

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL

(LETTER OF APPOINTMENT FOR PAPER SETTER/MODERATOR/EXAMINER/TRANSLATOR)

Letter No.: T-2019-20/50339

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
IYER BHUVANESHWARI KRISHNA	217 Smt. Chandibai H. Mansukhani College PB NO. 17, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD, OPP. RAILWAY STATION 421003	Chairperson	9224236310 krisbhuvana28@gmail.com
MEHTA ISHWARI NITESH	225 Sonopant Dandekar Arts, V. S. Apte Commerce and M. H. Mehta Science College Kharekuran Road, Tal. Palghar, Dist. Palghar 401404	Paper Setter	9833825453 ishwarishinde@gmail.com
SAMANT AMOL ASHOK	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	Paper Setter	9137878319 amolsamant@vivacollege.org
SONAWANE SONAL PANKAJ	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper Setter	8850428690 sonalsonawane2@gmail.com
SHERE PALLAVI SURESH	165 R. E. Societys R. P. Gogate College of Arts and Science and R. V. Jogalekar College of Commerce Behind Civil Hospital Ratnagiri 415612	Paper Setter	9028722407 sherepallavi@yahoo.com
MULLICK RAHIMA MIRZA	485 ICLES Motilal Jhunjunwala Arts, Science and Commerce College AMLENDU ROYE MARG PLOT NO. 53, 400703	Paper Setter	9664760519 rahimamallik@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the First half of 2021 as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject for the examinations to be held during academic year 2020-21 (i.e. for First Half (Summer) 2021)*.

Faculty	Science And Technology
Program No. & Name of the Examination	1S01124 // MSc & MSc (Research) (Choice Based) SEMESTER-IV
Subject (Paper Code)	92897 // Biotechnology Drug Discovery and Clinical Study (R 2021)
Date of Exam	As per actual time-table published by the university.

Number of sets required **	Sufficient nos. of MCQ / Sets
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

**** For examinations held in Summer, Chairperson of the subject are hereby requested to confirm with Manuscript Unit about exact number of sets / sufficient numbers of MCQ required before finalizing Paper Setters meeting.**

Please note that the chairperson will receive the username and password via email for e-submission of question bank (MCQ) and you are requested to co-ordinate with chairperson and upload the question bank from your login confidentially. Make sure that you are uploading the exact question bank of particular subject.

^ No question papers sets will be accepted without Answer Key.

2.

A. The Chairperson is requested to fix the meeting immediately and submit the Question Paper to the Manuscript Unit of Examination Section within 15 days after receipt of this Appointment letter. Below are the contact numbers of Manuscript Unit:-

1. Office of the Manuscript Unit - 26534263
2. Control Room - 26534263 / 26534266
3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in

B. As per directives of the University authorities, the University is preparing Question Paper Bank hence, it is necessary to set the Question Papers as marked in Column no. 1.

C. The Chairpersons are requested to submit THREE/ FOUR/SIX/EIGHT/TEN DIFFERENT SETS of question papers (as the case may be quoted in serial no. 1) along with answer key in a separate sealed envelope to the MSS UNIT, Room No. 60, 3 rd Floor, M. J. Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai - 400 098 within the stipulated time intimated to you by Manuscript Unit on receipt of this letter with D.T.P./Proof Correction and if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question-paper in sealed envelope wherever required.

D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Sanatacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question paper will be selected by using auto selection from the Question Bank. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control room on the day and time of examination.

E. Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.

F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.

3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in Appointment Unit, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.

4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question papers in the said subject.
6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University through your present College.
7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
8. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,
Director,
Board of Examination & Evaluation

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. Dy. Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL

(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR)

Letter No.: T-2021-22/51243

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
IYER BHUVANESHWARI KRISHNA	217 Smt. Chandibai H. Mansukhani College PB NO. 17, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD, OPP. RAILWAY STATION 421003	ChairpersonPaper Setter	9224236310 krisbhuvana28@gmail.com
SHERLEKAR AMRITA	163 R. D. National College and W. A. Science College SMT. JOTU KUNDNANI CHOWK, OFF LINKING ROAD, BANDRA WEST, MUMBAI- 50 400050	Paper Setter	9167119855 amrita.sherlekar@rdnational.ac.in
UPADHYAY SONAL	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper Setter	9892359207 sonal.su@gmail.com
TARFE KISHORI	217 Smt. Chandibai H. Mansukhani College PB NO. 17, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD, OPP. RAILWAY STATION 421003	Paper Setter	9867423759 kishorikambli@gmail.com
SHEREGARE YASH	485 ICLES Motilal Jhunjunwala Arts, Science and Commerce College AMLENDU ROYE MARG PLOT NO. 53, 400703	Paper Setter	9892787796 sheregareyash@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the Second half of 2021 (Winter 2021) As per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject for the examinations to be held during Second Half (Winter-2021).

