

**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 SETTER/MODERATOR/EXAMINER/TRANSLATOR)  
No.: 22134

To,

NAME	ADDRESS	ROLE	CONTACT
<b>Prof. A.N. Shinde</b>	0 C.D.Deshmukh college, Roha	Chairman, Paper Setter and Moderator	9422689909 anilshinde.geo@gmail.com
<b>Dr. Babasaheb Rahane</b>	225 Sonopant Dandekar Arts, Commerce & Science College, Kharekuran Road, College Road, Palghar, Dist.: Palghar- 401404.	Paper Setter and Moderator	9890817219 bbrahane@yahoo.co.in
<b>Dr. M.P.Vardham</b>	0 D.B.J. College, Chiplun, Ratnagiri	Paper Setter and Moderator	9423049002 madhura.p.vardam@gmail.com
<b>Dr. R.N. Katkar</b>	0 S. K. P. College Malavan	Paper Setter and Moderator	94233302442 ramkatkat62@gmail.com
<b>Prof. (Mrs.) Pratibha A. Gadhe</b>	0 Birla College, Kalyan	Paper Setter and Moderator	9969038010 pratibhagadhe@gmail.com

Dear Sir/Madam,

- I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) are appointed to jointly act as Paper Setter, Moderator & Examiner and/or Translator as mentioned against your name for the following course/subject for the examinations to be held in Second Half 2018.

Faculty	Humanities
Program No. & Name of the Examination	3A00136 / T.Y.B.A. (Sem-VI)(CBSGS) (75:25)
Subject & Paper ID	95533 / Geography : Paper IV-Geography of Urban Settlement.(R-2017)
Date of Exam	As per actual time-table published by the university.
Number of sets required *	4
Remark	-

**\* For repeater examinations, Chairperson of the subject are hereby requested to confirm with Manuscript Unit about exact number of sets required before finalizing Paper Setters meeting.**

**\*\* You are requested to bring soft/hard copy of this letter while reporting to university for Paper Setting.**

**# The University has introduced ECS payment facility to Paper Setter's. You are**

**therefore, requested to fill in the bank details in the enclosed form and submit the same at time of Paper Setting.**

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. As per directives of the Committee constituted by the Government, 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/ 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, 3 rd Floor, M. J. Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai - 400 098 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/ Gujarathi/ Hindi version of the question-paper in sealed envelope wherever required.**
- 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, Sanataacruz (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 seventh 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:-**

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.



**UNIVERSITY OF MUMBAI  
MANDATE FORM**

**ELECTRONIC CLEARING SERVICES (CREDIT CLEARING)/  
REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

*(Note :- Form fill in CAPITAL LETTER with Black Ink only & without any special character e.g. ~ / , ' ( ) \* + = ; etc)*

**A. DETAIL OF ACCOUNT HOLDER :-**

NAME OF ACCOUNT HOLDER


COMPLETE CONTACT ADDRESS


TELEPHONE NUMBER

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e\_mail


**B. BENEFICIARY'S BANK DEATAIL**

BANK ACCOUNT INFORMATION FOR RECEIVING PAYMENT THROUGH RTGS/NEFT

1. BENEFICIARY NAME


2. NAME OF BANK & BRANCH ADDRESS


3. ACCOUNT No.

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4. PAN CARD No.

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6. IFSC CODE

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7. A/c TYPE (SB/CA/CC)

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8. MICR CODE

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I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

DATE

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*Signature of Beneficiary*

Certified that the particular furnished above are correct as per our records.

*(Bank's Stamp)*

*Signature of Manager of the Bank*

1. Please attach a photocopy of cheque alongwith the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enable" then upon its up gradation to "RTGS Enable" branch, please submit the information again in the above proforma to the Department at earliest.