University of Mumbai

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

No. Ex./ICC/ 2015-16/ 25

CIRCULAR

All Principals, Directors / Head of the 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 2015 Examinations** by DEPD (Digital Exam Paper Delivery). For which the Mock Drill/ Installation of License will be done from **29th September, 2015 to 1st October, 2015**. <u>The exact date of Mock drill for respective college will be communicated to you one day before the Mock Drill through SMS.</u>

The User/ Login ID & Password provided in this "Mock Drill" will remain permanent for the Examination to be held in Second Half 2015. 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 of 2015. 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:**

- One PC / Laptop with higher configuration.
- UPS with at least 30 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/Laptop) which will be used for accessing the web link).
- One extra cartridge for emergency.
- Photocopier (30-40 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 one month.

- **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 DEPD systems immediately.**

- **Please do not change the Mobile No. of the Principal / I.T. Co- ordinator & Email ID of the Principal & College once given, till the examination is over. (Except Change /Resignation/Transfer of Principal orResignation of IT Co-ordinator with Permission of MSS Unit before 1week of intimation.**
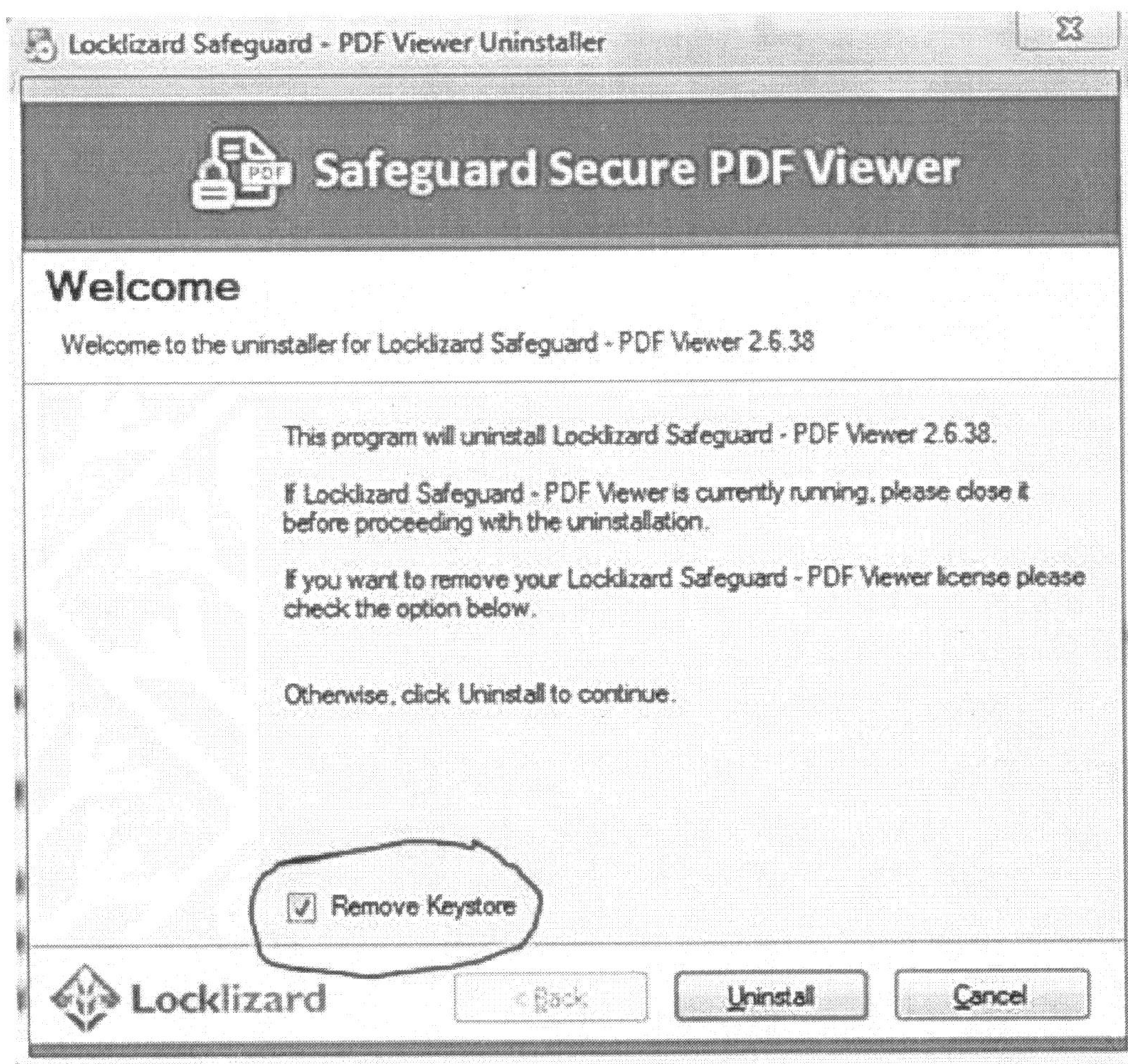

STEPS FOR MOCKDRILL

1. If you have installed DEPDS Water Marking System Software (Lock Lizard software) in previous mock-drill please uninstall it.

Steps to uninstall the software.

1. Click on Start button
2. Click on All Programs
3. Click on LockLizard ☐Safeguard☐PDF Viewer☐Uninstall

While uninstalling please ensure that you select checkbox "Remove Keystore"

(Refer the below image)

4. Click on "Uninstall" and then click on "Finish".
5. Once you finish Uninstalling the software you need to restart the System.

Re-Installing the software and license
1. After restarting the system you need to re-download the DEPDS Water Marking System Software (LockLizard software) from the following link
http://euni.in/pdc (Download and install the software) (if you don't receive the mail in your inbox do check your spam/junk folder in your mail) In the mail you will receive 2 attachments.
2. Later you will receive a new LockLizard 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 (LockLizard software) and install the license.
4. Once you click on the ".llv" file you will automatically receive a message notifying that you have successfully registered.
5. Now you need to login in into you DEPDS account using your login id and password and download the mock drill bundle. Open the bundle which will contain .PDC files. All PDC files will be opened in the software only.
6. After opening take the printout of the first page of the paper, Scan it and send it to admin.muexam@euni.in with CC to manuscripts@exam.mu.ac.in

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

Place : Mumbai

Date : 3rd September, 2015

(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-ordinator (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.