

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.: 36870

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
Mrs. Neha Sawant	38 D. G. Ruparel College of Arts, Science & Commerce, Senapati Bapat Marg, Matunga, Mumbai 400 016.	Chairperson & Paper Setter	9987397516 neha.sawant@ruparel.edu
Dr. Jayashri Jadhav	502 Shivaji Shikshan Prasarak Mandals Sunderrao More Senior College of Arts & Commerce And Mangement, At & Post- Poladpur, Dist.-Raigad-402 303.	Paper Setter	9922280567 jayashreejadhav.2007@rediffmail.com
Dr. Payal Rane	88 Jai Hind College, Basantsing Institute of Science & J. T. Lalvani College of Commerce, 23-24, Backbay Recalamation, 'A' Road, Churchgate, Mumbai 400 020.	Paper Setter	9819972966 payal.rane11@gmail.com
Dr. Charuta Vaidya	75 Guru Nanak Vidyak Society's Arts, Science & Commerce College, Punjabi Colony, Guru Teg Bahadur Nagar, Sion (East), Mumbai - 400 037	Paper Setter	9869392008 charutasv@gmail.com
Dr. Vibha Gupta	57 Guru Nanak Khalsa College of Arts, Science and Commerce, King's Circle, Matunga, Mumbai 400 019.	Paper Setter	9920302461 guptavibha75@gmail.com
Dr. Vaishali Nirmalkar	291 K.E.M. Society's G.M.Momin Women's College, Rais High School Campus Thane Road Bhiwandi-421302	Paper Setter	9423699111 vaishu_p2025@yahoo.co.in
Dr. Lal Saheb Yadav	217 Smt. Chandibai Himathmal Mansukhani College, Opp. Ulhasnagar Railway Station, Ulhasnagar, Dist : Thane 421 003.	Paper Setter	9764043855 lalsahablal@gmail.com
Prof. Deepa	529 Vishnu Waman Thakur Charitable Trust's Viva College of Arts, Commerce & Science,	Paper Setter	9766663740 deepavarma@vivacollege.org

Varma	Rammandir Road, M. B. Estate, Virar (West), 401 303 Dist. Thane		
Prof. Sushil Shinde	490 Thakur Educational Trust Degree College of Science, Kandivli (East), Mumbai 400 101.	Paper Setter	8898918108 sus5376@gmail.com
Prof. Alok Gude	231 St. Xavier's College, Mahapalika Marg, Mumbai - 400001.	Paper Setter	7208044773 alokgude@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you 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 First Half (Summer) 2019.

Faculty	Science And Technology
Program No. & Name of the Examination	1S00142 / F.Y.B.Sc. (Sem. II) (Choice Base)
Subject (Paper Code)	77207 / Botany: Paper I
Date of Exam	As per actual time-table published by the university.
Number of sets required *	6
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

*** 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, Vidyanaagari, 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 **register yourself for Online Assessment through OSM login 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 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.

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.: 36871

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
Mrs. Neha Sawant	38 D. G. Ruparel College of Arts, Science & Commerce, Senapati Bapat Marg, Matunga, Mumbai 400 016.	Chairperson & Paper Setter	9987397516 neha.sawant@ruparel.edu
Dr. Jayashri Jadhav	502 Shivaji Shikshan Prasarak Mandals Sunderrao More Senior College of Arts & Commerce And Mangement, At & Post- Poladpur, Dist.-Raigad-402 303.	Paper Setter	9922280567 jayashreejadhav.2007@rediffmail.com
Dr. Payal Rane	88 Jai Hind College, Basantsing Institute of Science & J. T. Lalvani College of Commerce, 23-24, Backbay Recalamation, 'A' Road, Churchgate, Mumbai 400 020.	Paper Setter	9819972966 payal.rane11@gmail.com
Dr. Charuta Vaidya	75 Guru Nanak Vidyak Society's Arts, Science & Commerce College, Punjabi Colony, Guru Teg Bahadur Nagar, Sion (East), Mumbai - 400 037	Paper Setter	9869392008 charutasv@gmail.com
Dr. Vibha Gupta	57 Guru Nanak Khalsa College of Arts, Science and Commerce, King's Circle, Matunga, Mumbai 400 019.	Paper Setter	9920302461 guptavibha75@gmail.com
Dr. Vaishali Nirmalkar	291 K.E.M. Society's G.M.Momin Women's College, Rais High School Campus Thane Road Bhiwandi-421302	Paper Setter	9423699111 vaishu_p2025@yahoo.co.in
Dr. Lal Saheb Yadav	217 Smt. Chandibai Himathmal Mansukhani College, Opp. Ulhasnagar Railway Station, Ulhasnagar, Dist : Thane 421 003.	Paper Setter	9764043855 lalsahablal@gmail.com
Prof. Deepa	529 Vishnu Waman Thakur Charitable Trust's Viva College of Arts, Commerce & Science,	Paper Setter	9766663740 deepavarma@vivacollege.org

