

University of Mumbai



Phone No.- 022-26543035/2653 0283

E-mail ID - cap@exam.mu.ac.in

Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
Vidyanagari, Santacruz(East),
Mumbai - 400 098

Exam / CAP / 417 / 2016

1st October, 2016

To,

The Principal,

Dear Sir / Madam,

Hon'ble Vice-Chancellor is pleased to appoint you as a CAP Director to conduct Central Assessment Programme (CAP) for assessment / moderation of answer books at the Engineering Faculty Examinations stated below to be held in the Second Half of the year 2016.

Sr. No.	Exam
1	B.E. SEM VII & VIII (OLD & REV)
2	F.E. SEM I & II (OLD & REV)

In this connection, I am directed to inform you that in the capacity of CAP Director, you are required to perform the following duties during the Central Assessment Programme.

1. To co-ordinate, control, monitor and supervise the work of assessment / moderation of answer books of the examinations. To get assessed answer books from the concerned faculty of your college having at least one year teaching experience.
2. To contact the Principals of the concerned Colleges / Chairpersons for appointment of moderators and to get answer books duly moderated from the concerned experienced teachers. In any case, Colleges should not appoint in house faculty as moderator, which may please be note.

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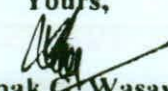
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3. To ensure that the work of assessment / moderation which is to be completed within a stipulated period as per the schedule prescribed for the purpose i.e. 15 days, so as to enable the University to declare the results within 30/45 days stipulated time, as per Section 72 of **Maharashtra Universities Act, 1994.**
4. To submit the mark-list(s) to the University along with the bills of remunerations.
5. To depute Sr. Teacher of your College to work as CAP Co-ordinator, who will assist you to perform CAP work. The CAP Co-ordinator will be assisted by Cashier-cum-Accountant, a Clerk and a Peon working in your College & to be deputed for this work.
6. To arrange to pay for T.A. / D.A. & Local conveyance (if applicable), CAP Allowance, Remuneration and any other payments & to submit the Income & Expenditure statement along-with Utilisation Certificate as prescribed by the University.
7. They are further informed that no advance will be given to the Cluster Center for the examinations work of the examinations to be held in the Second Half of the year 2016. They are therefore requested to submit the bills to the University Accounts Section on completion of assessment / moderation work at their Colleges / Cluster Center and on submission of bills the University will reimburse the amount to the concerned College Cluster Center.
8. The Administrative expenses @ Rs.4/- per answer book is to be distributed amongst the staff of your college working for CAP work. The pattern of Honorarium to be paid to the staff members of the CAP will be as follows:

1. Director / Principal	(One)	Rs.1/- per answer book
2. CAP Co-ordinator	(One)	Rs.1/- per answer book
3. Cashier-cum-Accountant	(One)	Rs.0.50/- per answer book
4. Clerk	(One)	Rs.0.50/- per answer book
5. Peon	(One)	Rs.0.50/- per answer book
6. Contingency & Administrative Expenses		Rs.0.50/- per answer book
9. From this year answerbooks will be collected back on alternate day. Hence, you are requested to arrange to make bundles of assessed & moderated answer books & to make them ready for dispatch, as soon as work completed.
10. Any other work related to examination which may be entrusted to you by the Hon'ble Vice-Chancellor from time to time for timely declaration of the results.
11. You are therefore requested kindly to expedite the work of assessment / moderation of the answerbooks.

Thanking you and looking forward to your valued co-operation.
With regards

Yours,


Deepak G. Wasave
Offg. Controller of Examinations

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Exam / CAP / 417 / 2016

1st October, 2016

Circular

As per the directions of Hon'ble Vice-Chancellor, all the CAP Directors / Principals of the Cluster Centres are hereby requested to note the following decisions taken regarding the CAP work.