Faculty	Science And Technology
Program No. & Name of the Examination	1S01123 // MSc & MSc (Research) (Choice Based) SEMESTER-III
Subject (Paper Code)	94990 // Biotechnology: Applied Virology & Microbiology (R-2020)
Date of Exam	As per actual time-table published by the university.

Number of sets required **	250 MCQ* / 3 Sets**
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

* For examinations held in Winter-2021, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ.

** For **Batchelor of Engineering Sem. VII, Pharmacy Sem. VII and MCA (Sem. I, III, & V)** examinations to be held in (Winter-2021), Chairpersons of the subject are hereby requested to submit 3 sets of question paper.

Please note that the Chairperson will receive the username and password via email for e-submission of question bank (MCQ)/question set. Paper setters are requested to co-ordinate with chairperson and uplaod the question bank/question set. Make sure that you are uploading the exact question bank of particular subject.

^ **No question bank / paper sets will be accepted without Answer Key.**

2.

- A. Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-
 1. Office of the Manuscript Unit - 26534263
 2. Control Room - 26532034
 3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in
 - B. As per directives of the University authorities, the University is preparing Question Paper Bank hence, it is necessary to set the Question Papers as marked in Column no. 1.
 - C. **The Chairpersons are requested to submit MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/paper in sealed envelope wherever required.**
 - D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Sanatacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question bank/Question paper will be delivered by the university to the respective centres with answer key. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control room on the day and time of examination.
 - E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**
 - F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.
3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in Appointment Unit, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.
 4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30

days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.

5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question bank / papers in the said subject consultation with Manuscript Unit.
6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University through your present College.
7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
8. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,

(Dr. Vinod Patil)

Director,

Board of Examination & Evaluation

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. Dy. Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL

(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR)

Letter No.: T-2021-22/51062

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
IYER BHUVANESHWARI KRISHNA	217 Smt. Chandibai H. Mansukhani College PB NO. 17, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD, OPP. RAILWAY STATION 421003	ChairpersonPaper SetterModerator	9224236310 krisbhuvana28@gmail.com
MAPARI SAMEER AHMED SHAMSUDDIN	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	Paper Setter	9545410640 drsameermapari@vivacollege.org
SONAWANE SONAL PANKAJ	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper Setter	8291065659 sonalsonawane2@gmail.com
SAVE APURVA HEMKANT	225 Sonopant Dandekar Arts, V. S. Apte Commerce and M. H. Mehta Science College Kharekuran Road, Tal. Palghar, Dist. Palghar 401404	Paper Setter	7875194717 apurvas290@gmail.com

Dear Sir/Madam,

- I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the Second half of 2021 (Winter 2021) As per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject for the examinations to be held during Second Half (Winter-2021).

Faculty	Science And Technology
Program No. & Name of the Examination	1S01123 // MSc & MSc (Research) (Choice Based) SEMESTER-III
Subject (Paper Code)	94993 // Biotechnology : Molecular Enzymology & Enzyme Technology (R-2020)
Date of Exam	As per actual time-table published by the university.
Number of sets required **	250 MCQ* / 3 Sets**
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

* For examinations held in Winter-2021, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ.

** For **Batchelor of Engineering Sem. VII, Pharmacy Sem. VII and MCA (Sem. I, III, & V)** examinations to be held in (Winter-2021), Chairpersons of the subject are hereby requested to submit 3 sets of question paper.

Please note that the Chairperson will receive the username and password via email for e-submission of question bank (MCQ)/question set. Paper setters are requested to co-ordinate with chairperson and upload the question bank/question set. Make sure that you are uploading the exact question bank of particular subject.

^ **No question bank / paper sets will be accepted without Answer Key.**

2.

