

# University of Mumbai



Secretariat of  
Director, Board of  
Examinations & Evaluation,  
Vidyanagari, Santacruz (East),  
Mumbai - 400 098.

Email :- Cap\_exam@mu.ac.in

No. Exam / CAP / 861 / 2017

06<sup>th</sup> May, 2017

## **CIRCULAR :**

The Principals of the a Affiliated colleges in Commerce and Management Faculty are hereby informed that **as per Academic Council Resolution dated 28<sup>th</sup> Feb. 2017 vide Item No.5.1 and Management Council dated 27<sup>th</sup> April, 2017 has decided to examine all the Answer Books through Online (On Screen Marking)** and create Cluster Centers for Assessment / Moderation work of the answerbooks for the following examinations held in the First Half of 2017. A list of Cluster Centers and the colleges attached to the said cluster centers is available on the University Website under the caption (CAP Circular) Standard Operation Programme (SOP) as per (**Annexure“A”**)

Sr. NO.	NAME OF THE EXAMINATION
1	T.Y. B.Com. (60:40) (Yearly Pattern) & T.Y.B.Com. (100 Marks) & T.Y.B.Com. (Sem.V / VI) (CBSGS) (60:40 & 75:25 Scheme)
2	T.Y.B. Com (Banking & Insurance) (SEM.V / VI) (CBSGS) (60:40 & 75:25 SCHEME)
3	T.Y.B. Com (Financial Mgmt.) (SEM.V / VI) (CBSGS) (60:40 & 75:25 SCHEME)
4	T.Y.B. Com (Accounting & Finance) (SEM.V / VI) (CBSGS) (60:40 & 75:25 SCHEME)
5	T.Y.B. Com (Fin. Mgmt., Environment .Mgmt. & Eco., Transport Mgmt., & Inv. Mgmt.) (SEM-V) (CBSGS) (75:25)
6	T.Y.B.M.S. (SEM.V / VI) (CBSGS) (60:40 & 75:25 SCHEME)
7	T.Y.B. VOC. (Sem-V) (75:25)
8	M.COM. (PART I & II) & M.COM. (SEM I to IV)
9	M. Com (E-Comm.) (Sem-I to Sem-IV) (CBSGS)
10	M.Phil. in Commerce
11	T.Y.B. Com (Financial Markets) (Sem-V/VI) (60:40 & 75:25)

The Principals of the Lead / Clusters Colleges are hereby requested to make necessary arrangements for CAP work. They are also requested to provide following information to the University so as to enable the University to co-ordinate and control the the day to day assessment work carried out at the said cluster centers. They are further requested to kindly provide the details of the CAP Director, Co-ordinator, CAP Clerk in the below format.

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

**If there is a need for additional Examiners/Moderators other than those already appointed, the Principals/Co-ordinators are requested to send the names of such teachers to the University in the format so as to create their account on the University website. (Annexure“A-1”)**

They are also requested to relieve the concerned teachers for Assessment / Moderation work and ensure that the teachers are reporting for duties. As per Maharashtra Universities Act, 2016, Section (VIII) (88) (89), 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 by the University to complete the Assessment / Moderation work strictly within the stipulated time.

Offg. Director

Board of Examinations and Evaluation



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Exam / CAP / 861 / 2017

06<sup>th</sup> May 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 Commerce Faculty Examinations stated below to be held in the First Half of the year 2017. The list of cluster centre & colleges attached to the cluster is enclosed herewith for your ready reference. ( Annexure " 1 ")

