

# UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

Exam / CAP / 786 / 2017

31<sup>st</sup> March, 2017

## Circular

The Principals of the affiliated colleges in Commerce, Management & Technology Faculty are hereby informed that the University has decided to create Cluster Centre's for assessment / moderation work of the answerbooks of the following examinations to be held in the First Half of the year 2017. A list of cluster centres and the colleges attached to the said cluster centres is available on the University Website under the caption (CAP Circular)

SR. NO.	EXAM NAME
1	B.E. SEM VII & VIII
2	F.E. SEM I & II
3	M.E. SEM I & II
4	PHARMACY
5	ARCHITECTURE
6	M.C.A.
7	FINE ARTS

The Principals of Lead / Clusters Colleges are hereby requested to make necessary arrangement for CAP work. They are also requested to provide following information to the University as to enable the University to co-ordinate, to control, day to day Assessment work, carried out at the said cluster center.

Sr. No.	Name	Tel/ Mob. No.	Email ID
1	CAP Director		
2	Co - Ordinator		
3	CAP Clerk		

The Principals of Affiliated Colleges, attached to the Cluster Centers, are hereby requested to provide the information of the faculty / teacher in the enclosed format, to the concerned Lead College and a copy of the same be submitted to the University ( [cap.exam.2012@gmail.com](mailto:cap.exam.2012@gmail.com) )

They are also requested to relieve the concerned teachers for assessment / moderation work and see to that the teachers are reporting for duties or otherwise?

As per M.P.U. Act, 2017 it is essential to declare the results of the examinations within 30 days from the date of conclusion of the examinations.

In view of the aforesaid provision of the Act, it has been decided the University to complete the assessment / moderation work within 10 days from date of completion of examination of a particular subject.

  
Offg. Director  
Board of Examinations & Evaluation



# UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

Exam / CAP / 786 / 2017

31<sup>st</sup> March, 2017

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 All Fine Arts Faculty Examinations stated below to be held in the First Half of the year 2017.

Sr. No.	Exam
1	SECOND YEAR B.F.A. (PAINTING )
	SECOND YEAR B.F.A. (APPLIED ART)
	SECOND YEAR B.F.A. (SCULPTURE)
	SECOND YEAR B.F.A. (TEXTILES DESIGN )
	SECOND YEAR B.F.A. (CERAMICS)
	SECOND YEAR B.F.A. (METAL WORKS )
	SECOND YEAR B.F.A. (INTERIOR DECORATION)
2	FOURTH (FINAL ) YEAR B.F.A. (PAINTING )
	FOURTH (FINAL ) YEAR B.F.A. (APPLIED ART )
	FOURTH (FINAL ) YEAR B.F.A. (SCULPTURE )
3	FOURTH YEAR B.F.A. (TEXTILES DESIGN)
	FOURTH YEAR B.F.A. (CERAMICS)
	FOURTH YEAR B.F.A. (METAL WORKS)
	FOURTH YEAR B.F.A. (INTERIOR DECORATION)
4	M.F.A. (PAINTING) (PART I)
	M.F.A. (APPLIED ART) (PART I)
	M.F.A. (PAINTING ) (PART II)
	M.F.A. (APPLIED ART ) (PART II)

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 assess the answer books from the concerned faculty from colleges within cluster centres having at least one year teaching experience.
2. To contact the Principals of the concerned Colleges attached to the clusters for deputing the teachers for assessment & moderation and to get answer books duly assessed & moderated from the concerned experienced teachers.



## UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

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 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 Centre for the examinations work of the examinations to be held in the First Half of the year 2017. They are therefore requested to submit the bills to the University Accounts Section on completion of assessment / moderation work at their Colleges / Cluster Centre and on submission of bills the University will reimburse the amount to the concerned faculty receiving payment through RTGS/NEFT.
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. Clerk	(One)	Rs.0.50/- per answer book
4. Peon	(One)	Rs.0.50/- per answer book
5. 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 & kindly submit the report of the CAP in the given format and to make them ready for dispatch, as per circular No.458 dated 25/11/2016 as soon as work completed. (Annexure "2")
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. Director  
Board of Examination & Evaluation



## UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

Exam / CAP / 786 / 2017

31<sup>st</sup> March, 2017

### 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 3<sup>rd</sup>/ 4<sup>th</sup> 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. It has been also decided to make all payments towards the T.A.D.A. & Local Conveyance ( if applicable), Remuneration, CAP Allowances and Administrative Expenses immediately at the your Bank Account. You are requested to fill up the MANDATE FORM i.e. Real Time Gross Settlement (RTGS). However, University Rules & Circulars regarding such payments shall be strictly followed ( Annexure “B”)
8. 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 First Half of the year 2017.
9. The Remuneration shall be paid as per the rates specified by the University and circulated vide its Circular dated 09<sup>th</sup> April, 2015. ( Annexure “C”)
10. 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 “D1, D2 ”)



## UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

11. 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 “E1 & E2”) (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.

