

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.: 3629

To,

NAME	ADDRESS	ROLE	CONTACT
Dr. Prakash Hazare	301 Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil (Modern) College of Arts, Science & Commerce, Juhunagar, Sector - 15 A, Navi Mumbai 400 703.	Chairperson, Paper- Setter, Examiner & Moderator	9969396201 hajarepj2104@gmail.com
Prof. Anil Shinde	0 Dr. C.D. Deshmukh College, Roha Near Rly Stn. Tal- Roha, Dist-Raigad- 402109.	Paper-Setter Examiner & Moderator	9422689909 anilshinde.geo@gmail.com
Prof. R.M. Shingte	0 Patangrao Kadam College, Pen	Paper-Setter Examiner & Moderator	9657072896 shingaterm@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that the Board of Examinations has appointed you as per the Maharashtra University Act, 1994 u/s 32 (5) to jointly act as Paper Setter, Moderator & Examiner and/or Translator mentioned against your name in the following course/subject.

Faculty	Arts
Program No. & Name of the Examination	A0136 / T.Y.B.A. (Sem. VI) (CBSGS)
Subject	A3639 / Geography : 605C - Political Geography.(R-2017)
Date of Exam	28/04/2017
Number of sets required	4
Remark	Same Panel for Programme NO. A0126

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. Assistant Registrar (Manuscript Unit) - 2653 6247
 2. Office of the Manuscript Unit - 26543411
 3. Control Room - 26534263 / 26534266
 4. 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 Bank hence it is necessary to set Question Paper marked in Column no. 1. The University may use Question Papers available in the Question Paper Bank.
- 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 smooth conduct of 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 Maharashtra University Act, 1994 u/s 32 (5) g It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examination of the University. 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.
- F. If anyone wants to reject their appointment on Medical ground or Any Blood relation relative attending University Examination then they can submit their request with documentary evidence through proper channel to the Controller of Examination, 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 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 72 of Maharashtra Universities Act, 1994 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 paper 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. **The utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper 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 Concerned College for information with a request to relieve the concerned teacher of your college for Examination work as per provision made in Maharashtra University Act, 1994 u/s 32 (5) g.**
11. **For any query/difficulty about your appointment, you can communicate to the Controller of Examinations on below mentioned E-mail address:-**

Arts Faculty	appointmentunit_arts@exam.mu.ac.in
Science Faculty	appointmentunit_science@exam.mu.ac.in

Commerce Faculty	appointmentunit_commerce@exam.mu.ac.in
Engineering Faculty	appointmentunit_engg@exam.mu.ac.in
Technology Faculty	appointmentunit_tech@exam.mu.ac.in
Fine Arts Faculty	appointmentunit_finearts@exam.mu.ac.in
Law Faculty	appointmentunit_law@exam.mu.ac.in
Management Faculty	appointmentunit_mgmt@exam.mu.ac.in

Yours faithfully,
Offg. Director, Board of Examination & Evaluation

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of your college, for Examination work.
2. Dy. Registrar, Manuscript Unit.