



CIRCULAR :-

Ref: To conduct the Practical examinations in various subjects at T.Y.B.Sc. (Semester V) examinations to be held in the Second Half (Winter) of the year 2019.

The Principals of the affiliated Colleges in Arts, Science & Commerce, the Director, Institute of Science and the Directors of the Recognized Institutes are hereby informed that the Practical in various subjects at T. Y. B. Sc. (SEMESTER. V) examinations to be held in the **SECOND HALF (WINTER) of the year, 2019** will be conducted before theory examinations.

To conduct of practical examination in Faculty of Science and Technology (Science group) various subjects for T. Y. B. Sc. Semester-V following may be directions be followed:

1. A committee of the Heads of departments of the given science subjects be constituted for each cluster to coordinate the conduct of these exams.
2. A designated member of the BoS (whether regular or Ad hoc Board) of the given subject shall be the chairman while the HoD of the lead College shall be the convenor of same. Where the lead College does not conduct a program in a given subject, the senior most Head of department from the constituent colleges in the cluster be nominated by the chairman as the convenor of the committee.
3. This committee shall prepare the schedule for practical examination for all colleges in the cluster.
4. The committee shall also prepare a list of examiners and make necessary appointments of external examiners for each college. In case of any difficulty regarding availability of the required number of examiners for a given subject the convenor in consultation with the chairman of the committee is authorised to appoint examiners from colleges not included in the cluster.
5. Half the number of required examiners shall be appointed as external examiners. Internal examiners shall be from the same college.
6. Decision regarding setting of question papers for practical examination shall be taken by the committee of HoDs. The committee may appoint paper setters for the same.
7. Remuneration to the examiners including paper setting (where required), conduct of examination, TA/DA for the external examiners to be paid by the university and not by the lead College or the College conducting the exam. The bill forms for the same to be signed by the chairman/convenor of the committee and the principal of the college where the practical Exam is being conducted.
8. Mark lists to be prepared by the examiners and submitted to the lead College.

9. The cluster committee of HoDs shall take appropriate measures for preparation, collection and the submission of mark list to the university exam section.

Mumbai - 400 098
19th September, 2019


(Dr. Vinod Patil)
Director,
Board of Examination & Evaluation

To,

The Principals of the affiliated Colleges in Arts, Science & Commerce, The Director, Institute of Science, Directors of the Recognized Institutes and Director, C.C.F. and Dy. Registrar (Results) M. J. Phule Bhavan, Mumbai - 400 098.

मुंबई विद्यापीठ



नेमणूक कक्ष, परीक्षा विभाग
सांताक्रुझ (पू), विद्यानगरी,
मुंबई- ४०००९८.

क्र. परीक्षा/नेमणूक/ २०१९.

परिपत्रक :

प्राचार्य, कला, वाणिज्य व विज्ञान शाखा यांचे लक्ष वेधण्यात येते की, विद्यापीठ परिपत्रक क्रमांक Exam/APP/812/of 2019 दिनांक १९ सप्टेंबर, २०१९ अनुसरून आपल्या निदर्शनास आणून देण्यात येते की, आपल्या महाविद्यालयाने परिपत्रक क्र. Exam/APP/806/of 2019 दिनांक ६ सप्टेंबर, २०१९ अन्वये तृतीय वर्ष विज्ञान सत्र ५ साठी प्रत्येक महाविद्यालयाने आपापल्या महाविद्यालयातील विविध विषयांच्या प्रात्यक्षिक परीक्षांचे नियोजन ज्याप्रमाणे केले आहे त्यात कोणताही बदल न करता उपरोक्त दिनांक १९ सप्टेंबर, २०१९ च्या परीपत्रका मध्ये दिलेल्या मार्गदर्शक सुचने प्रमाणे करावे. बाह्यपरीक्षक नेमणूका सोबत देत असलेल्या पत्राप्रमाणे करण्यात याव्यात हि विनंती. तसेच सदर परीक्षेचे गुण हे MKCL च्या महाविद्यालयाच्या लॉगिन मध्यून भरावयाचे आहेत.

आपल्या असेही निदर्शनास आणून देण्यात येते की, सदर बाबतची सर्व विषयांची देयक एकाचवेळी वित्त व लेखा अधिकरी, मुंबई विद्यापीठ, महात्मा फुले भवन, विद्यानगरी, सांताक्रुझ (पू), मुंबई - ४०००९८ यांच्या कार्यालयात जमा करावी.

मुंबई : ४०० ०९८
दिनांक : २६ सप्टेंबर, २०१९

डॉ. विनोद पाटील
संचालक, परीक्षा व मुल्यमापन मंडळ

प्रति,

१. प्राचार्य, कला, वाणिज्य व विज्ञान शाखा
२. वित्त व लेखा अधिकरी, मुंबई विद्यापीठ, महात्मा फुले भवन, विद्यानगरी, सांताक्रुझ (पू), मुंबई - ४०००९८

UNIVERSITY OF MUMBAI



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

CONFIDENTIAL
(LETTER OF EXAMINER'S APPOINTMENT FOR PRACTICAL EXAMINATION)

To,

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f), the Board of Studies recommended your name and appointed you to jointly act as **Examiner** in the following course/subject for the Practical Examination to be held in Second half 2019.

Faculty	Science & Technology
Program No. & Name of the Examination	
Subject Name	
Name of the Practical Examination Centre/ College	
Date of Examination	

2. A. You are requested to put yourself in communication immediately with regard to the work pertaining to the commencement of the practical examination to subject Chairperson.
B. 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.
C. 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. 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)
6. the Principal of the concerned College are hereby requested 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).

Yours faithfully,


Director,
(Board of Examination & Evaluation)

Chairperson/Convener
(Practical Examination)