12. 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.
13. No Chartered Accountant's Certificate is required now. Chartered Accountant's fee is not to be expanded, which please note.
14. T.A./D.A. & Local Conveyance (if applicable), CAP Allowance, Remuneration Bill Form shall be sent to University along with Utilisation Certificate within one week after completion of CAP, which please note.
15. 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 “F1, F2”)
16. 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.

17. 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 shall also instruct CAP Co-ordinator to forward through email the daily progress report & the list of the teachers attended the CAP on day to day basis as per pro-forma attached herewith. It is compulsory to send this daily programme report on every day. So as to enable as to compile & to send the same to Hon'ble Vice Chancellor & Pro Vice mChancellor. (Annexure “G”)



## UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

18. 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.
19. 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.
20. 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. Director  
Board of Examination & Evaluation



## UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

### उत्तरपुस्तिका तपासणी व नियमनासाठी महत्वाच्या सूचना

१. यावर्षी ०२ महाविद्यालये/कॅपसेंटर्स असणार आहेत. संबंधीत महाविद्यालयातील शिक्षकांनी उत्तरपुस्तिका तपासणी/नियमनासाठी आपापल्या कॅपसेंटरमध्येच जावयाचे आहे.
२. उत्तरपुस्तिका **Part – II** वरीलगुणांचे, 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 आपापल्या संबंधीत 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.
५. **Cluster Centre** मध्ये पाठविण्यात आलेल्या संपूर्ण उत्तरपुस्तिकांचे मुल्यांकन झाल्यानंतर **Cluster Centre** मध्ये येऊन **Assessment & Moderation Work** केलेल्या परिक्षक व नियमकांची (**Examiner & Moderator**) यादी त्यांनी केलेल्या **Assessment & Moderation** ची संपूर्ण माहिती परिपत्रक क्र. परिक्षा / कें.मु.कें/४५८ दि. २५ नोव्हेंबर, २०१६ रोजीच्या परिपत्रकासोबत जोडलेल्या तक्त्यात भरून संबंधित **CAP Co ordinator**/महाविद्यालयाच्या प्राचार्यांच्या स्वाक्षरीने व शिककामोर्तब करून उत्तरपुस्तिकांच्या बंडलासोबत केंद्रिय मुल्यांकन केंद्रात पाठविण्यात यावी. जेणेकरून नंतर **Career Advancement / Affiliation** इत्यादी कामांसाठी माहिती देतांना संबंधित शिक्षकांची / महाविद्यालयांची योग्य माहिती पुरविण्यात येईल.
६. 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 याचाविचार करून दोनपेक्षा अधिक दिवशी उत्तरपुस्तिकांचे मुल्यांकन केल्यास एकुल उत्तरपुस्तिकांच्या संख्येची सरासरी काढून त्याप्रमाणे मुल्यांकन भत्ता (**CAP Allowance**) देण्यात येईल.
७. 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'**)

(DEEPAK G.WASAVE)

Offg. Director

Board of Examination & Evaluation

( Annexure + )

**FIRST HALF 2017**

**CLUSTER CENTRE OF SECOND YEAR & FINAL YEAR B.F.A & M.F.A**

SR. NO.	CLUSTER CENTER
1	Sir J.J. School of Fine Art, Dr. D.N. Road, Fort, Mumbai - 400 001.
2	Sir J.J. Institute of Applied Art, Dr. D.N. Road, Fort, Mumbai - 400 001.



## मुंबई विद्यापीठ



मिडिल मुल्यांकन २०१२ चे सूचना  
महानगर ज्योतीराम जेठे मंडळ ANN-2  
पत्राचार मंडळ (मुंबई)  
मसई - ४०० ०१२

परिक्षा / कें.मु.के. / 458 / २०१६

अति महत्वाचे/तातडीचे  
दि. २५ नोव्हेंबर, २०१६

### परिपत्रक

पति,

मुंबई विद्यापीठाशी संलग्नित सर्व महाविद्यालये/संस्था/विभाग यांचे प्राचार्य/विभाग प्रमुख/यांना सदर परिपत्रकाद्वारे सूचित करण्यात येते की,

Cluster Centre मधील उत्तरपुस्तिकांच्या मुल्यांकनासाठी निर्दिष्ट अहवाल सोबत जोडलेल्या तक्त्यामध्ये भरून cap exam 2012@gmail.com या संकेत स्थळावर पाठविण्यात यावा .

