

University of Mumbai



Examination Section
M. J. Phule Bhavan
Vidyanagri, Kalina,
Santacruz (East),
Mumbai – 400 098.

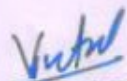
CIRCULAR :-

The Heads/Directors of University Departments/Institutions, Principals/Directors of the affiliated/recognised institutions, Co-ordinators/Directors of University, Sub-Centres at Thane/Ratnagiri and Principals of conducted colleges are hereby informed that as per the decision of the Academic Council held on 26th December, 2018, *vide* item no. 7.4; the guidelines to be followed while conducting the examinations of the First Year and Second Year of Under-graduate courses at college level from the academic year 2019-20 (winter 2019 onwards) are mentioned below :

1. Every affiliated conducted college shall conduct the First and Second Year (Semester I to IV) Under-graduate examinations [Semester-end examinations i.e. F.Y.&S.Y., B.A./B.Com./B.Sc./B.M.M. and all self finance courses (Three Year Integrated)] for Regular Students, Repeater Students (ATKT and Ex-students) and also conduct Additional Examinations for the eligible students who were absent on genuine reason such as Medical/NSS/NCC, Sports, Cultural competitions.
2. These examinations are to be conducted by the colleges, on behalf of the University as per the Rules/Regulations/Ordinances issued by the University/Government of Maharashtra from time to time and the VCD issued in respect of Photocopy, Revaluation etc.
3. Principal/Head of the Institutions shall act as the Chief Conductor at the examination and be responsible for the entire examination process.
4. Colleges are required to announce the timetable for the examinations at least one month prior to the commencement of the examinations, allot seat numbers to the eligible candidates to appear for the examination, issue hall tickets, appoint paper-setters, invigilators and other personnel concerned with the examinations and issue them appointment letters, prepare supervision charts, daily seating arrangements, etc.
5. Duration of the examinations, question paper pattern, allotment of marks for each question, syllabus etc should be as prescribed by the concerned Boards of Studies and approved by the component authority of the University.
6. Colleges are required to declare the results within 30 days from the last day of the respective examinations and issue Grade Cards to the candidates within 10 days from the declaration of results.
7. Colleges are required to follow O.5050 on Unfair means, VCD for issue of Photocopy/Revaluation of Answer-books.

8. Considering the geographical area, affiliated/conducted colleges (excluding Autonomous Colleges) will be brought into Cluster of colleges as given below :
- (a) There may be maximum 10 colleges in each cluster and one of the colleges – preferably a NAAC accredited college having a qualified and approved Principal will be designated as the Lead College, for a period of 5 Years, on rotation basis.
 - (b) The Principal of the Lead College will be called as the Cluster Head and the University may decide an Annual Honorarium to the Cluster Head for the services rendered.
 - (c) Every college is required to submit to the Cluster Head, a copy of the time table of Semester–end examinations, question papers, names and qualifications of the teachers who are appointed as examiners and a list of senior teachers (subject-wise) having experience of minimum 5 years to be appointed as Moderators.
 - (d) Appointment of Moderators/Revaluators will be made preferably from the same cluster, and Moderators/Revaluators shall not be appointed from the same college or from a college under the same Management.
 - (e) The Cluster Head will be authorized to oversee the equitable distribution of moderation duties among the senior teachers in the cluster.
 - (f) The Cluster Head will act as a link between the Colleges and University.
 - (g) Each college shall submit a summary of results to the Lead College.
9. List of Lead Colleges and Colleges covered under them will be sent separately.
10. Board of Deans will appoint Monitoring Committees for random visit to the colleges and inspect the documents relating to the examinations to ensure that the colleges follow the University rules relating to time table, evaluation, moderation, gracing, declaration of results, matters relating to unfair means, revaluation, photocopy etc. and submit report to the University. All colleges shall send one copy of each of the Question Papers set to the University for scrutiny. BOS will ensure quality of question papers and render useful suggestions.

Mumbai – 400 098.
Date : June, 2019


Dr. Vinod Patil
Director
Board of Examinations & Evaluation