Varma	Rammandir Road, M. B. Estate, Virar (West), 401 303 Dist. Thane		
Prof. Sushil Shinde	490 Thakur Educational Trust Degree College of Science, Kandivli (East), Mumbai 400 101.	Paper Setter	8898918108 sus5376@gmail.com
Prof. Alok Gude	231 St. Xavier's College, Mahapalika Marg, Mumbai - 400001.	Paper Setter	7208044773 alokgude@gmail.com

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1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you 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 First Half (Summer) 2019.

Faculty	Science And Technology
Program No. & Name of the Examination	1S00142 / F.Y.B.Sc. (Sem. II) (Choice Base)
Subject (Paper Code)	77255 / Botany: Paper II
Date of Exam	As per actual time-table published by the university.
Number of sets required *	6
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

*** 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.**

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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, Vidyanaagari, 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, Sanatacruz (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.**
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CONFIDENTIAL
(LETTER OF APPOINTMENT FOR PAPER SETTER/MODERATOR/EXAMINER/TRANSLATOR)
No.: 26751

To,

NAME	ADDRESS	ROLE	CONTACT
Prof. Meena Potnis	183 South Indian Education Society's College of Arts, Science and Commerce, Sion (West), Mumbai 400 022.	Chairperson & Paper Setter	9987183879 meena.potnis@rediffmail.com
Dr. Jayashri Jadhav	502 Shivaji Shikshan Prasarak Mandals Sunderrao More Senior College of Arts & Commerce And Mangement, At & Post- Poladpur, Dist.-Raigad-402 303.	Paper Setter	9922280567 jayashreejadhav.2007@rediffmail.com
Dr. Payal Rane	88 Jai Hind College, Basantsing Institute of Science & J. T. Lalvani College of Commerce, 23-24, Backbay Recalamation, 'A' Road, Churchgate, Mumbai 400 020.	Paper Setter	9819972966 payal.rane11@gmail.com
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Faculty	Science And Technology
Program No. & Name of the Examination	1S00141 / F.Y.B.Sc. (Sem. I) (Choice Base)
Subject & Paper ID	81107 / Botany: Paper I
Date of Exam	As per actual time-table published by the university.
Number of sets required *	6
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.**

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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.
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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 ")
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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.

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(LETTER OF APPOINTMENT FOR PAPER SETTER/MODERATOR/EXAMINER/TRANSLATOR)
No.: 26752