व्यावसायिक Cluster Centre मध्ये पाठविण्यात आलेल्या संपूर्ण उत्तरपुस्तिकांचे मुल्यांकन झाल्यानंतर Cluster Centre मध्ये येऊन उत्तरपुस्तिकांचे Assessment & Moderation work केलेल्या परीक्षक व नियमकांची (Examiner & Moderator) यादी त्यांनी केलेल्या Assessment & Moderation ची संपूर्ण माहिती परिपत्रकासोबत जोडलेल्या तक्त्यात भरून संबंधित CAP Co-ordinator/ महाविद्यालयाच्या प्राचार्यांच्या स्वाक्षरीने साक्षात्कृत व शिक्कामोर्तब करून उत्तरपुस्तिकांच्या बंडलांसोबतच केंद्रीय मुल्यांकन केंद्रात पाठविण्यात यावी .

स्था. परीक्षा नियंत्रक, फरिदा



Following Chart Filled and Submitted to CAP Cell with Assessed Answerbook bundles

University of Mumbai

Exam:	First /Second Half
Subject :	No. of A/B Actual :-
Exam Date :	Q.P. Code :
CAP Date :	Last Date of Asses
Date of Marklist Submission :-	Last Date of Moderation:

Sr. No.	Name of the Examiner/Moderator & E-mail ID	College	Contact No.	Performance				Sign	Remark
				Days	Asses	Mod	Out of Mod		
1									
2									
3									
4									
5									
6									
7									
8									
9									
11									
12									
13									
14									
15									
Total A/B									

CAP Co-Ordinator / Principal Sign & Stamp



# UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

Exam / CAP / 786 / 2017

Annexure "A"

31<sup>st</sup> March, 2017


## 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 First Half of 2017.
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 3<sup>rd</sup>/ 4<sup>th</sup> 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. Director  
Board of Examination & Evaluation



ELECTRONIC CLEARING SERVICES (CREDIT CLEARING)/  
REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

(Note :- Form fill in CAPITAL LETTER with Black Ink only & without any special character e.g. ~ / , ' ( ) \* + = ; etc)

NAME OF ACCOUNT HOLDER

[illegible][illegible]

--	--	--	--	--	--	--	--	--

e mail

BANK ACCOUNT INFORMATION FOR RECEIVING PAYMENT THROUGH RTGS/NEFT

[illegible][illegible]

--	--	--	--	--	--	--	--	--

[illegible]

--	--

--	--	--	--	--	--	--	--	--

DATE

*Certified that the particular furnished above are correct as per our records.*

Signature of Manager of the Bank

1. Please attach a photocopy of cheque alongwith the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enable" then upon its up gradation to "RTGS Enable" branch, please submit the information again in the above proforma to the Department at earliest.



# UNIVERSITY OF MUMBAI



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

Exam / CAP / 786 / 2017

3<sup>rd</sup> March, 2017

## Annexure “C”

### 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 First Half of the Year 2017 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)
<b>For Under Graduate Courses ( For University Examinations )</b>				
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
<b>For Post Graduate Courses ( For University Examinations )</b>				
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. Director

Board of Examination & Evaluation

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.



## INCOME &amp; EXPENDITURE STATEMENT

Name of the CAP Director : .....

CAP commencement Date : ..... / ..... / 201 ..... Concluding Date : .....

Total No. of Papers received : ..... ( For 60 marks - ..... For 100 marks

A	Income : ( Receipts )	Received DD/ Ch. No	Rs
		Received DD/ Ch. No	Rs
Total Receipts - @ A			
B	Expenditure :		
1	Remuneration for Assessment (for UG/PG Course)	a) Specified Rate X Total No. of papers for 60 marks. ( Rs. .... X ..... )	
		b) Specified Rate X Total No. of papers for 100 marks ( Rs. .... X ..... )	
2	Remuneration for Moderation (for UG/PG Course)	a) Specified Rate X Total No. of papers for 60 marks ( Rs. .... X ..... )	
		b) Specified Rate X Total No. of papers for 100 marks ( Rs. .... X ..... )	
3	CAP Allowance	( As per University Rules. Original forms to be attached )	Total Amount
4	Local Conveyance	( As per University Rules. Original forms to be attached )	Total Amount
5	T.A.D.A. only for outstation Teachers	( As per University Rules. Original forms to be attached )	Total Amount
6	Administrative Expenses ( Attach all original Vouchers ) ( Rs. 4.00 X Total no. of Papers received at cluster )		Rs. ....
6.1	Remuneration to CAP Director	@ Rs. 1.00 per answer-books	
6.2	Remuneration to Co-ordinator	@ Rs. 1.00 per answer-books	
6.3	Remuneration to Cashier / Accountant	@ Rs. 0.50 per answer-books	
6.4	Remuneration to Clerk	@ Rs. 0.50 per answer-books	
6.5	Remuneration to Peon	@ Rs. 0.50 per answer-books	
6.6	Contingency & Administrative Expenses ( Pls. attach details )	@ Rs. 0.50 per answer-books	
Total Expenditure - B.			
C	Amount refunded to University through DD No. .... ( A - B )		
D	Additional amount expended by college ( to be received ) ( B - A )		

Note : 1) Pls. enclose all supporting bills / Vouchers. 2) Out of C or D whichever applicable.

