

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL

(LETTER OF APPOINTMENT FOR PAPER SETTING)

No.: 10673

To,

| NAME | ADDRESS | ROLE | CONTACT |
|------------------------------------|--|--|--|
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| Prof. (Ms.) Sheetal Dhobale | 262 K.V. Pendharkar College Dombivali | Examiner | 9890560353 sdhobale96@gmail.com |
| Dr. Dipesh Karmarkar | 217 CHM College, Ulhasnagar | Examiner | 7666157636 dipeshkarmarkar@hotmail.com |
| Prof. Mahesh Lavate | 0 K.E.S. College, Kandivali | Examiner | 9702521412 lavatemahesh@gmail.com |
| Prof. Datta Jayeeta | 0 Smt.Parmeshwaridevi Durgadutt College of Arts, Commerce & Science Andheri(E), Mumbai- 400 059. | Examiner | 9769249076 joyeedatta@hotmail.com |
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| Prof.(Ms.) Sheetal Chitre | 23 Birla College, Kalyan | Paper-Setter, Examiner & Moderator | 9820903247 sheetalchitre0611@gmail.com |

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) the Board of Studies recommended your name and Board of Examination approved vide item No. 8 dated 6th September, 2017 appointed you to jointly act as Paper Setter, Moderator & Examiner and/or Translator mentioned against your name for the following course/subject.

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|---------------------------------------|---|
| Faculty | Humanities |
| Program No. & Name of the Examination | A0136 / T.Y.B.A. (Sem. VI) (CBSGS) |
| Subject | A3634 / Geography : Paper IV-Geography of Urban Settlement.(R-2017) |
| Date of Exam | 22/11/2017 |
| Number of sets required | 4 |
| Remark | - |

2.

- A. The Chairperson is requested to fix the meeting immediately and submit the Question Paper to the Manuscript Unit of Examination Section within 1 Week after receipt of this Appointment letter. Below are the contact Numbers of Manuscript Unit:-

1. Office of the Manuscript Unit - 26543411
2. Control Room - 26534263 / 26534266
3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in

- B. Please note that as per directives of the Committee constituted by the Government, University is preparing Question Papers Banks hence it is necessary to set the Question Paper marked in Column no. 1.

- C. **The Chairpersons are requested to submit THREE/ FOUR/SIX/EIGHT/TEN DIFFERENT SETS of question papers (as the case may be quoted in serial no. 1) along with answer key in a separate sealed envelope to the MSS UNIT, Room No. 60, 3rd Floor, M. J. Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai - 400 098 within the stipulated time provided to you by Manuscript Unit on receipt of this letter with D.T.P./Proof Correction and if necessary they should also submit Marathi/ Gujrathi/ Hindi version of the question-paper in sealed envelope wherever required along with the same.**

- D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Sanatacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question paper will be selected by using auto selection from the Question Bank. 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 anyone 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.

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, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.
4. I am further to request you to kindly **report to the Central Assessment Program (CAP) From the third day of conduct of the examination** in which your appointment has been made and 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.
6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination 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, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
9. **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.**
10. **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).**
11. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on below mentioned E-mail address:-**

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| Humanities | appointmentunit_arts@exam.mu.ac.in |
| Science & Technology (for Science Group) | appointmentunit_science@exam.mu.ac.in |
| Commerce & Management (Commerce Group) | appointmentunit_commerce@exam.mu.ac.in |
| Science & Technology (for Engineering Group) | appointmentunit_engg@exam.mu.ac.in |
| Science & Technology (for Pharmacy, Architecture & MCA) | appointmentunit_tech@exam.mu.ac.in |
| Interdisciplinary | appointmentunit_finearts@exam.mu.ac.in |
| Humanities (for Law Group) | appointmentunit_law@exam.mu.ac.in |
| Commerce & Management (Management group) | appointmentunit_mgmt@exam.mu.ac.in |

Yours faithfully,
Director,
Board of Examination & Evaluation

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for

Examination work.

2. Dy. Registrar, Manuscript Unit.