1. The CAP Director shall ensure that the Subject wise assessment should start by 3rd / 4th day soon after that subject examination paper. As per provisions of Section 72 of the Maharashtra Universities Act, 1994, results of the examinations should be declared by the University within 30/45 days, hence assessment work should be finished within next 15 days, which pls. note.
2. The CAP Director shall ensure to invite & appoint the eligible teachers from the colleges with the clusters, those having teaching experience of more than one year in the particular subject. However, the preference shall be given to the Regular & Senior Teachers first, then, the more experienced teacher & finally the Jr. Teachers. It should also be ensure that the sufficient number of moderators shall also be appointed.
3. You will be provided with the Appointment Letter duly signed by the Controller of Examinations. You are required to counter sign the copy and issue the same to the eligible Examiners / Moderators reported at your CAP Centre, after verifying the identity of the teacher. (Annexure "A")
4. The Teachers reported for CAP shall bring the recommendation letter from the principals of their respective college & proof of Identity Card, i.e. college ID, Pan Card, Driving Licence, Passport, Adhar Card, etc. and produce the same to CAP Director / Co-ordinator, as & when required.
5. The CAP Director shall ensure that the moderation work shall also start side by side with assessment work and also filling & bubbling of Mark Lists.
6. It has been also decided to collect back the assessed / moderated answer books on alternate days. You are therefore, requested to arrange to make the bundles of assessed & moderated answer books and keep them ready for dispatch.
7. They are further informed that no advance will be given to the Cluster Center for the examinations work of the examinations to be held in the Second Half of the year 2016. They are therefore requested to submit the bills to the University Accounts Section on completion of assessment / moderation work at their Colleges / Cluster Center and on submission of bills the University will reimburse the amount to the concerned College Cluster Center.
8. The Remuneration shall be paid as per the rates specified by the University and circulated vide its Circular No.Exam./CAP/258/2013, dated 26th March, 2014. (Annexure "B")
9. The CAP Director shall arrange to prepare the Accounts statement in the prescribed format and get it certified from the Principal/CAP Director. Principal of the College shall countersign the Utilization Certificate. (Annexure "C")

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10. CAP Allowance at the rates specified by the University printed at the back side of claim forms shall be paid in following manner. However, if a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance.

(Annexure "D")

- | | | |
|-------------------------------|-------------------|--------------------|
| i) for 40/50/60 marks paper - | 40 answer books - | Full CAP allowance |
| ii) for 75/80 marks paper - | 30 answer books - | Full CAP allowance |
| iii) for 100 marks paper - | 25 answer books - | Full CAP allowance |

Failing of which, full CAP Allowance will not be sanctioned which please note. However, the teacher who works for more than 2 days, average could be taken to calculate the CAP allowance.

11. The CAP Director shall depute one Sr. Teacher as CAP co-ordinator, one Cashier-cum-Accountant, one Clerk and one Peon to look after the administrative, accounting & clerical work of the CAP from your College staff and ensure that TA DA, Local Conveyances, CAP Allowance and Remuneration are to be paid on the same day. Honorarium payable to the Teacher(s) working in your college and remuneration to, non-teaching staff is to be paid at the end of CAP.
12. No Chartered Accountant's Certificate is required now. Chartered Accountant's fee is not to be expanded, which please note.
13. Accounts Statement shall be sent to University along with Utilisation Certificate within one week after completion of CAP, which please note.
14. Norms for Moderation are as per Ordinance 5045 which are also attached herewith. Moderation shall be done only for Answer books those who fall under moderation category.
(Annexure "D")
15. Regarding payment of T.A.D.A. & Local Conveyance, your attention is invited at the provision of ordinance 203, Schedule 'D', (Clause (B) given below

" No traveling allowance and daily allowance shall be paid to any person for the journeys performed by him for attending meeting / work for the purpose specified in Schedule 'A', if such meeting / work is attended at one's normal place of duty / profession, notwithstanding the fact such he / she may on vacation / long leave or on duty."

Accordingly, T.A. / D.A. & Local Conveyance shall be paid to only such teachers, those who are working in other colleges but have reported at your college either for Assessment / Moderation, which means the teachers working in your college will not be given T.A. / D.A.& Local Conveyance, to be noted.

16. The CAP Director shall ensure that CAP Co-ordinators shall be in touch with University CAP Cell all the time and shall give day to day status of Assessment / Moderation, preferably at 4.00 p.m. every day, so as to enable as to solve any problem / difficulty during assessment. He/She is further informed that a Log-in ID will be given to each of the Cluster Centers for updating the day-today assessment/moderation work.

