

Ref:DYPU/Exams/Time-Table/2020/032

Date: - 03 February 2020

To,
The Dean,
School of Dentistry,
D Y Patil Deemed to be University,
Navi Mumbai.

Sub: Conduct of Examinations (BDS) under University.

1. The University Examination of First, Second, Third & Fourth (Part I&II) **BDS** are scheduled to be held from **1st June 2020**. The time-table of the examination is enclosed. You are requested to make sure that adequate examination halls are available for conducting the examination.
2. You are requested to let this office know the particulars of the individual who will be functioning as Presiding Officer (Center-in-Charge) for these examinations, by **12th March 2020**.
3. The Examination application forms of the eligible candidates may please collect and **Date of Submission of examination** form are follows:

| | Particular | At College | Exam forms must be submitted to COE office by the College |
|--|--|------------|---|
| Last Date for submission of exam form (<u>without late fee</u>) | I, II, III & IV (Part –I &II) BDS | 07.04.2020 | 09.04.2020 |
| Last Date for submission of exam form (<u>with late fee</u>) | Rs. 2000/- per Student | 13.04.2020 | 16.04.2020 |
| Last Date for submission of exam form (<u>with additional late fee</u>) | Rs. 5000/- per Student | 17.04.2020 | 18.04.2020 |

4. **Please note that Examination forms will not be accepted directly from the students by COE Office.** The correct names of the students are sent to this office both in the list of students and in the examination forms. Performance Ledgers and mark sheets will be issued in the names as per list submitted by you. **No request for change in name will be entertained at a later date.**
5. The internal assessment mark lists are to be sent to this office latest by **15th May 2020**.
6. The invigilators, stationery clerk, dispatch clerk, attendants are to be appointed as per university's pattern and on completion of the examination work remuneration bills are to be sent to the University for release of payments.
7. The Examination stationery shall be issued two days prior to the start of examinations.

Controller of Examinations