Sr. No.	Exam		Sr. No.	Exam	
1	T.Y.B.Com.	60:40 YEARLY PATTERN	7	B.Com. (Fin. Mgt., E.Mgt. & Eco., Transport Mgt., & Inv. Mgmt.)	Sem V (CBSGS)
		100 YEARLY PATTERN			
		Sem V (CBSGS) (60/40)			
		Sem V (CBSGS) (75/25)			
		Sem VI (CBSGS) (60/40)			
		Sem VI (CBSGS) (75/25)			
2	B.Com. (Banking & Insurance)	Sem V (OLD)	8	BMS	Sem V (OLD)
		Sem VI (OLD)			Sem VI (OLD)
		Sem V (CBSGS) (60:40)			Sem V (CBSGS) (60:40)
		Sem V (CBSGS) (75:25)			Sem V (CBSGS) (75:25)
		Sem VI (CBSGS) (60:40)			Sem VI (CBSGS) (60:40)
		Sem VI (CBSGS) (75:25)			Sem VI (CBSGS) (75:25)
3	B.Com. (Financial Management)	Sem V (OLD)	9	M.Com (E.Comm)	Sem I (CBSGS)
		Sem VI (OLD)			Sem II (CBSGS)
		Sem V (CBSGS) (60:40)			Sem III (CBSGS)
		Sem V (CBSGS) (75:25)	10	M.Com.	Sem IV (CBSGS)
		Sem VI (CBSGS) (60:40)			Part I
		Sem VI (CBSGS) (75:25)			Part II
4	B.Com. (Accounting & Finance)	Sem V (OLD)			Part I (Sem I) (CBSGS)
		Sem VI (OLD)			Part I (Sem II) (CBSGS)
		Sem V (CBSGS) (60/40)			Part II (Sem III) (CBSGS)
		Sem V (CBSGS) (75/25)			Part II (Sem IV) (CBSGS)
		Sem VI (CBSGS) (60/40)	11	B. Com (Financial Markets)	(Sem-V & VI) (60:40 & 75:25)
		Sem VI (CBSGS) (75/25)			
5	T.Y.B. VOC.	(Sem-V) (75:25)			
6	M.Phil.	in Commerce			

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 answerbooks from the concerned faculty from colleges within cluster.



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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.
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 (VIII) (88) (89) of Maharashtra Universities Act, 2016.
4. 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.
5. 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.
6. The Administrative expenses @ Rs.6.50/- 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.2.00/- per answer book
2. CAP Co-ordinator	(One)	Rs.1.50/- per answer book
3. Cashier Cum Accountant	(One)	Rs.1.00/- per answer book
4. Clerk	(One)	Rs.1.00/- per answer book
5. Peon	(One)	Rs.0.50/- per answer book
6. Contingency & Administrative Expenses	(One)	Rs.0.50/- per answer book

7. Local Travel Allowance will not be applicable for the University Teachers and Teachers working at same college, where, CAP Center is allotted.

7. 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.
8. You are therefore requested kindly to expedite the work of assessment / moderation of the answer books.

Thanking you and looking forward to your valued co-operation.

With regards,

Yours,

Offg. Director

Board of Examinations and Evaluation



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06<sup>th</sup> May, 2017

## CIRCULAR :

As per the directions of Hon'ble Vice-Chancellor, I am directed to inform you that all the CAP Directors / Principals of the Cluster Centres are hereby requested to note the 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 (VIII) (88) (89) of Maharashtra Universities Act, 2016, 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. 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.
4. 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.
5. 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.
6. 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")
7. The Remuneration shall be paid as per the rates specified by the University and circulated vide its Circular dated 07<sup>th</sup> March, 2017. ( Annexure "C")
8. 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 "D-1, D-2")

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.



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9. The CAP Director shall depute one Sr. Teacher as CAP co-ordinator, 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.
10. No Chartered Accountant's Certificate is required now. Chartered Accountant's fee is not to be expanded, which please note.
11. 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.
12. 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 "E-1, E-2")
13. 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.

14. 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.
15. 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.
16. 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,

