

**CIRCULAR:-**

The Directors/Heads, various departments of the University, Principals/Directors of Affiliated/conducted Colleges and the Heads of the recognized Institutions are hereby informed that, the University is in the process of pre examinations work for the examinations to be held in the First/Second half of the year 2016. The appointments of members of Vigilance Squad will be made in due course.

They are, therefore, requested to recommend the names of at least 5(five) such Sr. Most Teachers having experience of more than 10 years working in their degree college and those who will make themselves available to work on the vigilance squad.

They are further requested to take a note of the following points while recommending the name/s of professor to be appointed as squad members:-

1. It is compulsory to send at least the names of five persons for the said purpose by the college.
2. The Squad Duty is compulsory and appointee will not be relieved under any circumstances.
3. Those teachers who are likely to be appointed as paper setters, moderators and examiners for the University Examinations their names should not be recommended & keep them free for the purpose of assessment.
4. The teacher recommended should be physically fit to perform the Vigilance Squad duties.
5. The teachers once appointed for the examinations of First Half of the 2016 will also be continued to work on Vigilance Squad for the examination of Second Half of 2016.
6. The Heads of University Departments shall send the names of their teachers for the said purpose.
7. The colleges fails to furnish the names of the teachers of their colleges, the examination section will appoint the Sr. Teachers on the Squad from their colleges.
8. As per the Maharashtra University Act 1994 32(5)(g) it shall be obligatory on every teacher of the University, affiliated, conducted or autonomous college or recognized institution to render necessary assistance and service in respect of examinations of the University.

The required information may please be sent in the attached prescribed Proforma to the Unfair Means Inquiry Unit, First Floor Room No.33, Examinations Section, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098, within fortnight from the date of receipt of this Circular. The names of the Principals/I/c. Principals be not recommended for appointment as a member on Vigilance Squad.

(Deepak G. Wasave)  
Offg. Controller of Examinations.

Mumbai - 400 098.  
7<sup>th</sup> December, 2015

To,  
The Directors/Heads, various departments of the University, Principals/Directors of Affiliated/conducted Colleges and the Heads of the recognized Institutions.

(Deepak G. Wasave)  
Offg. Controller of Examinations.

# PROFORMA

Name of the Principal:- \_\_\_\_\_

Name & Address of the College:- \_\_\_\_\_

Telephone No. of the College: \_\_\_\_\_ Tel. No./Mobile No. of Principal: \_\_\_\_\_ E-Mail/Fax No. of College: \_\_\_\_\_

Sr. No.	Name & Address of Sr. Teacher/s	Phone Nos.	Teaching Experience in degree college	Date of Superannuation	Teacher for which Faculty - Arts, Science Commerce, etc.	Whether worked on Vigilance Squad in past (if Yes mention Year)	Signature of Teacher/s for his/her consent
1	2	3	4	5	6	7	8
		Res.:					
		Mob.:					
		Res.:					
		Mob.:					
		Res.:					
		Mob.:					
		Res.:					
		Mob.:					

Sr. No.	Name & Address of Sr. Teacher/s	Phone Nos.	Teaching Experience in degree college	Date of Superannuation	Teacher for which Faculty:- Arts, Science Commerce, etc.	Whether worked on Vigilance Squad in past (if Yes mention Year)	Signature of Teacher/s for his/her consent
1	2	3	4	5	6	7	8
		Res.:					
		Mob.:					
		Res.:					
		Mob.:					
		Res.:					
		Mob.:					
		Res.:					
		Mob.:					

College Seal

Signature of Principal/Chief Conductor

Note:-

- 1) The names of Principal/Vice-Principal/In-Charge Principal be not recommended.
- 2) Recommended only Sr. Most Teacher's names should be recommended.