

Ref.No. : Exam/College Level-U.G./2024-25/225

Date: 19.10.2024

**URGENT
IMPORTANT**

CIRCULAR

In continuation of our earlier circular no.: Exam./U.G.-P.G./2024-25/211 dated 17.10.2024 (correction : Meeting of BoEE held In 15th October, 2024) and as per the directives given by the authority, all the concerned are hereby informed that, the dates of the 1st Term Semester - I (Fresh / Repeater) and Semester - II (Repeater) College Level Examinations processes for the Under-Graduate Degree / Diploma Programmes and the last dates for online submission of Examination Forms along with online payment of the Examination Fees prescribed by the University for these Examinations which is to be held in the month of November/December, 2024 are as follows:

For College Level Under-Graduate Degree / Diploma Programmes:

Sr. No.	Examination Process	Time Frame for College Level Sem - I (Fresh/ Repeater) and II (Repeater) as per the course structure
01.	Online Submission of Examination Forms	11.11.2024 to 18.11.2024
01.(a)	Online Submission of Examination Forms with late fee w.e.f 19.11.2024 @ Rs.150/-	19.11.2024 to 21.11.2024
02.	Generation of Seat Number / Admit card / various summaries for Examinations Centers	Up to 28.11.2024
03.	Date of Commencement of Practical Examination	29.11.2024 to 03.12.2024
04.	Entry of Internal / External / Dissertation assessment marks - Internal / Practical etc. on the University portal	Up to 24.12.2024
05.	Date of Commencement of Theory Examinations	10.12.2024
06.	Result Declaration	Within 30 days from the last date of Examinations

ABC-ID Number is mandatory to be filled in the Examinations Form. No admit card will be issued unless valid ABC-ID number is available.

All the concerned are hereby requested to note the aforesaid Time Frame of the 1st Term Semester - I (Fresh/ Repeater) and Semester - II (Repeater) College Level (winter) Examinations processes for the Under-Graduate Degree / Diploma Programmes and do the needful on priority. It shall be the sole responsibility of the Heads of the University Departments / Institutions and Principals of Colleges to carry out all the University Examinations activities on time as directed.



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- i. The Principals of Colleges and Heads of University Departments will have to ensure that, the marks obtained by the concerned students in the Internal Assessment, Practical Examinations, etc. as the case may be, are uploaded on the University portal as per the defined existing course structure, within the time limit so stipulated by the University.

It may be noted that, the marks obtained by the students Internal, External and Practical Examinations has **to be displayed on your college/department/Institution Notice Board** and entered on the Digital University Portal by the respective University Departments / College / Institutions 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.

Further to inform you that, non-availability of internal marks on DU portal in stipulated time, then the fine /penalties will be charge 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.

- ii. It may be to noted that, the results of those students whose Examination Forms have not been in-warded or the Examination Fee has not been remitted within the stipulated time limit as shall not be declared.
- iii. 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 / Director / In-Charge / Head of the University Department / Institutes / College to ensure that, the student whose examination form is being in-warded and examination fee paid, possess valid PRN Number.
- iv. 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 college/ Department. No communication in this regard will be entertained by the Pariksha Bhavan.

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For any assistance, please visit the E-Suvidha Portal or contact CFC Centre on the contact number 022-26608304 or E-mail on dusndt@mkcl.org. The demo link is available on the E-Suvidha Portal for generation, correction and filling of University Examination Forms.



19/10/24

(Dr Sanjay Nerkar)
Director

Board of Examinations and Evaluation.

To,

1. The Heads of the University Departments / Institutions,
2. The Principals of the Colleges conducted by and affiliated to the University,
3. 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 and Dean's (Addl Charge),
 - a) Prof. Medha Tapiawala, Dean, Faculty of Humanities,
 - b) Dr. H. T. Jadhav, Dean, Faculty of Science and Technology
 - c) Dr. Dr Jayshree Shinde, Dean (Addl Charge) Faculty of Interdisciplinary Studies.
 - d) Dr. Shobha Dedhia, Dean (Addl Charge), Faculty of Commerce and Management.,
- 5) The Finance and Accounts Officer, Finance and Accounts Section

c.c.: For information and necessary action-

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

c.c. For information and necessary action-

1. The Hostel In-Charge at Juhu, Churchgate and Pune Campus
2. The Campus In-Charge of Juhu Campus,

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