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17. Every college is required to assess the answer books tune to 1.5 time that of student strength of respective Cluster / College. However, this number is only indicative and it is the responsibility **of all Colleges to assess additional number** of answer books, if required and continue to **assess / moderate** till entire CAP work is finished.
18. The CAP Director will be overall responsible for smooth functioning and progress of the CAP Cluster. He shall keep strict vigilance on **assessment & moderation of answer books**. They shall also ensure the safe & secure custody of answer books till University collect them back.
19. Hon'ble Vice-Chancellor has also directed to inform all the colleges that "*University Examination work including CAP should be treated Top Priority & College Examinations & other work afterwards. Those who failed to provide the sufficient teachers for assessment their results will not be declared and entire responsibility lies on such Colleges.*"

Please find enclosed herewith all necessary forms and enclosures for your ready reference.

With regards,

Yours,


Deepak G. Wasave
Offg. Controller of Examinations

Copy to : All CAP Directors / Principals of CAP Centres.

University of Mumbai

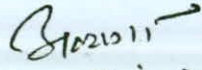


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उत्तरपुस्तिका तपासणी व नियमनासाठी महत्वाच्या सूचना

१. यावर्षी ५७ महाविद्यालये/कॅपसेंटर्स असणार आहेत. यांच्यामध्ये बदल केले जाणार नाही त्यामुळे संबंधीत महाविद्यालयातील शिक्षकांनी उत्तरपुस्तिका तपासणी/नियमनासाठी आपापल्या कॅपसेंटरमध्येच जावयाचे आहे. कॅपसेंटर बदलण्याची विनंती कुठल्याही कारणास्तव मान्य केली जाणार नाही याची नोंद घ्यावी.
२. उत्तरपुस्तिका Part - II वरील गुणांचे, उत्तरपुस्तिकाक्रमांक व बंडल क्रमांक तसेच गुणपत्रिकेचे बबलींगचे कामसंबंधीत शिक्षकांनीच करणे आवश्यक आहे. सदर काम क्लार्क किंवा शिपाई यांना करावयास देऊ नये, कारण त्यात चुका झाल्यास संबंधीत शिक्षकास जबाबदार धरण्यात येईल.
३. एखादया वरीष्ठ/अनुभवी शिक्षकास जरी नियमक (Moderator) म्हणून नियुक्त केले असेल तरी त्यांनीही उत्तरपुस्तिकाचे मुल्यांकन करणे आवश्यक आहे. नियमक (Moderator) यांनी मुल्यांकन करावयाच्या उत्तरपुस्तिकांच्या संख्या आपापल्यासंबंधीत कॅपडायरेक्टर निश्चित करतील व त्याप्रमाणे मुल्यांकनाचे व नियमनाचे काम करणे आवश्यक आहे.
४. मुल्यांकन/ नियमनासाठी उपस्थित शिक्षकांनी संबंधीत कॅपसेंटरवर आपली हजेरी लागण्याची खात्री करून घ्यावी तसेच आपले काम संपल्यावर हजेरी प्रमाणपत्र (Attendance Certificate) अवश्य घ्यावे. तसेच महाविद्यालयांनी मुल्यांकनाचे काम संपल्यावर लगेचच मुल्यांकनाची नोंदवही हिशोबासह विद्यापिठास परत पाठवावी. जेणेकरून नंतर Career Advancement /Affiliation इत्यादी कामांसाठी माहिती देतांना संबंधीत शिक्षकांची/ महाविद्यालयांची योग्य माहिती पुरविण्यात येईल.
५. प्रत्येक शिक्षकाने दर दिवशी ५०/६० गुणांच्या किमान ४० उत्तरपुस्तिका, ७५/८० गुणांच्या किमान ३० उत्तरपुस्तिका व १०० गुणांच्याप्रत्येकी २५ उत्तरपुस्तिका तपासणे आवश्यक आहे. मात्र सुरवातीच्या काही दिवसांमध्ये एवढ्या उत्तरपुस्तिकांचे मुल्यांकन शक्य नसते याचा विचार करून दोनपेक्षा अधिक दिवशी उत्तरपुस्तिकांचे मुल्यांकन केल्यास एकुल उत्तरपुस्तिकांच्या संख्येची सरासरी काढून त्याप्रमाणे मुल्यांकन भत्ता (CAP Allowance) देण्यात येईल.
६. मुल्यांकन/ नियमनासाठी आपापल्या महाविद्यालयात उपस्थित राहण्या-या शिक्षकांना TADA व Local Conveyance देण्यात येऊ नये. मात्र सदर कामासाठी उपस्थित राहण्या-या इतर/दुस-या महाविद्यालयांतील शिक्षकांना नियमाप्रमाणे TA.DA. / Local Conveyance देण्यात यावा (Ordinance 203, Schedule 'D')


