

University of Mumbai



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Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
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No. Exam/ CAP/ \ 80 \ /2018

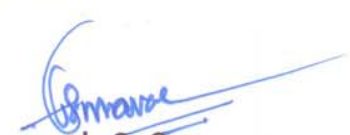
Date: - 08th May, 2018

CIRCULAR :

The Principals of the Affiliated Colleges/Directors of the Recognized Institutions (Aided & Unaided) are hereby informed that the University has appointed a CAP- Co-ordinator & Members for each Zone, in order to ensure smooth functioning of CAP Centers, timely completion of On Screen Marking (OSM) evaluation and declaration of results at the examinations held in the First Half 2018.

The list of Co-ordinators and Members alongwith their Duties and Responsibilities and the list of active CAP Centres in their respective zones is enclosed.

Principals/Directors are requested to extend their full co-operation to the Co-ordinator/Joint Co-ordinators/Members appointed for the above work.


Santoth S. Sonavane

Deputy Registrar (CAP CELL)

Encl:-

- 1) List of Co-ordinators & Members
- 2) Duties and Responsibilities of CAP -Co-ordinator

Copy to:-

- 1) The Principals of the Affiliated Colleges/Directors of the Recognized Institutions (Aided & Unaided).
- 2) All CAP Directors appointed by the University
- 3) All Deans of the Faculties University of the Mumbai
- 4) All Co-ordinator Committee.

UNIVERSITY OF MUMBAI



List of Co-ordinator & Member of CAP Monitoring Committee

Area	Name	College	Contact Number	E Mail Id
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Date: - 08th May, 2018

Duties and Responsibilities of CAP –Co-ordinator

1. Co-ordinators are appointed by the Hon'ble Vice-Chancellor for monitoring the smooth conduct of evaluation process in every CAP Centre in order to declare the results as per the provisions in the Maharashtra Public Universities Act, 2016.
2. They will act as link between Colleges and University.
3. Each Co-ordinator, with the help of Joint Co-ordinator/Members in his/her team appointed by the Vice-Chancellor, will be in regular contact with the CAP Centres and Colleges in the designated Zone and monitor the daily progress.
4. Difficulties faced by individual CAP Centre shall be addressed by the Co-ordinator with the help of the University.
5. Co-ordinators shall collect data from each of the college with respect to the details of teachers in each subject, number of students registered for the examinations in each subject and number of answer books assessed by the teachers.
6. CAP IT Co-ordinators shall send email to the respective Co-ordinators every evening with details of the progress in assessment in the prescribed proforma.
7. Co-ordinators shall report the progress of assessment to the Examinations Control Room. No. and the same will be shared in WhatsApp Group in the evening.
8. Efforts are to be taken by the Co-ordinators to ensure that eligible teacher is tagged for evaluation.


Saantosh Sonavane
Deputy Registrar, (CAP CELL)