Offg. Director

Board of Examinations and Evaluation





Email :- Cap\_exam@mu.ac.in

## उत्तरपुस्तिका तपासणी व नियमनासाठी महत्वाच्या सूचना

१. यावर्षी ९३ महाविद्यालये/ कॅप सेंटर्स असणार आहेत. संबंधीत महाविद्यालयातील शिक्षकांनी उत्तरपुस्तिका तपासणी/नियमनासाठी आपापल्या कॅप सेंटरमध्येच जावयाचे आहे.
२. उत्तरपुस्तिका Part - II वरील गुणांचे, उत्तरपुस्तिका क्रमांक व बंडल क्रमांक तसेच गुणपत्रिकेचे बबलींगचे काम संबंधीत 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) म्हणुन नियुक्त केले असेल तरी त्यांनी ही उत्तरपुस्तिकाचे मुल्यांकन करणे आवश्यक आहे. नियमक (Moderator) यांनी मुल्यांकन करावयाच्या उत्तरपुस्तिकांच्या संख्या आपापल्या संबंधीत कॅप डायरेक्टर निश्चित करतील व त्याप्रमाणे मुल्यांकनाचे व नियमनाचे काम करणे आवश्यक आहे.
४. मुल्यांकन / नियमनासाठी उपस्थित शिक्षकांनी संबंधीत कॅप सेंटर वर 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 उत्तरपुस्तिकांचे Assessment & Moderation work केलेल्या परीक्षक व नियमकांची (Examiner & Moderator) यादी त्यांनी केलेल्या Assessment & Moderation ची संपूर्ण माहिती परिपत्रक क्र. परीक्षा/के.मु.के./८६१ दि. ०६ मे, २०१७ नुसार Standard Operation Programme (SOP) मध्ये नमुद केल्याप्रमाणे कार्य पद्धतीने अवलंबवावी. जेणेकरून नंतर Career Advancement / Affiliation इत्यादी कामांसाठी माहिती देतांना संबंधीत 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 गुणांच्या प्रत्येकी २५ उत्तरपुस्तिका तपासणे आवश्यक आहे. मात्र सुरवातीच्या काही दिवसांमध्ये एवढ्या उत्तरपुस्तिकांचे मुल्यांकन शक्य नसते याचा विचार 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 TA/DA व Local Conveyance देण्यात येऊ नये. मात्र सदर कामासाठी उपस्थित राहण्या-या इतर/दुस-या महाविद्यालयांतील शिक्षकांना नियमाप्रमाणे TA/DA / Local Conveyance देण्याकरीता सोबत जोडलेल्या तक्त्यात संबंधित परीक्षकांची माहिती पाठविण्यात यावी. (Ordinance 203, Schedule 'D')

स्था. संचालक  
परीक्षा व मूल्यमापन मंडळ,



## Annexure 'A'

Email :- Cap\_exam@mu.ac.in

### Steps to Login in the System

1. Double click on the Installer file to open and select the Faculty Tab.
2. Enter the mobile number – 99XXXXXXX9 and press TAB or click on email field. Automatically, the email ID will pop-up.
3. Click on Generate OTP and enter the 4-digit number and click 'Submit'.
4. Open Note-pad and copy paste the Username & Password in a note-pad. Ensure no blank spaces are copied in the process.
5. Click on 'Start Evaluation' and enter the credentials.
6. Follow the steps for evaluation as briefed below.

### Steps for Evaluation

1. Click on Start Marking on the Top Left of your marking screen.
2. Once, you start reading a question, click on the corresponding question in the question panel on the right side of your screen.
3. The Question Number will have Maximum Marks written adjacent to it.
  - a. **Case-1:** A student has written an answer and you want to award some marks for the same. Click on the Annotation – Tick Mark with marks, corresponding to the value which you want to assign for that question.
  - b. **Case-2:** A student has written an answer, but is incorrect or wrong. Please award **"Zero (0)"** for all such cases.
  - c. **Case-3:** A student has not attempted an answer for a particular question. Please click on **"No Response"** for such cases, where the student has not written the answer at all.
4. Please note, do remember to click on the question in the question panel, each time you start reading a new question. Marks are to be awarded for the corresponding question by



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selecting/clicking on the question number first, before entering the marks.

5. Do not give "No Response" for an incorrect answer, "Zero (0)" marks are to be awarded for all incorrect answers.
6. "No Response" is to be clicked, only when you do not find the answer ~~sheet~~ in the entire response sheet.
7. Click "SEEN" on all the blank pages, where student has not written any content at all.
8. 'SUBMIT' option will be available only when the following conditions are satisfied:
  - a. All the Questions have been awarded marks/zero/NR and the status shows 100% completed.
  - b. All Pages are annotated and a Green Tick Mark is reflected on the icon.
  - c. Please note that, if either of the above 2 conditions are not met, the Submit option will not be available.



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(Annexure "A-1")

Examinations Section,  
CAP Cell,  
M.J.Phule Bhavan, Exten, Bldg  
Vidyanagari,  
Mumbai - 400 098.  
Date:

Director,  
Board of Examinations and Evaluation,  
University of Mumbai,  
Vidyanagari,  
Mumbai - 400 098.