(उपकुलसचिव, कें. मु. कें.)
करना

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Exam./ CAP / 417 / 2016

1st October, 2016

Annexure "A"

Appointment Letter

Dear Sir / Madam,

1. I am directed by the Board of Examinations to appoint you as Examiner / Moderator in the in subject of _____ at the _____ Examination to be held in the Second Half of 2016.
2. You are requested to put yourself in communication immediately with regard to the work pertaining to the commencement of the assessment at Cluster CAP Centre on (Phone No. Of CAP Director /Co-ordinator _____)
3. I am further to request you to complete the assessment / moderation work within stipulated time (10 days) as per the direction of the CAP co-ordinator / Chief Moderator of the Subject, as so as to enable this office to declare the results of the said examination as stipulated in Section 72 of Maharashtra Universities Act, 1994, which is mandatory.
4. Assessment of answer books of each subject will mostly start on 3rd/ 4th day of the Cluster / CAP Centre from the date of examination of particular theory papers mentioned in the time table. You are, therefore, requested to report at the Cluster / CAP Centre for assessment of answer books of the subject as mentioned above.
5. Assessment and moderation of the answer books shall be done simultaneously and it should be also completed side by side, which please note.
6. Utmost care be taken while totalling of marks & bubbling at right place to avoid any mistake, thereof.
7. You are requested to follow the directives given by the CAP Director / Co-ordinator of CAP/Chairperson for completion of assessment of the said subject within 10 days' time.
8. You are further requested to follow the instructions and guidelines for the assessment and moderation given by University / displayed in CAP Centres.
9. Your attention is invited at Clause 32(5)((g) of MU Act, 1994, reads as under :

"It shall be obligatory on every teacher and the non-teaching employee of the University, affiliated, conducted or autonomous colleges of 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 University or College or Institution in this respect, it shall be misconduct and the employee shall be liable for disciplinary action."

PRINCIPAL & CAP DIRECTOR

Offg. CONTROLLER OF EXAMINATIONS

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Exam / CAP / 417 / 2016

1st October, 2016

Annexure "B"

Circular

The Principals of affiliated Colleges conducting Under Graduate and Post-Graduate courses under the Faculty of Arts, Science, Commerce, Law, Education, Fine Arts, Engineering & Technology and also for other courses of which examinations are conducted by the University are hereby informed that in pursuance of the resolution passed by the Board of Examinations at its meeting the following interim decision has been taken for payment of remuneration of examination held in the Second Half of the Year 2016 and thereafter.

The remuneration rates for assessment and moderation work are as follows :-

Particulars	For 100 marks (3 hours paper)	For 70/75/80 marks (3 hours paper)	For 75/80 marks (for 2 to 2½ hour paper)	For 40/50/60 marks (for 2 hours paper)
For Under Graduate Courses (For University Examinations)				
Assessment	Rs.16/- per answer book	Rs.16/- per answer book	Rs.14/- per answer book	Rs.12/- per answer book
Moderation	Rs.18/- per answer book	Rs.18/- per answer book	Rs.16/- per answer book	Rs.15/- per answer book
For Post Graduate Courses (For University Examinations)				
Assessment	Rs.20/- per answer book	Rs.20/- per answer book	Rs.18/- per answer book	Rs.15/- per answer book
Moderation	Rs.22/- per answer book	Rs.22/- per answer book	Rs.20/- per answer book	Rs.18/- per answer book
Minimum A/B's to be assessed for full CAP allowance (For UG & PG)	Minimum 25 answer books	Minimum 25 answer books	Minimum 30 answer books	Minimum 40 answer books
Note : 1) Any paper having duration of 3 hours, it shall be paid as per 3 hour papers remuneration. 2) Any Paper having 40 marks & duration 2 hours shall be paid as per 2 hours duration paper. 3) Paper's having duration of less than 2 hours, the remuneration shall be paid proportionately. 4) if a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance.				

