

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098.

CONFIDENTIAL
(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR))
Letter No.: T2022-23/56725

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
SHATRUGHANA NAMDEO LOHAKARE	50 Dr. Chintamanrao Deshmukh Arts and Commerce College 402109	ChairpersonPaper SetterModerator	9421167948 snlohakare1112@rediffmail.com
GOKHALE ASHWINI DIGAMBER	217 Smt. Chandibai H. Mansukhani College	Paper SetterTranslator	7506106727 aminder61@gmail.com
DR. BALASAHEB PATIL	491 Changu Kana Thakur Arts, Commerce and Science College, New Panvel	Paper SetterTranslator	9221579781 bspatil977@gmail.com
NAVALE MANISHA PRASHANT	177 NES RATNAM COLLEGE OF ARTS, SCIENCE AND COMMERCE	Paper SetterTranslator	9819425943 manisha.prashant@ratnamcollege.edu.in
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SONAWANE AMOL BHAUSAHEB	884 Vidya Mandir Mandals Matoshree Sumati Chintamani Tipnis College of Arts and Commerce	Paper SetterTranslator	9096995944 absocet@gmail.com
PANDEY SHWETA SHITALAPRASAD	181 Rizvi Education Societys College of Arts, Science and Commerce Rizvi Complex, Off Carter Road, Bandra (West) Bandra (west), Mumbai 400 050. 400050	Paper SetterTranslator	9920246341 s.shwetapandey@rediffmail.com

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject, examinations to be held in Second Half (Winter) 2022.

Faculty	Humanities
Program No. & Name of the Examination	3A00145 // TYBA (SEMV) (CBCS)
Subject (Paper Code)	97220 // Economics : Industrial and Labour Economics I (R 2021)

Date of Examination	As per actual time-table published by the university.
Number of sets required *	3 Sets OR AS PER REQUIREMENTS OF MANUSCRIPTS UNIT
Remark	-
Communication details for Appointment purpose only	appunit@exam.mu.ac.in Science & Technology-9136289071 Commerce & Management-9867748215 Humanities- 8779166927 Interdisciplinary - 7208233265

* Please refer academic council resolution vide item no. 5.2 dated 26 th July 2019

** Marathi/ Gujarati/ Hindi version of the question paper/answer key should be submitted in Unicode format only .

^ No question paper sets will be accepted without Answer Key.

2.

A. The Chairperson is requested to co-ordinate and submit the Question Paper within One week after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the communication details of the Manuscript Unit:

Office Contact No :	26534263
E-mail ID :	manuscripts@exam.mu.ac.in
Faculty-wise Mobile Nos.:	Science - 8850702881 Commerce & Management/ Law- 8850523437 Humanities-877916627 Interdisciplinary /MCA- 8779163788 Engineering /Architecture/Pharmacy- 8850735636

B. As per directives received from the University authorities, the University is preparing Question Paper bank hence, it is necessary to set the Question papers as marked in Column No. 1.

C. **The Chairpersons are requested to submit THREE SETS OR DIFFERENT SETS AS PER REQUIREMENTS OF MANUSCRIPTS UNIT OF QUESTION PAPERS (as the case may be quoted in serial no. 1) along with answer key in separate sealed envelope to the MANUSCRIPTS UNIT, Room No. 60, 3 rd Floor, M. J. Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai – 400098 within the stipulated time intimated to you by Manuscript Unit on receipt of this letter with D.T.P/Proof Correction and if necessary they should also submit Marathi/ Gujarati/ Hindi version of the question paper in sealed envelope wherever required.**

D. Your presence is mandatory on the day of examination of your paper in the Examination Control Room, Examination House, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (East), Mumbai – 400 098, for smooth conduct of the examination. The Question paper will be delivered by the University to the respective centres. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control Room on the day and time of examination.

E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) it shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the University in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**

F. If any one wants to reject their appointment on Medical ground or any Blood relation relative appearing for

the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai, within 3 days from receipt of this order.

3. A copy of each of the pamphlet entitled 'General instructions to Paper-Setters and examiners' and 'Special Instructions to Paper-Setters and Examiners' will be available in Appointment Unit, Examination House, M. J. Phule Bhavan, Extension Building Vidyanageri, Kalina, Santacruz (East), Mumbai – 400 098. You are requested to collect the same before setting the question paper.
4. I am further to request you to complete the assessment/ moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in Section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question papers in the said subject consultation with Manuscript Unit.
6. You are requested to communicate any change in your service (College & Residence), as well as, Contact No. & E-mail address, for faster communication immediately to the Appointment Unit of Examinations Section of University through your present College.
7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - Wife, Husband, Son, Daughter, Grand-Son, Grand- Daughter, Father, Mother, Brother, Sister, Nephew, Niece, Uncle, Aunt, First Cousin, Son-in-law, Daughter-in-law, Father-in-law, Mother-in-law and Sister-in-law)
8. Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination.
9. The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).
10. The paper-setters should avoid to set the questions verbatim similar of the question paper set at college prelim examination if he/she is also paper setter for their college prelim examination in the said subject.
11. The copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of the College for Examination work as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).
12. For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in

Yours faithfully,



**Dr. Prasad M. Karande,
Offg. Director, Board of
Examinations & Evaluation**

C. C. to :-

- 1) The Principal for information, with a request to relieve the concerned teachers of their college for Examination work.
- 2) The Deputy Registrar, Manuscript Unit.