

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.: T-2021-22/53239

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
SHINGATE RAJENDRA MAHADEO	207 Shri Swami Vivekanand Shikshan Sansthas Arts and Commerce College Near Pen Court Tal Pen Dist Raigad 402107	ChairpersonPaper Setter	9657072896 shingaterm@gmail.com
NARKHEDE DEEPAK SHALIGRAM	491 Changu Kana Thakur Arts, Commerce and Science College, New Panvel (Autonomous) PLOT NO 01 SEC NO 11 KHANDA COLONY 410206	Paper SetterTranslator	9702365766 deepaknarkhede176@gmail.com
SHINDE ANIL NIVRUTTI	50 Dr. Chintamanrao Deshmukh Arts and Commerce College 402109	Paper SetterTranslator	9422689909 anilshinde.geo@gmail.com
PATIL RAJARAM BALASO	431 Phondaghat Education Societys Arts And Commerce College Phondaghat VIDHYANAGAR, GHONSARI ROAD PHONDAGHAT 416601	Paper SetterTranslator	9421148078 drrajaram75@gmail.com
GADHE UTTAM NAMDEO	103 Khopoli Municipal Council College Old Mumbai-Pune Highway Khopoli 410203	Paper SetterTranslator	9130231378 UTTAMBSP@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 online/offline examination for the First half of 2022 (Summer-2022) 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 First Half (Summer-2022).

Faculty	Humanities
Program No. & Name of the Examination	3A00532 // M A (Sem-II)(Choice Based Credit System)
Subject (Paper Code)	93398 // Geography : Socio-Cultural & Political Geography
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 and Mobile No. for Appointment purpose only	appunit@exam.mu.ac.in Science and Technology- 9136289071 Commerce and Management- 9867748215 Humanities- 7208233175 Interdisciplinary - 7208233265

* The question paper/answer key should be submit in Unicode format only.

* For examinations to be held in Summer-2022, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ/Paper sets.

Please note that the Chairperson will receive a username and password via email for e-submission of question bank (MCQ) / question set. Paper Setters are requested to coordinate with Chairperson to upload the question bank/question set. Make sure that you are uploading the exact question bank of a particular subject.

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

2.

A. The 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:-

Office of the Manuscript:	26534263
Manuscript Unit E-mail ID:	manuscripts@exam.mu.ac.in
Faculty-wise Mobile Nos.:	Science - 8850702881
	Commerce & Management/ Law- 8850523437
	Humanities-8779166927
	Interdisciplinary /MCA- 8779163788
	Engineering /Architecture/Pharmacy- 8850735636

B. As per directives received from the University authorities, the University is preparing Question bank / Question Paper hence, it is necessary to set the Question bank / 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 wherever required.**

D. You are requested to be present on the day of examination of your paper in the Examination Control Room, Third Floor, M. J. PhuleBhavan, Vidyanagari, Santacruz (East), Mumbai - 400098, for smooth conduct of the examination. The Question bank / 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 institutions 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, 3rd Floor, Extension Building, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), 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 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 bank/ paper and to ascertain that there is no erratum in question bank / 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. The Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. The Deputy Registrar, Manuscript Unit.