They are also requested to communicate the same to all concerned, who have appointed as Examiners / Moderators. The teachers who are appointed as Examiners / Moderators for the above mentioned University examinations shall not be relieved till the end of assessment / moderations. The teachers who are working in the CAP on the last day of term also should get duty leave for the same.

Please bring the contents of this circular to the notice of all teachers and also display it on the notice boards for information.

Offg. CONTROLLER OF EXAMINATIONS

To,

All the Principals of affiliated colleges and Director of various Institutions conducting the Under Graduate and Post Graduate Courses, and the Professor-cum-Director, IDOL, CAP Directors of Cluster CAP Centres.
Asst. Registrar - Finance & Accounts. - For information & necessary action pls.

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Annexure 'D-I'

Pg.- 01

ORDINANCE - 5046

1. The Moderation System shall be applicable to all the faculties for under graduate and post graduate examinations.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining first class and above marks.
4. The moderation of answer books of *at least 5% of total number of candidates obtaining marks between minimum passing marks and marks required for first class / distinction* shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

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Annexure 'D-2'

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University of Mumbai

Norms for Moderation of Answer-books

(as per Ordinance-5046)

(For Professional Courses - Faculty of Engineering & Technology)

Maximum Marks	Passing Marks	FAILING BY 10% OF THE TOTAL MARKS OF THE PAPER	70% AND ABOVE	MARKS BETWEEN PASSING AND FIRST CLASS
		100 % Moderation	100 % Moderation	5 % Moderation on Random Basis
100 Marks Paper	40	30 to 39 Marks	70 Marks & Above	40 to 69
100 Marks Paper	45	35 to 44 Marks	70 Marks & Above	45 to 69
80 Marks Paper	32	24 to 31 Marks	56 Marks & Above	32 to 55
80 Marks Paper (M. E.)	36	28 to 35 Marks	56 Marks & Above	36 to 55
75 Marks Paper	30	22 to 29 Marks	53 Marks & Above	30 to 52
60 Marks Paper	24	18 to 23 Marks	42 Marks & Above	24 to 41
50 Marks Paper	20	15 to 19 Marks	35 Marks & Above	20 to 34
40 Marks Paper	16	12 to 15 Marks	28 Marks & Above	16 to 27
50 Marks Paper (M. Pharm.)	25	21 to 24 Marks	35 Marks & Above	25 to 34

NOTE :

- 1) If Answer-books are to be assessed section-wise, the moderation norms should be applied on pro - rata basis of the marks in each section.
- 2) The Answer-books should be moderated as per above Moderation Rules Only.
- 3) Papers not falling in Moderation Range should not be moderated, which pls note.

UNIVERSITY OF MUMBAI
GENERAL FUND A/c. No. 1

Voucher No.

Name of Cluster Centre

FORM FOR CLAIMING CAP & T.A. ALLOWANCE

(iii) C.A.P. Expenses :

University Appointment Letter No.

first payment will be made on completion of 7 days of CAP or Completion of CAP work whichever is earlier.
It is requested to make the entry of actual work done date wise.

Name of the Examiner/Moderator : _____
(In CAPITAL Letters) (SURNAME) (NAME) (MIDDLE NAME)

Address (Residential) : _____

Mobile No. _____ Res. Tel. No. _____

Name of Bank & Branch : _____

Account No. : _____

Address *(Professional) : _____

*(Please refer guidelines No. viii on overleaf.)

Examination : _____ Subject : _____ Month/Year : _____

Amount due towards C.A.P. Allowance :

Sr. No.	Working Date	No. of Paper/ Section Assessed	No. of Paper/ Section Moderated	C.A.P. Allowance ₹	Recipient Signature
1					
2					
3					
4					
5					
6					
7					
Total :					

T.A. : (i) 1st Class Season Ticket** { Destination From _____ To _____
Period From _____ To _____ ₹ _____
(ii) Lump-sum T.A. @ ₹ 80/- per day if the season ticket is not admissible.

**As per provisions of Ordinance 203 and as per amended important guidelines given overleaf.

Grand Total (4 + 5) ₹ :

I hereby state that, I have Assessed/Moderated _____ answer-books as stated above and I hereby declare that I have not claimed the CAP Allowance and/or T.A. for the above period earlier.

