech., B.Ed. and B.Ed.(Spl.) has been prescribed with effect from the academic year 2018-19.

This Scheme of Examinations will be effective for the First year of the concerned Bachelor's Degree programmes for the academic year 2018-19 and subsequently for the Second Year during the academic year 2019-20.

SCHEME OF EXAMINATIONS

1. The examinations of First Year in case of three years degree programmes and First and Second Year in case of four and five year degree programmes, other than the professional courses namely, B.Pharm., B.Tech., B.Ed., B.Ed.(Spl.) shall be conducted by the colleges on behalf of the University. While the examinations of Second and Third year in case of three years Bachelor's Degree Programmes and the examinations of Third and Fourth year in case of Five Year Bachelor's Degree Programmes and the examinations of Third, Fourth and Five Year in case of Five Years Bachelor's Degree Programmes will be conducted by the University.

2. The Time Table of the Examinations of the concerned First Year and Second Year of the concerned Degree Programmes shall be prepared and published by the University.

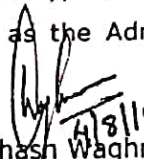
Provided, however that, for the current academic year 2018-19, the examinations of the Second Year in case of four and five years Bachelor's Degree Programmes will be conducted by the concerned colleges, as was done till the academic year 2017-18.

3. The Examination Forms for the First Year of the concerned Bachelor's Degree Programmes with effect from the academic year 2018-19 and for Second Year of those Bachelor's Programmes with effect from the academic year 2019-20 shall be generated online on the University portal.

4. The concerned students shall be required to fill up the Examination Forms online and to pay the prescribed Examination Fee online on the payment gateway, within the stipulated time limit.
5. Hall Tickets of the students will be generated online and Issued to them well in advance.
6. The concerned colleges will receive online, the examination centre-wise, medium-wise and subject-wise summary of candidates appearing for the concerned examination, before the commencement of examination.
7. The question-papers shall be set at the college level, by the paper-setters appointed by the concerned college, at least one month before the date of examination.
8. The Principal shall himself/herself be the Superintendent of Examination and shall make all the necessary arrangements in term of Infrastructure, man-power, etc. required for conducting the examination.
9. The Principal of concerned college shall arrange centralized assessment and moderation of answer-books of the examination by the examiners and moderators at the Examination Centre under his supervision and get it completed within two weeks of the examination.
10. The marks obtained by the students in the Internal and External examinations shall be entered on the University portal by the concerned college within a week's time, after the assessment/moderation of answer-books.
11. The result of the examination shall be processed and declared by the University and the mark-sheets shall be printed and forwarded to the concerned college along with the ledger of result of the examination.
12. A student may apply to the Principal for photocopies of answer-books and/or verification of marks or for revaluation of answer-books (not more than two papers in which the student has failed) along with the prescribed fee within eight days, fifteen days and thirty days respectively, after the date of declaration of result. The fees for obtaining a photocopy of an answer-book, for verification of marks and for revaluation of an answer-book shall be Rs. 150/-, Rs. 30/- and Rs. 750/- per paper, respectively.

Provided, however that, the college shall retain the entire fee collected for providing the photocopy of answer-books and for verification of marks. While, the college shall remit to the University, Rs. 400/- out of Rs.750/- per paper collected from the student for revaluation of answer book, in case of change of marks, before entering the revised marks such remittance of fee must be made if any, on the portal, failing which, the result shall not be amended by the University.

13. The college shall arrange to provide the photocopies of answer-books and verification of marks and revaluation of answer-books (not more than two papers, where the student has failed), as the case may be, as per the procedure prescribed under the prevailing Ordinance No. O.68, and O.69.
14. The revision in the marks, if any, after the verification of marks or revaluation of answer books, shall be entered on the portal by the college after the payment of requisite fee. The University shall issue a revised mark-sheet to concerned student.
15. The college conducting the examination of the First Year and Second Year of the concerned Bachelor's Degree Programmes on behalf of the University, shall pay to the University, the 25% of the total Examination Fee so collected, as the Administrative Charges, within the prescribed time limit.


(Dr. Subhash Waghmare)
Director,
Board of Examinations and Evaluation

To,

- 1) The Principals of Colleges other than the Colleges of Technology (B.Tech.), Pharmacy (B.Pharm.), Education (B.Ed.) and Special Education (Sp.Ed.) conducted by and affiliated to the University,
- 2) 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 (Addl. Charge),
- 4) The I/C. Director, B.C.U.D.

c.c.: For information and necessary action-

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

INSTRUCTIONS

- NOTE:
1. Fees for each subject (fees can be paid by cash or by D.D)
 - a) Verification of marks : Rs. 30/-
 - b) Photocopy of Answerbook : Rs.150/-
 - c) Revaluation of Answerbook: Rs.750/-
 2. For cash payment timing is from 10.30 a.m to 1.00 p.m and 1.30 p.m to 2.30 p.m from Monday to Friday except Saturdays & Bank holidays at Pariksha Bhavan, SNDT Women's University, Juhu, Mumbai-400049.
 3. For D.D., it should be drawn in favour of 'The Registrar, SNDT Women's University, Mumbai' payable at Mumbai.
 4. The students may apply for verification of marks, Photocopy of Answerbook/s & Revaluation of Answerbook/s in the prescribed form to the Controller of Examinations, within a period of 15 days from the date of declaration of result.
 5. The students be permitted to directly apply either for photocopy or revaluation of Answerbook/s. The student should apply for revaluation of Answerbook/s within 15 days after receiving the photocopy of Answerbook/s. They can also apply for revaluation of answerbook/s directly without applying for photocopy of the answerbook/s.
 6. The students who desire to apply for verification of marks are not eligible for revaluation of Answerbook/s in the same subject of University Examinations.
 7. The students shall be eligible to apply for revaluation of Answerbook/s of maximum of two papers.
 8. The students other than students of Institute of Technology shall not be permitted to apply for revaluation of answerbook/s.
 - a).of a paper in which she has passed.
 - b).If she has failed in more than two theory papers.
 9. The students shall not be permitted to apply for revaluation of written scripts of practical examination/internal assessment/dissertation/thesis and viva-voce.
 10. The result of the applicant will be communicated to the college office. No personal enquiries will be entertained.

Encl

1. Photocopy of Gradesheet.
2. Photocopy of payment receipt.



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WOMEN'S UNIVERSITY

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Tele. CoE (D) : 2661 5151
Dy. Registrar : 2661 1521
Asst. Registrar : 2661 5131
M.A., B.Ed., H. Sc. : 2660 3321
B.A., B. Com., Law, Tech. : 2661 1591
Accounts : 2660 8371
Telefax Degree, Mgmt. : 2661 2871
M.Phil., Ph.D. : 2660 3251

(For Accounts Section Only)

Rs. - _____ Receipt No. : _____ Date: _____

(To be filled by student only)

Name: _____
(Block Letters)

Address: _____

Seat No. : _____ Email ID : _____

Centre Code: _____ Centre Name: _____

To,
The Controller of Examinations,
S.N.D.T. Women's University,
Mumbai - 400 049.

Sub.:- Verification / Photocopy / Revaluation.

Sir / Madam,

I have to state that, I have appeared at the _____ Examination held in _____
I desire to have verification of marks / photocopy/ revaluation of the
answersheets of the following subjects.

Sr. No.	Subject Code	Name of the Subject	Ext. Marks
1.			
2.			

Signature of the Candidate

Name of the Candidate: _____

Forwarded through Principal with College Stamp