Sir,

I am recommending the following Names for the work of assessment / moderation of the  
answer book at the \_\_\_\_\_

Examination held in the First / Second Half Year 20\_\_\_\_\_, as show below.

Sr. No.	Name of the Examiner	Name of the Moderator		Subject Name	Subject Code	College Name
		Email ID	Mobil No.			

I have requested him/her/them to assess/moderate the above answerbooks.

Your Faithfully,

Name \_\_\_\_\_

(Co-Ordinator)

Sir,

As recommended by Co- Ordinator/ Chairman, marks at "A" above may be appointed As  
Examiner / Moderator and issue appointment letter accordingly.

Assistant Registrar  
(CAP Cell)



(Annexe "B")

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

**A. DETAIL OF ACCOUNT HOLDER :-**

NAME OF ACCOUNT HOLDER

[illegible]

**COMPLETE CONTACT ADDRESS**

[illegible]

**TELEPHONE NUMBER**

[illegible]

### B. BENEFICIARY'S BANK DEATAIL

BANK ACCOUNT INFORMATION FOR RECEIVING PAYMENT THROUGH RTGS/NEFT

**1. BENEFICIARY NAME**

[illegible]

## 2. NAME OF BANK & BRANCH ADDRESS

**3. ACCOUNT No.**

[illegible]

**4. PAN CARD No.**

**6. IFSC CODE**[illegible]

7. AC TYPE (SB/CA/CC)



### 8. MICR CODE

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I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

DATE



**Signature of Beneficiary**

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

(Bank's Stamp)

**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**  
No. UG/253 of 2016-17

**CIRCULAR:-**

The Principals/Deans/Directors of the affiliated colleges and recognized Institutions of all Faculties and the Heads of all Departments concerned are hereby informed that the Rates of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination work were prescribed by Statute 483-A & Statute 483-B.

Whereas therewere, many request from Principal teaching and non- teaching staff of the affiliated colleges were received to revise the Rates of Remuneration as these rates are now very less and due to overall increase in dearness index will not compainset the actual re-imbusement.

Therefore, in view of the above Committee of all Deans was appointed by the Hon'ble Vice-Chancellor and the committee submitted the proposal for revised rates of Remuneration to the Teaching and Non-Teaching staff Engaged in examinations work.

Subsequently, the said proposal was placed before the Management Council of the University at its meeting held on 18/11/2016 (vide item No.30) when council resolved as under:-

**"Resolved that, the proposal for Revision in Examination fees and remuneration to the Faculty and Staff Engaged in Examination work to be accepted & that in accordance therewith, the Rules & Regulations to such effect as per Annexure be accepted.**

**It is further resolved that, the Statute 483-A & 4 statute 83-B on the said subject be repealed."**

Therefore, the considering the above resolution and also the fact that Examinations Cycle for first half 2017 is about to start and the faculty and Non-Teaching Staff pressing hard to implement these revised rates from this cycle itself, the Hon'ble Vice-Chancellor under sub Section (7) & (8) of Section 12 has taken decision to implement the revised Rules of Remuneration to the Teaching and Non-Teaching Staff Engaged in Examination work and also to repeal the Statute 483-A & Statute 483-B with immediate effect, accordingly. The same available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in))

Approved revised rates of conduct of Examination and Assessments as per enclosed Appendix page 1 to 12.

MUMBAI - 400 032  
7<sup>th</sup> March, 2017

  
(Dr.M.A.Khan)  
REGISTRAR



-: 2 :-

To,  
The Principals/Deans/Directors of the affiliated colleges and Recognized Institutions  
of all in Faculties and the Heads of all Departments concerned.


No. UG/253 -A of 2016-17

MUMBAI-400 032

7<sup>th</sup> March, 2017

Copy forwarded with Compliments for information to:-

1. The Co-Ordinator, all Faculties.
2. The Offg. Director, of Board of Examinations and Evaluation,
3. The Director of Board of Student Development.,
4. The Co-Ordinator, University Computerization Centre.

  
(Dr. M.A. Khan)  
REGISTRAR

Copy to :-

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri for information.