Signature of Claimant

I have verified the above furnished information, found correct and **CERTIFIED FOR PAYMENT.**

Signature of Junior Clerk

Signature of Dy./Asstt. Registrar
(Examinations Section)Signature of Principal/
In-charge CAP Director
with Rubber StampSignature of the
Chairman/Moderator**RECEIPT**

Received in CASH an amount of ₹ _____
only)

Affix
Revenue
Stamp of
₹ 1/-if
₹ 5000/-
and above

Signature of Claimant

Cheque No. _____ Date : _____

PASSED FOR ₹ _____

Rupees : _____

Date : _____

Asstt. Acctt. Dy. Acctt. A.R. (F. & A.)

[P.T.O.]

Note :—PLEASE WRITE NAME & ADDRESS IN CAPITAL LETTERS. CHEQUES WILL NOT BE DESPATCHED IF THE ADDRESS IS INCOMPLETE.

RECEIPT

I hereby acknowledge the receipt of the amount stated below against my name. The cheque may be sent at the address shown below my name.

Payment Register folio No.	Name and address of the Chairman/ Examiner	Details of the Amount	No. of Paper Section Assessed/ Moderated	Amount finally admitted for payment		SIGNATURE
				₹	P.	
<input type="text"/> Cheque No. Tel. No./Mob. No.	(1)	(1) Chairmanship/ Chief Moderator (2) Monitor/ Co-ordinator (3) Paper-setting (4) Proof correction (5) Translation (6) Assessment (7) Moderation (8) Practicals/Viva (9) Term Work (10) Dissertations				Revenue Stamp of Re. 1/- if ₹ 5000/- and above
<input type="text"/> Cheque No. Tel. No./Mob. No.	(2)					Revenue Stamp of Re. 1/- if ₹ 5000/- and above
<input type="text"/> Cheque No. Tel. No./Mob. No.	(3)					Revenue Stamp of Re. 1/- if ₹ 5000/- and above
<input type="text"/> Cheque No. Tel. No./Mob. No.	(4)					Revenue Stamp of Re. 1/- if ₹ 5000/- and above
<input type="text"/> Cheque No. Tel. No./Mob. No.	(5)					Revenue Stamp of Re. 1/- if ₹ 5000/- and above
<input type="text"/> Cheque No. Tel. No./Mob. No.	(6)					Revenue Stamp of Re. 1/- if ₹ 5000/- and above

General Instructions :

- The instruction of the Management Council require that the Chief Moderator, the Chairman or the Senior Examiner Paper-setters as the case may be, shall submit a **JOINT CLAIM** on behalf of all his colleagues in the subject, indicating the amount of remuneration payable to each of them, duly counter-signed by him and submit the same in the Examination Section, Despatch Unit, Room No. 47, to ensure their proper delivery.
- Payment of remuneration for examination claimed beyond six months from the date of examination result will be considered as lapsed.
- The claims will be sent by cheque through ordinary post at the address mentioned in the said form after declaration of the results.
- Counter signature of Chairman/Sr. Examiner invariably by obtained at the proper place at Page No. 1.
- In case the appointments of examiners are made by the colleges where the practicals, term work, oral/viva, etc. are conducted, the examiners are requested to attach a copy of their appointment letter with this form.
- Kindly mention the name/names of examiners who is/are not participated in the Paper-setting work.

University of Mumbai



GENERAL FUND A/c. No. 1

- (2) REMUNERATION—(1) Examination
(3) (VI) Invigilation & Ancillary Services
Monitor/Co-ordinator (CAS Expenses)

(Faculty)

(PLEASE READ THE INSTRUCTIONS (ON OVERLEAF) CAREFULLY BEFORE SUBMITTING THE FORM)

Name of Examiners _____

Examination : _____ Subject : _____ Month _____ First/Second Half 20 _____

I am submitting claim for Remuneration as under—

1. Drawing up _____ question paper/s of _____ hrs. duration,
at ₹ _____ per paper

(Receipt No. _____ date _____)

2. For correcting proof/s of _____ question paper/s
@ ₹ 35/- per paper. (attach the receipt)

3. For Transliteration/Translation from _____ to _____ @ ₹ 58/- per paper.

CERTIFIED

Sign. of Supdt.
M.S.S./App. UnitSign. of A.R.
M.S.S./App. Unit

4.