To,

NAME	ADDRESS	ROLE	CONTACT
Prof. Meena Potnis	183 South Indian Education Society's College of Arts, Science and Commerce, Sion (West), Mumbai 400 022.	Chairperson & Paper Setter	9987183879 meena.potnis@rediffmail.com
Dr. Jayashri Jadhav	502 Shivaji Shikshan Prasarak Mandals Sunderrao More Senior College of Arts & Commerce And Mangement, At & Post- Poladpur, Dist.-Raigad-402 303.	Paper Setter	9922280567 jayashreejadhav.2007@rediffmail.com
Dr. Payal Rane	88 Jai Hind College, Basantsing Institute of Science & J. T. Lalvani College of Commerce, 23-24, Backbay Recalamation, 'A' Road, Churchgate, Mumbai 400 020.	Paper Setter	9819972966 payal.rane11@gmail.com
Dr. Charuta Vaidya	75 Guru Nanak Vidyak Society's Arts, Science & Commerce College, Punjabi Colony, Guru Teg Bahadur Nagar, Sion (East), Mumbai - 400 037	Paper Setter	9869392008 charutasv@gmail.com
Dr. Vibha Gupta	57 Guru Nanak Khalsa College of Arts, Science and Commerce, King's Circle, Matunga, Mumbai 400 019.	Paper Setter	9920302461 guptavibha75@gmail.com
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Dr. Vaishali Nirmalkar	K.E.M. Society's G.M.Momin Women's College, Rais High School Campus Thane Road Bhiwandi-421302	Paper Setter	9423699111 vaishu_p2025@yahoo.co.in
Dr.Lal Saheb Yadav	217 Smt. Chandibai Himathmal Mansukhani College, Opp. Ulhasnagar Railway Station, Ulhasnagar, Dist : Thane 421 003.	Paper Setter	9764043855 lalsahablal@gmail.com
Prof. Deepa Varma	529 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Commerce & Science, Rammandir Road, M. B. Estate, Virar (West), 401 303 Dist. Thane	Paper Setter	9766663740 deepavarma@vivacollege.org,dv4180@gmail.com
Prof. Sushil Shinde	490 Thakur Educational Trust Degree College of Science, Kandivli (East), Mumbai 400 101.	Paper Setter	8898918108 sus5376@gmail.com
Prof. Alok Gude	231 St. Xavier's College, Mahapalika Marg, Mumbai - 400001.	Paper Setter	7208044773 alokgude@gmail.com

Dear Sir/Madam,

1. 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	Science And Technology
Program No. & Name of the Examination	1S00141 / F.Y.B.Sc. (Sem. I) (Choice Base)
Subject & Paper ID	81123 / Botany: Paper II
Date of Exam	As per actual time-table published by the university.
Number of sets required *	6
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

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.: 32227

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
Mrs. Neha Sawant	38 D. G. Ruparel College of Arts, Science & Commerce, Senapati Bapat Marg, Matunga, Mumbai 400 016.	Chairperson & Paper Setter	9987397516 neha.sawant@ruparel.edu
Dr. Jayashri Jadhav	502 Shivaji Shikshan Prasarak Mandals Sunderrao More Senior College of Arts & Commerce And Mangement, At & Post- Poladpur, Dist.-Raigad-402 303.	Paper Setter	9922280567 jayashreejadhav.2007@rediffmail.com
Dr. Payal Rane	88 Jai Hind College, Basantsing Institute of Science & J. T. Lalvani College of Commerce, 23-24, Backbay Recalamation, 'A' Road, Churchgate, Mumbai 400 020.	Paper Setter	9819972966 payal.rane11@gmail.com
Dr. Charuta Vaidya	75 Guru Nanak Vidyak Society's Arts, Science & Commerce College, Punjabi Colony, Guru Teg Bahadur Nagar, Sion (East), Mumbai - 400 037	Paper Setter	9869392008 charutasv@gmail.com
Dr. Vibha Gupta	57 Guru Nanak Khalsa College of Arts, Science and Commerce, King's Circle, Matunga, Mumbai 400 019.	Paper Setter & Examiner	9920302461 guptavibha75@gmail.com
Dr. Vaishali Nirmalkar	291 K.E.M. Society's G.M.Momin Women's College, Rais High School Campus Thane Road Bhiwandi-421302	Paper Setter	9423699111 vaishu_p2025@yahoo.co.in
Dr. Lal Saheb Yadav	217 Smt. Chandibai Himathmal Mansukhani College, Opp. Ulhasnagar Railway Station, Ulhasnagar, Dist : Thane 421 003.	Examiner	9764043855 lalsahablal@gmail.com
Prof. Deepa	529 Vishnu Waman Thakur Charitable Trust's Viva College of Arts, Commerce & Science,	Paper Setter	9766663740 deepavarma@vivacollege.org

Varma	Rammandir Road, M. B. Estate, Virar (West), 401 303 Dist. Thane		
Prof. Sushil Shinde	490 Thakur Educational Trust Degree College of Science, Kandivli (East), Mumbai 400 101.	Paper Setter	8898918108 sus5376@gmail.com
Prof. Alok Gude	231 St. Xavier's College, Mahapalika Marg, Mumbai - 400001.	Paper Setter	7208044773 alokgude@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you 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 First Half (Summer) 2019.

