

University of Mumbai



MSS Unit, Examinations
M.J. Phule Bhavan,
Kalina, Santacruz (East,)
Mumbai – 400 098

No. EX /ICC/ 2018 -19 / 41.

CIRCULAR:

All Principals, Directors/ Head of the all Departments of affiliated Colleges/ Institutions/Conducted Colleges/ University Departments are hereby informed that the University is planning to deliver the Question papers of **First Half 2019** Examinations by DEPD (Digital Exam Paper Delivery) for which the Mock drill will be done between 11th March to 15th March, 2019. The exact date of Mock drill for respective college will be communicated to you one day before the Mock Drill through SMS & Email.

The User/Login ID provided in the Second Half of 2018 will remain same for the Examination to be held in First Half 2019. To perform Mock Drill for First Half 2019 fill the google form via this link <https://goo.gl/forms/iAG2wYwChybYb9iD3>. You are also requested to use the same Computer on which mock drill is successfully completed throughout all examinations to be held in the **First Half 2019**. In case, if you require to change the system you have to send a request letter on email (manuscripts@exam.mu.ac.in / support@muapps.in) with the Principals/Directors/ Head of the all Departments Signature & Stamp.

Please refer our Circular No. 04 dated 20th November, 2017 regarding maintenance of DEPDS confidentiality and security (Copy enclosed).

The college should be prepared with the following requirements:

I. Requirements for accessing the Question Paper e-delivery system:

- A separate DEPDS room (Confidential Room) should be established with all security measures.
- One PC with higher configuration. (Only Windows 7 or above version with 64 bit OS and it should not have shared directories and access from outside of confidential room)
- UPS with at least 60 minutes of back up.
- Webcam with good configuration and clarity.
- Broadband Internet Connection with high speed.
- One data card with 3G/4G Internet Connection. (Whichever works better) for back up.
- Two registered mobile numbers (one of the Principal and another of responsible person from the college) preferably of different service provider, Fax number and email ID for receiving the password. These numbers and e-mail address submitted to the University should be in working condition. Any change should be communicated to the University immediately, well in advance. The passcode will be received on IT

- Coordinator's / Responsible person's mobile number and Email.
- High Intensity Printer (attached to the computer (PC) which will be used for DEPDS. check the setting of print and the print quality). This printer must be in confidential room and it should not be accessible from outside.
 - One extra cartridge for emergency.
 - Photocopier (60-90 PPM)
 - PDF reader installed on the computer. (Updated Version)
 - Secured environment for paper printing in the same room.
 - CCTV camera with back up of Three month's.
 - Please do not change the Mobile No. of the Principal/ I.T. Co-ordinator & Email ID of the Principal and College, once given, till the examination is over. Except Change /Resignation/ Transfer of principal or Resignation of IT Co-ordinator with Permission of MSS Unit before 1 week of intimation.
 - To maintain the Secrecy as per I.T. Act 2005.
 - Please note that University officers visited various colleges to check above infrastructure and it is observed that there are some lapses in the DEPDS Room. Which needs to be complied. The University officer may visit your College/ Centre without prior intimation.

STEPS OF DEPDS

1. Steps to download question papers

- To download MUAPPS application please use following link :
<http://download.muapps.in/installers/SetupMUAPPSia32.exe>
 - After downloading the application perform installation. Access the application from desktop shortcut.
- **Registration Process (Only For One Time Registration)**
- Enter username
 - Enter password
 - Enter registration key
 - Click on register button
- **Log in:**
- Enter username
 - Enter password
 - For face recognition, install webcam
 - Click on **Login** button
- **Passcode**
- For passcode check your SMS on registered mobile number or your email-id
 - Enter your passcode

- Click on **Verify** button
- After successful login you will be redirected to Dashboard

➤ **Faces captured**

- Faces captured earlier are displayed at the bottom
- Match one of the captured images with current login image at the top
- Then click on **Match This** button
- System automatically compares faces and redirects to dashboard

➤ **Dashboard**

- Dashboard will display notices or instructions provided by the university.
- Click on **Exam** under QP Delivery
- Then click on **Active Exam**

➤ **Download Question Papers**

- On this page you can see multiple papers along with paper details like (Program ID, Date of Exam, Subject Name, File)
- Click on filename for downloading a particular paper.
- save the PDF and print

➤ **Logout**

- Click on MY under Menu
- Then click on **Logout**.

2. Steps to communicate (Live Chat) with university technical staff

- Login to downloaded application.

➤ **Log in:**

- Enter username
- Enter password
- For face recognition, install webcam
- Click on **Login** button

➤ **Passcode**

- For passcode check your SMS on registered mobile number or your email-id
- Enter your passcode
- Click on **Verify** button
- After successful login you will be redirected to Dashboard

➤ **Faces captured**

- Faces captured earlier are displayed at the bottom
 - Match one of the captured images with current login image at the top
 - Then click on **Match This** button
 - System automatically compares faces and redirects to dashboard
- **Dashboard**
- Dashboard will display notices or instructions provided by the university.
 - Click on **MY** under Menu
 - Then click on **Chat**
- **Live Chat**
- A common chat where college staff can communicate with the technical team at the university.
 - Enter your message in blank box and click on **Send**
- **Logout**
- Click on MY under Menu
 - Then click on **Logout**.

Place : **Mumbai**
Date : 6th March, 2019.


513119
Director

Board of Examinations and Evaluations

To,

All Principals of the affiliated / Conducted Colleges / The Head / Directors of University Departments / Professor-Cum-Directors, Institute of Distance Education, Assistant Registrar, University Sub-Centre at Ratnagiri & Thane Copy for Information :

- 1) All Deputy Registrar (Exam Department)/ Deputy Registrar (Finance & Accounts)
- 2) All Assistant Registrars (Exam Department /Ratnagiri & Thane Sub-Center).
- 3) Co-ordinator / A.R. (U.C.C.) for uploading the same on University website.
- 4) P.A. to Pro-Vice Chancellor, University of Mumbai.
- 5) P.A. to Registrar, University of Mumbai.
- 6) P.A. to Controller of Examinations.
- 7) P.A. to Director,BCUD, University of Mumbai.
- 8) P.A. to Finance & Accounts Officer.