Place  
Date : ..... / ..... / 20...Seal of the  
CollegeStamp  
Principal

# University of Mumbai



Secretariat of:  
Controller of Examinations  
Vidyanagari, Santacruz (East),  
Mumbai - 400 098.

## College Letter Head

### Annexure 'D-2'

#### UTILISATION CERTIFICATE OF THE CAP DIRECTOR/PRINCIPAL OF THE COLLEGE

Certified that the expenditure incurred out of CAP advance paid to (College Name)

.....  
for the conduct of University CAP held in First Half 2017 Examinations have been incurred by observing all rules and regulations and also the rates prescribed in the scale of the Remunerations, Local Conveyance / T.A.D.A., CAP allowance, administrative allowance, etc. (whichever applicable) which is issued by the University, scrupulously as per University circulars/ Notifications.

Certified that a expenses of Rs..... shown in the Income and Expenditure statement for the First Half 2017 Examinations are genuinely expended as per the guidelines of the University and ('a' or 'b' strike out whichever is not applicable)

a)\*\* the unspent balance of Rs..... is being refunded to the University.

b)\*\* the excess amount of Rs..... expended by the college is due from the University.

I further certify that a copy of the Income and Expenditure along with the supporting bills / vouchers for the First Half 2017 Examinations is sent to the University along-with this statement.

Place :

Date:     /     /2017.

College  
Seal

Stamp & Signature of  
CAP Co-ordinator

Stamp & Signature of  
Principal/CAP Director



MUP/Exam/I. 541-5000x2pp.-11-14.

ABC-AM-87 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 changed 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 &amp; 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. &amp; A.)

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



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

Voucher No. ....

Name of Cluster Centre .....

**FORM FOR CLAIMING CAP & T.A. ALLOWANCE**

(3) (iii) **C.A.P. Expenses :**

University Appointment Letter No. ....

(The 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).

1. Name of the Examiner/Moderator : \_\_\_\_\_  
 (in CAPITAL Letters) (SURNAME) (NAME) (MIDDLE NAME)

2. Address (Residential) : \_\_\_\_\_

Mobile No. \_\_\_\_\_ Res. Tel. No. \_\_\_\_\_

Name of Bank & Branch : \_\_\_\_\_

Account No. : \_\_\_\_\_

Address \*(Professional) : \_\_\_\_\_

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

3. Examination : \_\_\_\_\_ Subject : \_\_\_\_\_ Month/Year : \_\_\_\_\_

4. 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 Stamp

Signature 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.)



# University of Mumbai



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

Annexure 'F-1'

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.

# University of Mumbai



Phone No.- 022-26543035/2653 0283  
E-mail ID – cap.exam.2012@gmail.com

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

## Annexure 'F-2'

Pg.- 02

### Norms for Moderation of Answer-books( as per ordinance - 5046 ) ( for Faculty of Arts, Science, Commerce, Fine Arts, Law & Education )

Maximum Marks	Passing Marks	FAILING BY 10% OF THE TOTAL MARKS OF THE PAPER	FIRST CLASS AND ABOVE	MARKS BETWEEN PASSING AND FIRST CLASS
		100 % Moderation	100 % Moderation	100 % Moderation on Random Basis
100 Marks Paper	35	25 to 34 Marks	60 Marks & Above	35 to 59
	40	30 to 39 Marks	60 Marks & Above	40 to 59
80 Marks Paper	28	20 to 27 Marks	48 Marks & Above	28 to 47
	32	24 to 31 Marks	48 Marks & Above	32 to 47
75 Marks Paper	25	17 to 24 Marks	45 Marks & Above	25 to 44
	26	18 to 25 Marks	45 Marks & Above	26 to 44
	30	22 to 29 Marks	45 Marks & Above	30 to 44
60 Marks Paper	21	15 to 20 Marks	36 Marks & Above	21 to 35
	24	18 to 23 Marks	36 Marks & Above	24 to 35
50 Marks Paper	17	12 to 16 Marks	30 Marks & Above	17 to 29
	20	15 to 19 Marks	30 Marks & Above	20 to 29

### NOTES :

- 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 please note.

----- XXX -----