No. of Candidates	PAPERS						Total
	I	II	III	IV	V		
Registered							
Absent							
Examined							

CERTIFIED

Sign. of Supdt.
CAP Unit

5. (a) *Examining _____ answer papers/section

@ ₹ _____ per paper/section

- (b) Moderation _____ answer paper/section @ ₹ _____

Sign. of A.R.
CAP Unit

"Certified"

- (a) that the paper-setters/examiners/moderators shown in the bill were the only appointed in the subject and that they actually carried out the work assigned to them.
(b) that the total number of question papers charged for were actually set and that their duration is correctly stated.
(c) that the total amount of the bill may be distributed amongst the paper-setters/examiners/moderators as shown against each of them.
(d) I have consulted the other examiners/moderators and they all have agreed to share the remuneration as indicated on the bill.

6. Examining _____ candidates orally and/or practically @ ₹ _____ per candidate.

7. Examining _____ candidates T.W. @ ₹ _____ per candidate.

8. Examining _____ dissertations @ ₹ _____ per dissertation.

9. Remuneration due to Chairman.

Total

Date _____

Signature of the Chairman/Chief Moderator

Name & Address _____

of the Chairman/ _____

Chief Moderator _____

Tel. (Res.) _____ (Office/Mobile) _____

Remarks if any :

(FOR USE IN THE UNIVERSITY OFFICE ONLY)

Cheque No. _____ Date : _____

Passed for ₹ _____ P. _____

Rupees _____

Date : _____

Dy. Acctt.

A.R. (F. & A.)

CA/D.R. (F. & A.)

[P.T.O.]

IMPORTANT GUIDELINES

T.A., D.A. & CENTRAL ASSESSMENT PROJECT (C.A.P.) ALLOWANCES WILL BE REGULATED AS PER Ordinance 203, Schedule "F" (M.C. Item No. 12, date 14-2-2001) & as per the guidelines given below

- (i) Every Chief Moderator/Moderator/Examiner is expected to assess/moderate about 30-40 answer-books (if section 80-80) per day. This limit should NOT be exceeded. This is necessary to ensure quality of assessment/moderation. The Chief Moderator/Moderator/Chairman/ Sr. Examiner is advised to ensure that no Examiner/ Moderator crosses the limit, and to report any infringement in this regard to the O.S.D.-cum-Controller of Examinations.
- (ii) The Examiners residing in Mumbai and upto Thane (this includes Airoli) on Central Railways upto Vashi, (this includes Kopar Khairane, Ghansoli and New Mumbai) on Harbour Line and upto Dahisar on Western Railway will be paid ₹ 175/- per day inclusive of Local conveyance, hospitality on Tea/Coffee as C.A.P. Allowance and those Examiners residing beyond Thane upto Karjat/Kasara on Central Railway, beyond Vashi (New Mumbai) upto Panvel on Harbour Line and beyond Dahisar upto Virar on Western Railway will be paid ₹ 225/- per day inclusive of Local conveyance, hospitality on Tea/Coffee as C.A.P. allowance (this is inclusive of ₹ 30/- per day as a special allowance).
- (iii) For attending CAP work the Travelling allowance will be paid in the following manner (whichever is applicable) with reference to the Ordinance 203 :—
 - (a) 1 class return fare on production of original ticket or single fare against the production of Season ticket.
OR
 - (b) 1 class Season ticket (if applicable) on submission of Xerox copy of the same
OR
 - (c) Lumpsum T.A @ ₹ 80/- per day.

