

# University of Mumbai



**URGENT/BY HAND**  
**Appointments Unit,**  
Examinations Section,  
Vidyanagari,  
Santacruz (East),  
Mumbai - 400 098  
Tel. 2652 6204 / 2654 3416

**No. Exam./App./B. Arch. (VIVA) /1666 of 2016**

**CIRCULAR: -**

**Ref:** Conduct of viva-voce examinations in various subjects at Third year, Fourth year, Final year B. Arch., B. Arch.(Sem-VI & Sem-VIII)(CBSGS) and B. Arch. (Interior Design) examinations to be held in the SECOND HALF of the year 2016.

The Principals of Constituent/Affiliated College in Architecture are hereby informed that the Jury (viva-voce) examinations in various subjects at Third year, Fourth year, Final year B. Arch., B. Arch.(Sem-VI & Sem-VIII)(CBSGS) and B. Arch (Interior Design) examinations to be held in the SECOND HALF of the year 2016 will be conducted as follows.

Sr. No.	Examinations	Date of Practical Examination
1	Juries for 3 <sup>rd</sup> year B.Arch (Old Syllabus)	3 <sup>rd</sup> to 7 <sup>th</sup> October, 2016
2	Juries for 4 <sup>th</sup> year B.Arch (Old Syllabus)	3 <sup>rd</sup> to 7 <sup>th</sup> October, 2016
3	Juries for Final year B.Arch (Term-I) (Old Syllabus)	21 <sup>st</sup> to 30 <sup>th</sup> November, 2016
4	Juries for Final year B.Arch (Term- II) P.P. (Old Syllabus)	10 <sup>th</sup> October, 2016
5	Juries for B.Arch (SEM-VI) (CBSGS)	3 <sup>rd</sup> to 7 <sup>th</sup> October, 2016
6	Juries for B.Arch (SEM-VIII) (CBSGS)	10 <sup>th</sup> October, 2016


Further, they are requested to strictly follow all the guidelines (enclosed) in the conduct of the viva-voce examinations. It is expected that the viva-voce examinations shall be carried out in the respective colleges under the scrupulous supervision of the Principals of the colleges.

**Any request for a Re-Jury in respect of any candidates who missed their viva-voce examinations for any reason whatsoever will not be entertained.**

They are, therefore, requested to bring the contents of this circular to the notice of candidates appearing for the viva-voce examinations in various subjects at Third year, Fourth year, Final year B. Arch., B. Arch.(Sem-VI & Sem-VIII)(CBSGS) and B. Arch. (Interior Design) examinations to be held in the SECOND HALF of the year 2016, and also make available class rooms and necessary staff required for the smooth conduct of all viva-voce examinations.

The detailed practical programmes will be displayed on the website of the University of Mumbai (**Website: [www.mu.ac.in](http://www.mu.ac.in)**). They are also requested to download the practical programmes of their colleges & put up on the notice board accordingly.

Mumbai - 400 098  
29 August, 2016.

  
(Deepak Wasave)  
Offg. Controller of Examinations

To,

The Principals of the constituent/affiliated Colleges in Architecture and Directors of the Recognized Institutes.

# University of Mumbai



SECOND HALF 2016

## Guidelines for External Examiners (Jury members) for viva-voce examinations

### B. Arch. and B.Arch. (Interior Design) Examinations Second Half 2016.

External viva-voce examinations for Third year, Fourth year, and Final year B. Arch, B.Arch(Sem-VI & VIII)(CBSGS) and B. Arch (Interior Design) programs will be conducted in the time span between -

Juries for 3rd B.Arch & B.Arch (ID) (Old Syllabus) – 3<sup>rd</sup>- 7<sup>th</sup> October, 2016, Juries for 4th year B.Arch & B.Arch (ID) - 3<sup>rd</sup>- 7<sup>th</sup> October, 2016, Juries for Final year (Term-II) Professional Practice – 10<sup>th</sup> October, 2016, Juries for Final year (Term-I) B.Arch & B.Arch (ID) -21<sup>st</sup> - 30<sup>th</sup> November, 2016, Juries for B.Arch (Sem-VI) (CBSGS) – 3<sup>rd</sup>- 7<sup>th</sup> October, 2016. & Juries for B.Arch (Sem-VIII) (CBSGS) – 10<sup>th</sup> October, 2016.

1. The names and details of external examiners who will attend viva-voce examinations for B. Arch. and B. Arch (Interior Design) courses for specific subjects from each college shall be sent by the principals of the respective colleges to the Controller of Examinations.
2. The principals of the respective colleges should ensure that the above examiners keep themselves free to conduct juries in other colleges in the period mentioned above, and shall be accountable for their absence from their duties. They should also ensure that each examiner who teaches in their own colleges attends at least 3 to 5 juries of their respective subjects in other colleges. Examiners may attend more juries, if possible.
3. The List of all approved external examiners for viva-voce examinations for B. Arch. and B. Arch (Interior Design) courses for specific subjects will be communicated to the respective colleges. Principals shall directly contact the external examiners and invite them to take juries for specific subjects in their respective colleges. **They shall only choose examiners from the subject list sent to them by the Controller of Examinations.** Principals may **not** choose examiners associated with their own colleges. **The examiners in this list are not transferable between subjects, and may not be replaced by other examiners not on the list.**
4. For Design subjects, two external examiners shall examine one candidate, while for the other subjects; one external examiner shall examine one candidate.
5. The viva-voce examinations should be co-ordinated and conducted by colleges of architecture under the supervision of the principals as per the given time table.
6. In the subject of Architectural Design, **only one architectural design project** shall be presented to the external examiners, who shall examine it in detail. This project shall be chosen at the discretion of the college teachers and the students appearing for the examinations.
7. Computer generated drawings shall be accepted as sessional work for all the subjects of all years, at the discretion of the colleges and teachers.

8. **All sessional work for the respective viva-voce examinations must be submitted **until 5:30pm**, *one day prior* to the viva. Colleges shall keep proper records of the submission, and present these before the external examiners on the day of the viva, prior to its commencement.**
9. In case the viva-voce examinations are scheduled on a Monday, or a day after a public holiday, candidates are allowed to submit the sessional work before 8.30 am on the date of viva-voce examination.
10. Commencement time for all viva-voce examinations is 9.00 am.
11. **All the students must be present half an hour prior to the commencement of the viva-voce examinations. They must register for viva-voce examinations by signing the attendance sheet, which shall be handed over to the external examiners as the final list of registered candidates. Students arriving for the viva-voce examinations more than half an hour after its commencement shall not be permitted to attend the viva-voce examinations, and shall be treated as *absent*. Records of attendance shall be strictly maintained by colleges themselves. *Attendance at the viva-voce examinations is not at the discretion of the external examiners.***
12. The students should sign the subject wise attendance sheets as and when they enter the examination hall for the viva-voce examinations.
13. Internal teachers must be present at all times during the viva-voce examinations.

Mumbai – 400 098.

Controller of Examinations

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# University of Mumbai



SECOND HALF 2016

## Guidelines for viva-voce examinations to the Colleges

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