The Controller of Examinations (3 copies), the Finance and Accounts Office (1 copies), Record Section (2 copies), Publications Section (2 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (1 copies), the Deputy Registrar (Accounts Section), Vidyanagari (1 copies), the Deputy Registrar, Affiliation Section (1 copies), the Professor-cum- Director, Institute of Distance and Open Learning Education, (4 copies) the Director University Computer Center (IDE Building), Vidyanagari, (1 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO) the Assistant Registrar, Academic Authorities Unit (1 copies) and the Assistant Registrar, Executive Authorities Unit (1 copies). They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection. The Assistant Registrar Constituent Colleges Unit (1 copies), BUCT (copy), the Deputy Account, Unit V (1 copy), the In-charge Director, Centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Superintendent, Post-Graduate Section (1 copies), the Superintendent, Thesis Section (1 copies)



University of Mumbai

## D) The Remuneration rates for Assessment, Moderation &amp; Revaluations (UG &amp; PG)

Particulars	For 100 marks Paper duration ( 3 hours )	For 75/80 marks Paper duration ( 3 hours )	For 75/80 marks Paper duration ( 2 to 2½ hours )	For 40/50/60 marks Paper duration (2 hours )
For Under Graduate Courses - Rate per answer book				
Assessment	Rs.16	Rs.16	Rs.12	Rs.08
Moderation	Rs.20	Rs.20	Rs.15	Rs.10
For Post Graduate Courses - Rate per answer book				
Assessment	Rs.20	Rs.20	Rs.15	Rs.10
Moderation	Rs.24	Rs.24	Rs.18	Rs.12
Minimum A/B's to be assessed for obtaining full Cap Allowance				
CAP Allowance	Rs. 175	Rs. 175	Rs. 175	Rs. 175
UG & PG	Minimum 25 answer books	Minimum 25 answer books	Minimum 30 answer books	Minimum 40 answer books

## Notes :

- 1) Papers with lesser marks but having duration of 3 hours or 2.5 hours or 2 hours, the payment is to be made as per their respective duration & not as per marks.
- 2) The minimum remuneration is to be paid, even the duration / marks are less.
- 3) The CAP allowance is not applicable if requisite A/Bs are not assessed in a Day.
- 4) If a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance.

Internal assessment for UG / PG programs – Rs.4 per examinee

Revaluations of all UG / PG programs - Rs.25 per A/B

Project &amp; Viva Voce: Internal &amp; External Examiner - Rs.150 each per Project.

## E. Remuneration for CAP Co-ordination work( for University Examinations )

Sr. No.	Particulars	Rates in ( Rs.)
1	CAP Director / Principal	Rs.2.00per Answer Book
2	CAP Co-ordinators	Rs.1.50 per Answer Book
3	Cashier cum Accountant	Rs.1.00per Answer Book
4	Clerk	Rs.1.00per Answer Book
5	Peon	Rs.0.50 per Answer Book
6	Contingency and Administrative	Rs.0.50per Answer Book
7	Local Travel allowance will not be applicable for the University Teachers and Teachers working at same college, where, CAP center is allotted.	



## University of Mumbai

**3.12. Remuneration for Practical Examination / Laboratory Setup & Other Work**  
( For Engineering / Architecture / M.C.A. / Pharmacy ( UG & PG ))

Sr. No.	Designation	Particulars	Rates ( Per day )
1	Expert Assistant	Per day	Rs.100/-
2	Laboratory Assistant	Per day	Rs.80/-
3	Attendant	Per day	Rs.50/-
4	Peon	Per day	Rs.40/-

**3.13. Remuneration for Teaching & Non Teaching Staff engaged in University work**  
( For LICs & other special purpose committees )

Sr. No.	Designation	Particulars	Rates ( Per visit )
1	Chair-Person of the Committee	Per Person	Rs.2,500/-
2	Member(s) of the Committee	Per Person	Rs.2,000/-
3	To be paid to the persons those who perform the duties at places other than University campus / sub center.		

