

**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY
MUMBAI – 400020.**

Ref.No. Affi.Gen.1/Circular/2015-16/ 454

June 4, 2015

CIRCULAR

All HOD's/Principals are hereby requested to make a note of the following responsibilities of University Section in relation to making correction on portal.

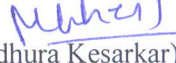
Affiliation Department.

1. For Student profile correction – which includes correction like change in name, DOB, education details ...etc.
2. For Paper correction.

Exam Section.

1. Change in Medium, Centre/Venue.

Please note that if Student's profile is changed after generation of Exam form then Exam section needs to put "Modify Exam form request" from their login against said program (or college) thus you need to contact exam section after any change.


(Dr. Madhura Kesarkar)
Director

Board of College & University Development

To,

- (1) HOD's/Principals of conducted and affiliated colleges.
- (2) Controller of Examinations.
- (3) Deputy Registrar, Examination Section.
- (4) Assistant Registrar, Examination Section.