Faculty	Science And Technology
Program No. & Name of the Examination	1S00141 / F.Y.B.Sc. (Sem. I) (Choice Base)
Subject (Paper Code)	81107 / Botany: Paper I
Date of Exam	As per actual time-table published by the university.
Number of sets required *	3
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

*** 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, Vidyanaagari, 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 **register yourself for Online Assessment through OSM login 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.**
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 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).**
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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.

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.: 32228

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
Mrs. Neha Sawant	38 D. G. Ruparel College of Arts, Science & Commerce, Senapati Bapat Marg, Matunga, Mumbai 400 016.	Chairperson & Paper Setter	9987397516 neha.sawant@ruparel.edu
Dr. Jayashri Jadhav	502 Shivaji Shikshan Prasarak Mandals Sunderrao More Senior College of Arts & Commerce And Mangement, At & Post- Poladpur, Dist.-Raigad-402 303.	Paper Setter	9922280567 jayashreejadhav.2007@rediffmail.com
Dr. Payal Rane	88 Jai Hind College, Basantsing Institute of Science & J. T. Lalvani College of Commerce, 23-24, Backbay Recalamation, 'A' Road, Churchgate, Mumbai 400 020.	Paper Setter	9819972966 payal.rane11@gmail.com
Dr. Charuta Vaidya	75 Guru Nanak Vidyak Society's Arts, Science & Commerce College, Punjabi Colony, Guru Teg Bahadur Nagar, Sion (East), Mumbai - 400 037	Paper Setter	9869392008 charutasv@gmail.com
Dr. Vibha Gupta	57 Guru Nanak Khalsa College of Arts, Science and Commerce, King's Circle, Matunga, Mumbai 400 019.	Paper Setter & Examiner	9920302461 guptavibha75@gmail.com
Dr. Vaishali Nirmalkar	291 K.E.M. Society's G.M.Momin Women's College, Rais High School Campus Thane Road Bhiwandi-421302	Paper Setter	9423699111 vaishu_p2025@yahoo.co.in
Dr. Lal Saheb Yadav	217 Smt. Chandibai Himathmal Mansukhani College, Opp. Ulhasnagar Railway Station, Ulhasnagar, Dist : Thane 421 003.	Examiner	9764043855 lalsahablal@gmail.com
Prof. Deepa	529 Vishnu Waman Thakur Charitable Trust's Viva College of Arts, Commerce & Science,	Paper Setter	9766663740 deepavarma@vivacollege.org

Varma	Rammandir Road, M. B. Estate, Virar (West), 401 303 Dist. Thane		
Prof. Sushil Shinde	490 Thakur Educational Trust Degree College of Science, Kandivli (East), Mumbai 400 101.	Paper Setter	8898918108 sus5376@gmail.com
Prof. Alok Gude	231 St. Xavier's College, Mahapalika Marg, Mumbai - 400001.	Paper Setter	7208044773 alokgude@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you 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 First Half (Summer) 2019.

Faculty	Science And Technology
Program No. & Name of the Examination	1S00141 / F.Y.B.Sc. (Sem. I) (Choice Base)
Subject (Paper Code)	81123 / Botany: Paper II
Date of Exam	As per actual time-table published by the university.
Number of sets required *	3
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

*** 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.**

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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, Sanatacruz (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.**
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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 **register yourself for Online Assessment through OSM login 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.**
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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.

University of Mumbai

CONFIDENTIAL
SECOND HALF 2016

FACULTY:- SCIENCE

In all future correspondence please mention the examination and the subject in which you are appointed to set the Question Paper.

EXAM CODE: S0121



Appointment Unit,
Examination House
M. J. Phule Bhavan,
Vidyanagari, Kalina,
Santacruz (East),
Mumbai - 400 098.

Telephone No.:- 2653 5300/ 2654 3411 (MSS Unit)
2652 6204/ 2654 3416 (App Unit)

Ref. No.:- Exam/Appt/**FYBSC-006**/of 2016.