- A. Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-
 1. Office of the Manuscript Unit - 26534263
 2. Control Room - 26532034
 3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in
 - B. As per directives of the University authorities, the University is preparing Question Paper Bank hence, it is necessary to set the Question Papers as marked in Column no. 1.
 - C. **The Chairpersons are requested to submit MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/paper in sealed envelope wherever required.**
 - D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Santacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question bank/Question paper will be delivered by the university to the respective centres with answer key. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control room on the day and time of examination.
 - E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**
 - F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.
3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in Appointment Unit, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.
 4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
 5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question bank / papers in the said subject consultation with Manuscript Unit.
 6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University

through your present College.

7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
8. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,
(Dr. Vinod Patil)

**Director,
Board of Examination & Evaluation**

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. Dy. Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098.

CONFIDENTIAL
(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR))
Letter No.: T2022-23/59030

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
DMELLO BASIL RUDOLPH	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	ChairpersonPaper SetterModerator	9730511095 basildmello@vivacollege.org
PATIL ASHWINI MITHARAM	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	Paper SetterModerator	9730657381 ashwinipatil@vivacollege.org
SALAVI YOGESH SHIVDAS	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper SetterModerator	9594800926 yogyogesh@rediffmail.com
BHAVE RASHMI ANIL	165 R. E. Societys R. P. Gogate College of Arts and Science and R. V. Jogalekar College of Commerce Behind Civil Hospital Ratnagiri 415612	Paper SetterModerator	9545952518 rashmibhave05@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject, examinations to be held in Second Half (Winter) 2022.

Faculty	Science And Technology
Program No. & Name of the Examination	1S01112 // M.Sc. AND M.Sc. RESEARCH (THEORY) (CBSGS) SEMESTER - II
Subject (Paper Code)	67235 // Biotechnology : Paper II - Clinical Immunology.
Date of Examination	As per actual time-table published by the university.
Number of sets required *	3 Sets OR AS PER REQUIREMENTS OF MANUSCRIPTS UNIT
Remark	-
Communication details for Appointment purpose only	appunit@exam.mu.ac.in Science & Technology-9136289071 Commerce & Management-9867748215 Humanities- 8779166927 Interdisciplinary - 7208233265

* Please refer academic council resolution vide item no. 5.2 dated 26 th July 2019

** Marathi/ Gujarati/ Hindi version of the question paper/answer key should be submitted in Unicode format only .

^ No question paper sets will be accepted without Answer Key.

2.

- A. The Chairperson is requested to co-ordinate and submit the Question Paper within One week after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the communication details of the Manuscript Unit:

Office Contact No :	26534263
E-mail ID :	manuscripts@exam.mu.ac.in
Faculty-wise Mobile Nos.:	Science - 8850702881 Commerce & Management/ Law- 8850523437 Humanities-877916627 Interdisciplinary /MCA- 8779163788 Engineering /Architecture/Pharmacy- 8850735636

- B. As per directives received from the University authorities, the University is preparing Question Paper bank hence, it is necessary to set the Question papers as marked in Column No. 1.
- C. **The Chairpersons are requested to submit THREE SETS OR DIFFERENT SETS AS PER REQUIREMENTS OF MANUSCRIPTS UNIT OF QUESTION PAPERS (as the case may be quoted in serial no. 1) along with answer key in separate sealed envelope to the MANUSCRIPTS UNIT, Room No. 60, 3 rd Floor, M. J. Phule Bhavan, Examination House, Vidyanagari, Santacruz (East), Mumbai – 400098 within the stipulated time intimated to you by Manuscript Unit on receipt of this letter with D.T.P/Proof Correction and if necessary they should also submit Marathi/ Gujarati/ Hindi version of the question paper in sealed envelope wherever required.**
- D. Your presence is mandatory on the day of examination of your paper in the Examination Control Room, Examination House, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (East), Mumbai – 400 098, for smooth conduct of the examination. The Question paper will be delivered by the University to the respective centres. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control Room on the day and time of examination.
- E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) it shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the University in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**
- F. If any one wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai, within 3 days from receipt of this order.
3. A copy of each of the pamphlet entitled 'General instructions to Paper-Setters and examiners' and 'Special Instructions to Paper-Setters and Examiners' will be available in Appointment Unit, Examination House, M. J. Phule Bhavan, Extension Building Vidyanagari, Kalina, Santacruz (East), Mumbai – 400 098. You are requested to collect the same before setting the question paper.
4. I am further to request you to complete the assessment/ moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in Section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question papers in the said subject consultation with Manuscript Unit.
6. You are requested to communicate any change in your service (College & Residence), as well as, Contact No. & E-

mail address, for faster communication immediately to the Appointment Unit of Examinations Section of University through your present College.

