

UNIVERSITY OF MUMBAI



Secretariat of Director,
Board of Examinations and Evaluation,
M. J. Phule Bhavan, Vidyanagari,
Kalina, Santacruz (E),
Mumbai - 400098

No. DBoEE/ICF/2017-18/R63

Date: 22nd July, 2017

CIRCULAR

The Directors/ Heads of the various Departments of the University, all the Principals of the Affiliated/conducted colleges in Arts, Science, Commerce, Law, Technology, Management, the Directors of recognized Institutions, the Director/Co-ordinators, Ratnagiri and Thane Sub-centers / Professor-cum-Director, Institutions of Distance and Open Learning are aware that the **Online Assessment** is in process for all the examinations of First Half – 2017.

At the meeting of the Principals held on 21st July, 2017, it was decided that Non Instruction days be declared by the University to complete the Assessment and Moderation work.

In order to complete the Assessment and Moderation and thereafter to declare the result of all examinations, **Non Instruction** days are declared for University and Affiliated colleges from **24th July, 2017 to 27th July, 2017**. I am directed to inform you that it is mandatory and compulsory for the teachers to report to the Cap Centre and complete the assessment of their subject/s in the following manner.

- 1) Those teachers who have been tagged to the QP Code/s of their subject/s, should continue assessment during the period 24th July, 2017 to 27th July, 2017 compulsorily for atleast 6 hours of actual evaluation work everyday, or till all the papers of the QP Codes tagged are fully assessed and moderated.
- 2) Disciplinary action shall be taken against teachers who are appointed as examiners/moderators who do not report to the Cap Centres for assessing the Answer Books and who do not put in atleast 6 hours/day in the CAP center on the days mentioned above even when the Answer Books are still available for assessment.

- 3) All Chairpersons of Board of Studies of different subjects should maintain the record of attendance through email. They should also give Completion / No Work Left Certificate to the teachers for their respective subjects.
- 4) Teachers should contact their respective Chairperson/s of examination for Completion / No Work Left Certificate.
- 5) For any queries you may contact the Service Provider on -

email 'helpdesk_osm@mu.ac.in' / shoehbiqbal_k@merittrac.com

helpdesk numbers: .

Help Desk-1 - 022-40411238

Help Desk-2 - 022-40411210

Help Desk-3 - 022-40411234

Help Desk-4 - 022-40411235

It is an earnest appeal to all the Directors/Head of the Departments, Principals and Teachers to extend their whole hearted co-operation in assessing the Answer books and declaring results by 31st July, 2017 in the interest of the students.

The Directors/Head of the Departments/Principals are requested to keep the Cap Centre open for assessment from 7.00am to 8.00p.m. or if required beyond 8.00p.m.



Offg. Director

Board of Examinations and Evaluation

To,

The Director / Heads of the various Departments of the University, all the Principals of the affiliated / conducted colleges in Arts, Science, Commerce, Law, Technology, Management, the Directors of recognized Institutions, the Director/Co-ordinators Ratnagiri and Thane Sub-centers / Professor-cum-Director, Institutions of Distance and Open Learning.