

# University of Mumbai



Secretariat of Controller of  
Examinations,  
M.J. Phule Bhavan,  
Kalina, Santacruz (East),  
Mumbai-400 098

No. Ex./ECC/ 2016-17/ 2

## **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 2016 Examinations** by DEPD (Digital Exam Paper Delivery). For which the Mock Drill/ Installation of License will be done **in the month of September . The exact date of Mock drill for respective college will be communicated to you one day before the Mock Drill through SMS.**

**The User/ Login ID & Password provided in this “Mock Drill” will remain permanent for the Examination to be held in Second Half 2016. 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 2016. In case, if you require to install new license, you will have to pay Rs. 750/-. In this case, you have to send a request letter /email. stating that the old license is not working.**

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.
- Broadband Internet Connection.
- One data card with 3G Internet connection (MTNL, Idea, Reliance, Tata Photon, etc.) (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 College shall be held responsible if any of these modes of communication are inaccessible or not in working condition.
- High Intensity Printer (attached to the computer (PC) which will be used for accessing the web link).

- 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.
- One extra cartridge for emergency.
- Photocopier (60-90 PPM).
- Licensed copy of antivirus installed on the computer and regularly updated through internet.
- MS-Office 2003 and above.
- Secured environment for paper printing.
- CCTV camera with back up of Three month's.
- **You are also requested to fill-up the Check-list form on the link <https://muexam.euni.in/muforms/> to enable us to deliver the question papers through DEPDS systems immediately.**
- **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).

## **STEPS FOR MOCKDRILL**

If you have installed DEPDS Water Marking System Software in previous mock-drill, please follow the steps below:

### **1. Steps to install new license.**

1. Click on Start button
2. Click on All Programs
3. Click on LockLizard > Safeguard > PDF Viewer > Remove Keystore  
(This will remove the old license installed in the software)

**For users using Win 8 or above. Press Windows key > Type "Remove Keystore"**

**And remove the Keystore (License)**

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### **2. User who want to install fresh software**

#### **Installing the software**

1. Download & Install the software from the following link  
**<http://euni.in/pdc>**


2. Later you should have received a new license on you registered college E-mail ID.
3. You need to download “.llv” file on the system on which you have installed the DEPDS Water Marking System Software and Double click the license to install.

**Completing the mockdrill by downloading the bundle from DEPDS account**

1. Now you need to login in into you DEPDS account using your login id and password from the Primary link <https://muexam.euni.in> or from alternate link <https://muexam.net.in> anddownload the mock drill bundle.
2. Open the bundle which will contain .PDC files. All PDCfiles will be opened in the software only.
3. After opening, take the printout of the first page of the paper, Scan it and send it to [admin.muexam@euni.in](mailto:admin.muexam@euni.in) with CC to [manuscripts@exam.mu.ac.in](mailto:manuscripts@exam.mu.ac.in)

NOTE: Preferably use updated Chrome or Firefox to download software, license and to ownload bundle from your DEPDS account.

Place : Mumbai  
Date : 15-07-2016

  
(Deepak G. Wasave)  
Offg. Controller of Examinations

To,

All College Principals/Directors/HOD's of affiliated Colleges/Institutes/ University Departments.

Copy for Information:

- 1) Director (UCC)/ A. R. (UCC)
- 2) All Deputy Registrar (Exam Department) & (Public Relation).
- 3) All Assistant Registrar (Exam Department).
- 4) Co-ordinate (U.C.C.) for uploading the same on University website.
- 5) E.S. to Vice Chancellor, University of Mumbai.
- 6) P.A. to Pro-Vice Chancellor, University of Mumbai.
- 7) P.A. to Registrar, University of Mumbai.
- 8) P.A. to Director, BCUD, University of Mumbai.
- 9) P.A. to Controller of Examinations.