

University of Mumbai



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

No. EX /ICC/ 2017 -18 / 4 .

CIRCULAR :

All Principals, Directors/ Head of the all Departments of affiliated Colleges/ Institutions/Conducted Colleges/ University Departments are hereby informed that the University of Mumbai is planning to deliver the Question papers of Second Half 2017 Examinations by DEPD (Digital Exam Paper Delivery). For which the google form/Profile updater will be done in the month of September between 18th September to 20th September 2017, 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 & Password provided by Email & SMS will remain permanent for the Examination to be held in Second Half 2017. You are also requested to use the same Computer on which mock drill is successfully completed throughout all examinations to be held in the Second Half 2017. In case, if you require to change the system or Static IP you have to send a request letter on email (support@muapps.in) with the Principals/Directors/ Head of the all Departments Signature & Stamp.

The college should be prepared with the following requirements:

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

- A separate DEPDS room should be established with all security measures.
- One PC with higher configuration.
- UPS with at least 60 minutes of back up.
- Webcam with good configuration and clarity.
- Broadband Internet Connection with static IP.(That Is Fix IP Address Which is taken from net service provider)
- 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 inaccessible or not in working condition.
- High Intensity Printer (attached to the computer (PC) which will be used for DEPDS. check the setting of print and the print quality)
- One extra cartridge for emergency.
- Photocopier (60-90 PPM).
- Licensed copy of antivirus installed on the computer and regularly updated through internet.

- PDF reader installed on the computer.
- 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, college has to sign an N.D.A. (Non-Disclosure Agreement).
- Please note that University officers visited various colleges to check above infrastructure and it is observed that there are same lapses in the DEPDS Room. Which needs to be complied. The University officer may visit your College/ Centre without prior intimation.

STEPS OF DEPDS

Fill the Google Form for new password.

Link - <https://goo.gl/forms/tO8CHJvcg04losMy1>

1. Steps to update profile

- Enter URL <https://muapps.in>
- ☐ **Log in:**
 - Enter username
 - Enter password
 - 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
- ☐ **Dashboard**
 - Dashboard will display notices or instructions provided by the university.
 - Click on **MY** under Menu
- ☐ **Update Profile**
 - Then click on **Update Profile**
 - Enter the appropriate details in the blank fields.
 - The stars (*) indicate mandatory fields.
 - Then click on **Edit & Save** button

☐ **Capture Face**

- Click on **MY** under Menu
- Then click on **Capture Face**
- You can capture 4 different authorized users' face for login in future
- Before capturing the photo please make sure you are looking at the camera
- Note: This is the most important feature for login into the system.

☐ **Logout**

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

2. Steps to download question papers

- Enter URL <https://muapps.in>

☐ **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**.

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

- Enter URL <https://muapps.in>

☐ **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**.

(Dr. Arjun P. Ghatule)

Director

Board of Examinations and Evaluations

Place : **Mumbai**
Date : 14/09/2017

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.