

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 /TRANSLATOR)
Letter No.: T-2021-22/51606

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
MAHAJAN PRITI PRASAD	725 Sudhagad Education Societys Shikshan Maharshi Dadasaheb Limaye College Sector 3E Cidco colony, 410218	Chairperson Paper Setter Translator	9969398783 vilasini.thigale@gmail.com
Dr. Rajaram B. Patil	431 Phondaghat Education Societys Arts And Commerce College Phondaghat	Paper Setter Translator	9421148078 drrajaram75@gmail.com
Dr. Uttamkumar Namdev Gadhe	103 Khopoli Municipal Council College	Paper Setter Translator	9130231378 uttambsp@gmail.com
Dr. Anil Nivrutti Shinde	50 Dr. Chintamanrao Deshmukh Arts and Commerce College	Paper Setter Translator	9422689909 anilshinde.geo@gmail.com
Dr. Deepak Shaligram Narkhede	491 Changu Kana Thakur Arts, Commerce & Science College, New Panvel, Dist. Raigad	Paper Setter Translator	9702365766 deepaknarkhede176@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the Second half of 2021 (Winter 2021) 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 for the examinations to be held during Second Half (Winter-2021).

Faculty	Humanities
Program No. & Name of the Examination	3A00531 // M A (Sem-I)(Choice Based Credit System)
Subject (Paper Code)	73468 // Geography : Principles of Climatology
Date of Exam	As per actual time-table published by the university.
Number of sets required **	250 MCQ* / 3 Sets**
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

* For examinations held in Winter-2021, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ.

** For **Batchelor of Engineering Sem. VII, Pharmacy Sem. VII and MCA (Sem. I, III, & V)** examinations to be held in (Winter-2021), Chairpersons of the subject are hereby requested to submit 3 sets of question paper.

Please note that the Chairperson will receive the username and password via email for e-submission of question bank (MCQ)/question set. Paper setters are requested to co-ordinate with chairperson and uplaod the question

bank/question set. Make sure that you are uploading the exact question bank of particular subject.

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

2.

A. Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-

1. Office of the Manuscript Unit - 26534263
2. Control Room - 26532034
3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in

B. As per directives of 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 MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/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, Santacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question bank/Question paper will be delivered by the university to the respective centres with answer key. 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 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 bank / 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 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 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. 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. Vinod Patil)
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.