

Ref.No.: Exam./University Level P.G./2024-25/442

Date:13.3.2025

**URGENT / IMPORTANT****CIRCULAR**

All the concerned are hereby informed that, as per earlier Circular No Exam./Tentative U.G-P.G./2024-25/ 439 dated 11.3.2025 {**Correction** in circular please Note : letter Date is 11.3.2025 and College Level UG Exams will be Scheduled from **22<sup>nd</sup> April 2025** onwards}, regarding the tentative Programme of 2<sup>nd</sup> Term Semester - II to IV (Fresh/Repeater) and Semester - I / III (Repeater) University Level (Summer) Examinations processes for the Post-Graduate Degree / Diploma Programmes and the last dates for online submission of Examination forms along with online payment of the University Examination Fees, for these Examinations to be held in the month of April-May, 2025 are as follows:

**For University Level Post-Graduate Degree / Diploma Programmes:**

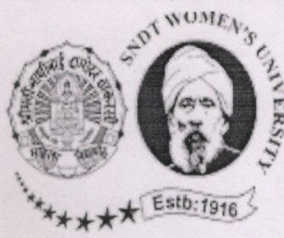
Sr. No.	Examination Process	Time Frame for University Level Semester II & IV (Fresh / Repeater) and Semester I / III (Repeater)
01.	Online Submission of Examination Forms	01.04.2025 to 07.04.2025
01.(a)	Online Submission of Examination Forms with late fee w.e.f 08.04.2025 @ Rs.150/-	08.04.2025 to 11.04.2025
02.	Generation of Seat Number / Admit card / various summaries for Examinations Centres	Up to 16.04.2025
03.	Date of Commencement of Practical Examination	08.04.2025 to 16.04.2025
04.	Entry of University level assessment marks - Internal / Practical etc. on the University portal / CHETNA-Add-on Credits etc.,	Up to 30.04.2025
05.	<b>Date of Commencement of Theory Examinations</b>	<b>22.04.2025</b>
06.	Result Declaration	Within 30 days from the last date of Examinations
07.	The Centralized Assessment Programme (CAP)	w.e.f. 07.05.2025

**ABC-ID is mandatory to be filled in Examinations Form. The valid ABC Id must be uploaded on DU Portal – MKCL without fail.**

All the concerned are hereby requested to note the aforesaid Time Frame and do the needful on priority. It shall be the sole responsibility of the Head of the University Departments / Institutions and Principal of affiliated Colleges (PG Unit) of the University to carry out all the Examination activities on time as directed below:

1. The Head of the University Departments / Institutions and Principal of affiliated Colleges (PG Unit) of the University will have to ensure that, the marks obtained by the concerned students in the Internal Assessment, Practical Examinations (Internal and External), etc. as the case may be, are to be uploaded on the University portal as per the defined existing course structure, within the stipulated time limit stipulated by the University.

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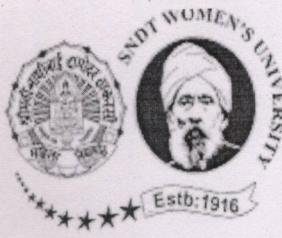
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2. It shall be noted that, the marks obtained by the students Internal, External and Practical Examinations has **to be published on your department Notice Board** and appropriately entered on the Digital University Portal by the respective University Department, marks will not be changed, under any circumstances. Any request for change in the marks will be treated as malpractice and such matter will be referred to the Unfair Means Inquiry Committee, constituted Under Section 48(5) of the Maharashtra Public Universities Act, 2016.
3. **Further to inform you that, non-availability of internal marks on DU portal in stipulated time, then the fine /penalties will be charged Rs. 100/- per student per subject, as per point No. 22 of Examinations Circular No.: Exam/Mgt.C /Penalties/2022-23/381 Date: 21/11/2022 (University Web site)**  
Please take a note that the date for filling internal examinations marks will not be extended in any circumstances.
4. It shall be to noted that, the results of those students whose Examination Forms have not been inwarded or the Examination Fee has not been remitted within the stipulated time limit as shall not be declared.
5. The results of those students who do not possess the valid PRN number shall not be declared. It shall be the sole responsibility of the Principal of the conducted and affiliated Colleges of the University to ensure that, the student whose examination form is being inwarded and examination fee paid, possess valid PRN Number.
6. The correction / changes in name, medium, subject, fine and penalty etc. with the prior permission as stated above should be carried out on the E-Suvidha Portal by the Department / Institution. No communication in this regard will be entertained by the Pariksha Bhavan.
7. All concerned hereby informed that, the program / pattern wise time table will be published shortly on university website as well as will be sent on the college official mail ID.

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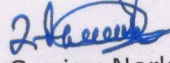



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For any assistance please visit the E-Suvidha Portal or contact CFC Centre on the contact number 022-26608304 or mail on dusndt@mkcl.org. Also attend the COLLEGE CONNECT online program daily between 3 pm on DU portal. The demo link is available on the E-Suvidha Portal for generation, correction and filling of University Examination Forms and payment of fees etc.

  
(Dr Sanjay Nerkar) 13/03/25  
Director,

Board of Examinations and Evaluation 

Encl.: As above.

To,

1. The Principals of the Colleges 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,
- 4) The Dean's
  - a. Prof. (Dr) H. T. Jadhav , Faculty of Science and Technology
  - b. Dr. Shobha Dedhia, (Add Charge), Faculty of Commerce and Management,
  - c. Prof. (Dr) Medha Tapiawala, Faculty of Humanities.
  - d. Prof. (Dr) Jayashree Shinde (Add Charge), Faculty of Interdisciplinary Studies,

c.c.: For information and necessary action-

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

c.c. For information and necessary action-

1. The Campus In-Charge of Juhu Campus,
2. The Assistant Registrar, Juhu Administration,

Rw/G/Circular Exam