7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - Wife, Husband, Son, Daughter, Grand-Son, Grand- Daughter, Father, Mother, Brother, Sister, Nephew, Niece, Uncle, Aunt, First Cousin, Son-in-law, Daughter-in-law, Father-in-law, Mother-in-law and Sister-in-law)
8. Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination.
9. The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).
10. The paper-setters should avoid to set the questions verbatim similar of the question paper set at college prelim examination if he/she is also paper setter for their college prelim examination in the said subject.
11. The copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of the College for Examination work as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).
12. For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in

Yours faithfully,



**Dr. Prasad M. Karande,
Offg. Director, Board of
Examinations & Evaluation**

C. C. to :-

- 1) The Principal for information, with a request to relieve the concerned teachers of their college for Examination work.
- 2) The Deputy Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI



Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL

(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR)

Letter No.: T-2021-22/51240

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
IYER BHUVANESHWARI KRISHNA	217 Smt. Chandibai H. Mansukhani College PB NO. 17, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD, OPP. RAILWAY STATION 421003	ChairpersonPaper Setter	9224236310 krisbhuvana28@gmail.com
DHAR SUMANGAL	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper Setter	7977857765 shomdhar1984@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the Second half of 2021 (Winter 2021) As per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject for the examinations to be held during Second Half (Winter-2021).

Faculty	Science And Technology
Program No. & Name of the Examination	1S01123 // MSc & MSc (Research) (Choice Based) SEMESTER-III
Subject (Paper Code)	94992 // Biotechnology : Biologics & Regulatory affairs (R-2020)
Date of Exam	As per actual time-table published by the university.
Number of sets required **	250 MCQ* / 3 Sets**
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

* For examinations held in Winter-2021, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ.

** For **Batchelor of Engineering Sem. VII, Pharmacy Sem. VII and MCA (Sem. I, III, & V)** examinations to be held in (Winter-2021), Chairpersons of the subject are hereby requested to submit 3 sets of question paper.

Please note that the Chairperson will receive the username and password via email for e-submission of question bank (MCQ)/question set. Paper setters are requested to co-ordinate with chairperson and uplaod the question bank/question set. Make sure that you are uploading the exact question bank of particular subject.

^ **No question bank / paper sets will be accepted without Answer Key.**

2.

- A. Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-
1. Office of the Manuscript Unit - 26534263
 2. Control Room - 26532034
 3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in
- B. As per directives of the University authorities, the University is preparing Question Paper Bank hence, it is necessary to set the Question Papers as marked in Column no. 1.
- C. **The Chairpersons are requested to submit MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/paper in sealed envelope wherever required.**
- D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Sanatacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question bank/Question paper will be delivered by the university to the respective centres with answer key. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control room on the day and time of examination.
- E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**
- F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.
3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in Appointment Unit, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.
 4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
 5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question bank / papers in the said subject consultation with Manuscript Unit.
 6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University through your present College.
 7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
 8. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
 9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request**

to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).

10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,
(Dr. Vinod Patil)
Director,
Board of Examination & Evaluation

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. Dy. Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL
(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR)
Letter No.: T-2021-22/51339

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
DMELLO BASIL RUDOLPH	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	ChairpersonPaper Setter	9730511095 basildmello@vivacollege.org
RAUT RUNALI PRASHANT	225 Sonopant Dandekar Arts, V. S. Apte Commerce and M. H. Mehta Science College Kharekuran Road, Tal. Palghar, Dist. Palghar 401404	Paper Setter	7028152045 rvartak55@gmail.com
RAUT MAITHILEE PRAVIN	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	Paper Setter	9975422606 maithileeraut@vivacollege.org
PANCHAL SHUBHAM NARESH	165 R. E. Societys R. P. Gogate College of Arts and Science and R. V. Jogalekar College of Commerce Behind Civil Hospital Ratnagiri 415612	Paper Setter	7038445867 shubhampanchal05@gmail.com
UPADHYAY SONAL SATYENDRA	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper Setter	9892359207 sonal.su@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the Second half of 2021 (Winter 2021) As per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject for the examinations to be held during Second Half (Winter-2021).