**3.14. Remuneration for Teaching & Non Teaching Staff engaged in University work**  
( for PET / NET / SET, M. Phil./ Ph.D./ D. Sc. / D. Lit.. courses )

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Chief Observer ( One per examination )	Rs.2,000	Dy. Registrar
2	Center Observer ( One per center )	Rs.1,000	DR / AR
3	Center In-charge ( One per center )	Rs.1,000	Principal / Director
4	Sr. Supervisor ( One per center )	Rs.500	College Teacher
5	Jr. Supervisor ( One per Block )	Rs.200	College Staff
6	Clerk / Accountant ( One per center )	Rs.150	College Staff
7	Peon / Bell Boy ( One per center )	Rs.100	College Staff
8	Waterman ( One per center )	Rs.100	College Staff



## University of Mumbai

**3.15. Examinations Fees** ( for UG & PG courses to be paid by students / examinees )

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Certificate Examinations ( Post SSC & HSC )	500	Per Semester
2	Diploma Examinations ( Post SSC & HSC )	600	Per Semester
3	Certificate Examinations ( Post Graduate )	700	Per Semester
4	Diploma Examinations ( Post Graduate )	800	Per Semester
5	UG Examinations – All Faculties	1,000	Per Semester
6	PG Examinations – All Faculties	1,500	Per Semester
7	Only in case of the Yearly pattern syllabi and wherever examinations are conducted on yearly basis instead of semester-wise examinations, the Examination fee will be applicable once in a year, on yearly basis.		

**3.16. Examinations Fees** ( for PET / NET / SET )

Sr. No.	Examinations	Fees( Rs.)	Particulars
1	Ph. D / M. Phil Entrance Test ( PET )	Rs.2,000	Per Examination
2	Masters Degree by Research – All Faculties ( Only by Research / Partly by Papers )	Rs.10,000	Per Examination
3	M. Phil. Examinations / Viva – All Faculties	Rs.5,000	Per Examination
4	Ph.D. Examinations / Viva – All Faculties	Rs.10,000	Per Examination
5	D. Sc. & D. Litt. By Evaluations / Viva	Rs.25,000	Per Examination
6	Synopsis Submission Fee ( PG )	Rs.5,000	Per Examination
7	Synopsis Submission Fee ( M. Phil./ Ph.D.)	Rs.10,000	Per Examination
8	Synopsis Submission Fee ( D. Sc. & D. Lit. )	Rs.15,000	Per Examination
9	Other related fees will be prescribed and circulated in due course.		

**3.17. Distribution of Examinations Fees**

Sr. No.	Particulars	University Share	College Share
1	Examinations conducted by the University	75 %	25 %
2	Examinations conducted by the Colleges on behalf of the University	25 %	75 %

*(Signature)*  
( Registrar )





**Annexure 'E-1'**

**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



Secretariat of  
Director, Board of  
Examinations & Evaluation,  
Vidyanagari, Santacruz (East),  
Mumbai - 400 098.

Email:- cap. exam@mu.ac.in

## Annexure 'E-2'

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	5 % 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 ( Revised )	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 ( Revised )	17	12 to 16 Marks	30 Marks & Above	17 to 29
	20	15 to 19 Marks	30 Marks & Above	20 to 29

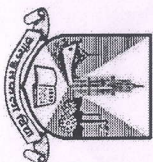
## NOTES :

- 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 pls note.

----- XXX -----



# University of Mumbai



Secretariat of  
Director, Board of  
Examinations & Evaluation,  
Vidyanagari, Santacruz (East),  
Mumbai - 400 098.

No. Exam/CAP/ 861 of 2017

Date : 6th May, 2017

## ATTENDANCE CERTIFICATE

To,  
The Principal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub:- Cluster Centre : \_\_\_\_\_

Sir/Madam,

This is to inform you that, Prof. \_\_\_\_\_  
of your esteemed College/Institute attended Cluster Centre for assessment / moderation in the subject of  
\_\_\_\_\_ at the \_\_\_\_\_  
examination conducted during First/ Second Half of \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_. He/She has assessed / moderated \_\_\_\_\_ answerbooks of 100/60  
marks during the above period and entitled to get benefit of attendance for \_\_\_\_\_ days.


Yours faithfully,

  
Offg. Director

Board of Examinations & Evaluation

Copy forwarded with compliments to Prof. \_\_\_\_\_ for  
information.

PRINCIPAL / CAP DIRECTOR

  
Offg. Director  
Board of Examinations & Evaluation