



**SHREEMATI NATHIBAI DAMODAR THACKERSEY  
WOMEN'S UNIVERSITY**

**Pariksha Bhavan, Sir Vithaldas Vidyavihar,  
Juhu Road, Santacruz (West), Mumbai-400 049.  
www.sndt.ac.in • E-mail : doee@sndt.ac.in; drexam@sndt.ac.in  
E-mail : arexam@sndt.ac.in; ar2exam@sndt.ac.in**

DOEE (D) : 2661 5159  
Dy. Registrar : 2661 1524  
Asst. Registrar : 2661 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, Mgmt., Cert. : 2661 2877  
M.Phil., Ph.D : 2660 3259  
Confidential : 2661 2265  
Tech., Pharm., BCA, BMS : 2661 5985

Ref. No. Exam./DAS./2017-2018/359

Date. 29<sup>th</sup> September, 2017

**PROGRAMME FOR  
DIPLOMA IN ADMINISTRATION SERVICES SEMESTER – V (FRESH / REPEATER)  
(New Course) EXAMINATION : NOVEMBER – 2017**

DAY/DATE	SUBJECT CODE	SUBJECT	Marks	TIME
Wednesday 15.11.2017	5004	Office Administration	50	11.00 a.m. to 01.00 p.m.
Thursday 16.11.2017	5003	Secretarial Practice - II	50	11.00 a.m. to 01.00 p.m.
Friday 17.11.2017	5001	Advanced Business Communication	50	11.00 a.m. to 01.00 p.m.
Saturday 18.11.2017	5002	International Trade	50	11.00 a.m. to 01.00 p.m.
Tuesday 21.11.2017	5005	Computer Training - II	50	11.00 a.m. to 01.00 p.m.

**Name of the Superintendent of Examinations and Centre**

<b><u>SANTACRUZ</u></b>	<b><u>GHATKOPAR</u></b>
Centre Code: 042      College Code : 010 Dr. Sachin Laddha Principal P. V. Polytechnic, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai – 400049. Ext No - 2253/022-25971992/9320208078 Email: pvpsndt1976@yahoo.com	Centre Code: 005      College Code : 022 Dr. Asha Menan K. B. Boda Institute of Commercial Practices Shri Jag Dhir Boda Vidyasankul, Cama Lane, Ghatkopar (W) Mumbai – 400086. Mob-9892474794 Tel. Ph. No. 25123484/25135439. Email: principalpndoshi@gmail.com

29.9.17

Date. 29/09/2017  
Mumbai - 400049

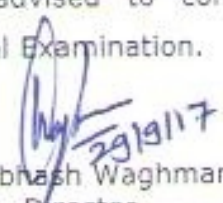
(Dr. Subhash Waghmare)  
Director

Board of Examinations and Evaluation

**NOTE: University has the right to make changes in the Examination schedule.**

## INSTRUCTIONS TO THE STUDENTS

1. The University reserves right to make changes in Examination Schedule and Centers.
2. Student should remain present in Examination Hall before fifteen minutes of the commencement of the examination.
3. Students will not be permitted in Examination Hall without PRN number, valid Admit Card and Identity Proof.
4. Students should follow the instructions given by the Supervisor/ Superintendent of Examination.
5. Students are advised to write their **examination seat number** and NOT Admit Card number on the answerbooks.
6. Seat numbers will be displayed on the Notice Board of the Examination Centers, two days prior to the date of commencement of the examination.
7. Students are forbidden to take any books, papers, chits and mobile phones etc. into the Examination Hall.
8. Students will be permitted to appear for examination only in the subjects stated in the Admit Card.
9. If at any time, it is detected that the student has failed to satisfy any of the requirements prescribed under the rules OR that the university has not received her examination forms and examination fee within the prescribed time limit, her appearance at the examination shall be invalid and her performance at the examination will not be taken into consideration by the University.
10. Students are advised to retain their Admit Card till they receive their marksheet and if they have any query regarding the appearance at the examination, they should write to the undersigned alongwith the photocopy of the Admit Card.
11. Students should write all the details of the examination on the cover page of the answerbook **with black or blue ink ball pen and avoid overwriting.**
12. Students appearing for their practical examination are advised to contact the Examination Centers/Colleges to ascertain the dates of Practical Examination.

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