Date: 23rd September, 2016

Prof. Meena Potnis A-501, Garden Estate, Pokharan Rd No. 1, Khopat Thane (W) 400601	(SIES)	Chairperson Paper Setter	M : 9987183879 C : 24072729 meena.potnis@rediffmail.com
Prof. Alok Gude St. Xavier's College, Mahapalika Marg, Mumbai - 400 001.	(St. Xavier)	Paper Setter	M : 7208044773 R : C : alokgude@gmail.com
Dr. Daya Tilwe ICLE'S Motilal Jhunjhunwala College of Arts, Science & Commerce, Sec - 9A, Vashi, New Mumbai - 400 703	(ICL-Vashi)	Paper Setter	M : 9967534065 R : C :
Prof. Sushil Shinde Thakur Educational Trust Degree College of Science, Kandivli (E), Mumbai 400101.	(Thakur)	Paper Setter	M : 8898918108 R : C : 28462565 / 28870627
Prof. Deepa Varma Vishnu Waman Thakur Charitable Trust's Viva College of Arts, Commerce & Science, Rammandir Road, M. B. Estate, Virar (W), 401303 Dist.Thane	(Viva)	Paper Setter	M : 9766663740 R : C : deepaverma@vivacollege.org / dv4180@gmail.com
Dr. Lal saheb Yadav Smt. Chandibai Himathmal Mansukhani College, Ulhasnagar, Dist :Thane-421003.	(CHM)	Paper Setter	M : 9764043855 R : C : lalsahablal@gmail.com

Dear Sir / Madam

1. I am pleased to inform you that the Board of Examinations has appointed you to jointly act as Paper-setter, Moderator & Examiner in the subject of **Botany (Theory)** at the **F. Y. B. Sc. (Semester - I) (Credit Based Semester and Grading System) (2016-17)** examination which will commence from **17.11.2016**.
2. A. **Prof. Meena Potnis** is the **Chairperson** in the subject/paper.
 - B. The Chairman / Chairperson is requested to fix the meeting of the Paper-setters between **27th September, 2016 and 1st October, 2016** positively so as to enable the examination department to plan for setting the manuscript well in advance for smooth conduct of examination. You are also requested to inform the date of your meeting to Manuscript Unit in Room No. 60, Third Floor, Exam Section (Telephone No. : 26543411/ Control Room: 26535300)
 - C. You are requested to submit all paper sets as per requirement of the Manuscript Unit. (Detailed guideline will be provided at the time of meeting of the paper setting).
 - D. You are requested to submit paper sets in stipulated time.
 - E. You are requested to present on the day before commencing your paper of the examination in the Examination Control Room, Third Floor, M. J. Phule Bhavan, Vidyanagari, Santacruz (E), Mumbai - 400 098, for smooth conduct of examination.

..... Cont

3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' and 'Special instructions to paper-setters and examiners' is enclosed.
4. I am to inform you that as per clause 32 (5) (g) of M.U. Act 1994, 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 examinations of 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.
5. 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 / Chairman 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.
6. 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.
7. You are requested to communicate any change in your service (College & Residence) as well as Tel No. Mobile No. & E-mail address for faster communication immediately to the Appointment Unit of Examination Section of University through your present College.
8. 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-laws, father-in-law, mother-in-law brother-in-law and sister-in-law")
9. The utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper. The 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.
10. The Chairman/ Chairperson are requested to submit THREE/FOUR DIFFERENT SETS of question papers (as the case may be) 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 - 98 within TEN DAYS from the receipt of this letter with D.T.P./Proof Corrected and if necessary they should also submit Marathi/ Gujrathi/ Hindi version of the question-paper in sealed envelope wherever required along with the same.
11. 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
12. For future correspondence you are requested to give e-mail address and Mobile Nos.

Yours faithfully,



Offg. CONTROLLER OF EXAMINATIONS

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- * Paper-setters shall sign a certificate in the printed proforma to the effect that the papers have been so settled.
- ** Paper-setters will be supplied with copies of relevant courses, list to texts and question-papers of the last two examination in the subject to be set by them.

[P.T.O.