

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)

Letter No.: T-2019-20/50272

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
KHARATE PRAMOD TULSHIRAM	354 V. P. M.s K. G. Joshi College of Arts and N. G. Bedekar College of Commerce Vidya Prasarak Mandals K.G. Joshi College of Arts & N.G. Bedekar College of Commerce Jnanadweep, Chendani Bunder Road, Thane (West) 400601	Chairperson Paper Setter	8976848581 kpramod_007@yahoo.com
FARAKATE ANNASO KERABA	244 Kankavli College of Arts , Science and Commerce Vidyanagar, College Road, Kankavli 416602	Paper Setter	9421147767 akfarakate@gmail.com
CHOUGULE RAJENDRAKUMAR BHUPAL	244 Kankavli College of Arts , Science and Commerce Vidyanagar, College Road, Kankavli 416602	Paper Setter	9421235670 rajendrakumar_chougule@rediffmail.com

Dear Sir/Madam,

- 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 First half of 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 academic year 2020-21 (i.e. for First Half (Summer) 2021)*.

Faculty	Humanities
Program No. & Name of the Examination	3A00534 // MA (Choice Based Credit System) (sem-IV)
Subject (Paper Code)	91512 // English: Media Studies
Date of Exam	As per actual time-table published by the university.
Number of sets required **	Sufficient nos. of MCQ / Sets
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

**** For examinations held in Summer, Chairperson of the subject are hereby requested to confirm with Manuscript Unit about exact number of sets / sufficient numbers of MCQ required before finalizing Paper Setters meeting.**

Please note that the chairperson will receive the username and password via email for e-submission of

question bank (MCQ) and you are requested to co-ordinate with chairperson and upload the question bank from your login confidentially. Make sure that you are uploading the exact question bank of particular subject.

^ No question papers sets will be accepted without Answer Key.

2.

- A. The Chairperson is requested to fix the meeting immediately and submit the Question Paper to the Manuscript Unit of Examination Section within 15 days after receipt of this Appointment letter. Below are the contact numbers of Manuscript Unit:-
1. Office of the Manuscript Unit - 26534263
 2. Control Room - 26534263 / 26534266
 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 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, Santacruz (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 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 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,
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.