The amount of T.A. of 1st Class Railway Season Ticket will be paid after attending CAP work (i.e. Assessment/ Moderation) for attending that many number of days when the payments of T.A. on the basis lump-sum allowance of ₹ 80/- exceeds the cost of Season Ticket. THE CLAIM FOR NEXT SEASON TICKET WILL BE DUE ONLY AFTER COMPLETION OF 20 CLEAR WORKING DAYS. In case the Examiner/Moderator re-appointed for CAP work for different examination than he/she has already worked earlier and the working period of CAP is beyond the expiry date of earlier Season Ticket he/she will be paid 1st class Season Ticket (if admissible) on production of original season ticket irrespective of consideration whether at the earlier occasion he/she has worked for minimum TWENTY CLEAR WORKING DAYS. In other case a lump-sum TA allowance @ ₹ 80/- per day shall be paid.
- (iv) Examiners residing beyond Karjat/Kasara on Central Railway, beyond Panvel on Harbour Line and beyond Virar on Western Railway will be paid T.A. (one time return) and D.A. at normal University rates. However no D.A. will be paid to the Chief Moderator/Moderator/Examiner residing at Panvel and attending C.A.P. work at Pen and Vice-Versa. They will also be paid C.A.P. Allowance of ₹ 175/- per day inclusive of Local conveyance, hospitality on Tea/Coffee. Examiners staying at the university/college hostel shall be paid hostel charges on production of stamped receipt of actual hostel charges paid per day less ₹ 25/- but maximum ₹ 55/-.
- (v) The examiners residing in Mumbai and Thane (including Airoli) on Central Railway, upto Vashi (including Kopar Khairane, Ghansoli and New Mumbai) on Harbour Line and upto Dahisar on Western Railway are required to visit CAP Centre beyond Thane upto Karjat/Kasara on Central Railway, beyond Vashi upto Panvel on Harbour Line and beyond Dahisar upto Virar on Western Railway will be paid ₹ 225/- per day inclusive of Local conveyance, hospitality, Tea/Coffee as CAP allowance (this is inclusive of ₹ 30/- per day as a special allowances) and a monthly 1st class season ticket (if admissible) on production of original season ticket or lump-sum T.A. allowance @ ₹ 80/- per day. All the claims made as per clauses of Important Guidelines (i) to (viii) and same be duly certified to that effect by the Principal/In-charge CAP Director and counter signed by Chief Moderator/Moderator/Chairman/Senior Examiner, and in case of cluster centre situated at University premises by Dy. Registrar, Asstt. Registrar (Exam.).
- (vi) Payment of CAP Allowance/T.A. will be made by the CAP Director of the cluster centre situated outside the university premises. However, it will be regulated as under: CAP allowance as admissible (under above I to VI) per day payable to the examiner will be worked out on the basis of assessment of minimum (30 papers or 60 Sections) per day INCLUSIVE OF FILLING MARK-SHEETS THE PAYMENT WILL BE MADE FOR THE SAME ACCORDINGLY. However, at the end of CAP if there is an excess over the multiple of 30 answer-books (60 Sections) the full allowance for the day will be paid.
- (vii) The starting point of journey for the purpose and calculating T.A. shall be one's own permanent residence or duty/professional place (as mentioned in the appointment letter) whichever is nearer to the place of University work. (i.e. No TA/DA shall be paid to any person for the journey performed by him/her for attending CAP work, if he/she is attached to one's own normal place of duty/profession. Also whose normal place of duty/profession situated within the vicinity of the nearest railway station of the Cluster Centre notwithstanding the fact he/she may on long leave/vacation). However, T.A. for the journey performed by the examiner/ moderator for the CAP work during the period from 1st May to 31st May shall be paid from his/her permanent residential address. Since this treated to be a vacation period. In case of period of vacation of any other College/Institution is different than this period, the examiner/moderator may submit the declaration on the claim form duly certified by the Chairman and/or Dy. Registrar/Asstt. Registrar (Exam.) to claim the T.A. considering the starting point from one's own permanent residential Address.
- (viii) The Examiner/Moderator who is working on Clock Hour or Part-time basis in his/her college or if he/she is a Retired Teacher or a Professional and attending CAP work is entitled to receive T.A. from his/her residential address.
- (ix) No claim will be entertained for CAP Allowance/T.A./D.A. if it is incomplete and/or same is not claimed in the prescribed form.
- (x) The Principal/In-charge CAP Director and Dy./Asstt. Registrar (Exam.) has to certify (as the case may be) the bill and counter signed by the Chief Moderator/Moderator in the light of instruction given above and hand over the said bill for payment to the concerned office.
- (xi) Claim for CAP Allowance/TA bill for assessment/moderation may please be submitted through the Assistant Registrar (Exam.), Despatch Unit, Examinations Section within a period of one month from the completion of CAP of the concerned paper/subject failing which the claim shall not be entertained.

Date :

Controller of Examinations
UNIVERSITY OF MUMBAI