Faculty	Science And Technology
Program No. & Name of the Examination	1S01121 // MSc & MSc (Research) (Choice Based) SEMESTER-I
Subject (Paper Code)	94726 // Biotechnology: Emerging technologies andmolecular diagnostics (R-2019)
Date of Exam	As per actual time-table published by the university.
Number of sets required **	250 MCQ* / 3 Sets**
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

* For examinations held in Winter-2021, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ.

** For **Batchelor of Engineering Sem. VII, Pharmacy Sem. VII and MCA (Sem. I, III, & V)** examinations to be held in (Winter-2021), Chairpersons of the subject are hereby requested to submit 3 sets of question paper.

Please note that the Chairperson will receive the username and password via email for e-submission of question bank (MCQ)/question set. Paper setters are requested to co-ordinate with chairperson and upload the question bank/question set. Make sure that you are uploading the exact question bank of particular subject.

^ **No question bank / paper sets will be accepted without Answer Key.**

2.

- A. Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-
 1. Office of the Manuscript Unit - 26534263
 2. Control Room - 26532034
 3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in
 - B. As per directives of the University authorities, the University is preparing Question Paper Bank hence, it is necessary to set the Question Papers as marked in Column no. 1.
 - C. **The Chairpersons are requested to submit MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/paper in sealed envelope wherever required.**
 - D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Santacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question bank/Question paper will be delivered by the university to the respective centres with answer key. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control room on the day and time of examination.
 - E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**
 - F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.
3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in Appointment Unit, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.
 4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
 5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question bank / papers in the said subject consultation with Manuscript Unit.
 6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University

through your present College.

7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
8. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,
(Dr. Vinod Patil)

**Director,
Board of Examination & Evaluation**

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. Dy. Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI

Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098.

CONFIDENTIAL
(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR)
Letter No.: T-2021-22/53203

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
DMELLO BASIL RUDOLPH	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	ChairpersonPaper SetterModerator	9730511095 basildmello@vivacollege.org
PATIL ASHWINI MITHARAM	548 Vishnu Waman Thakur Charitable Trusts Viva College of Arts, Science and Commerce VIVA College Road Virar West. 401303	Paper SetterModerator	9730657381 ashwinipatil@vivacollege.org
SALAVI YOGESH SHIVDAS	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper SetterModerator	9594800926 yogyogesh@rediffmail.com
SHEREGARE YASH SURESH	485 ICLES Motilal Jhunjhunwala Arts, Science and Commerce College AMLENDU ROYE MARG PLOT NO. 53, 400703	Paper SetterModerator	9892787796 sheregareyash@gmail.com
BHAVE RASHMI ANIL	165 R. E. Societys R. P. Gogate College of Arts and Science and R. V. Jogalekar College of Commerce Behind Civil Hospital Ratnagiri 415612	Paper SetterModerator	9545952518 rashmibhave05@gmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct online/offline examination for the First half of 2022 (Summer-2022) As per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject, examinations to be held in First Half (Summer-2022).

Faculty	Science And Technology
Program No. & Name of the Examination	1S01122 // MSc & MSc (Research) (Choice Based) SEMESTER-II
Subject (Paper Code)	92245 // Biotechnology PLANT AND ANIMAL BIOTECHNOLOGY (R-2020)
Date of Exam	As per actual time-table published by the university.
Number of sets required *	250 MCQ* / Sets*
Remark	-

Communication E-Mail Id and Mobile No. for Appointment purpose only	appunit@exam.mu.ac.in Science and Technology- 9136289071 Commerce and Management- 9867748215 Humanities- 7208233175 Interdisciplinary - 7208233265
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* The question paper/answer key should be submit in Unicode format only.

* For examinations to be held in Summer-2022, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ/Paper sets.

Please note that the Chairperson will receive a username and password via email for e-submission of question bank (MCQ) / question set. Paper Setters are requested to coordinate with Chairperson to upload the question bank/question set. Make sure that you are uploading the exact question bank of a particular subject.

^ **No question bank / paper sets will be accepted without Answer Key.**

2.

A. The Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-

Office of the Manuscript:	26534263
Manuscript Unit E-mail ID:	manuscripts@exam.mu.ac.in
Faculty-wise Mobile Nos.:	Science - 8850702881 Commerce & Management/ Law- 8850523437 Humanities-8779166927 Interdisciplinary /MCA- 8779163788 Engineering /Architecture/Pharmacy- 8850735636

B. As per directives received from the University authorities, the University is preparing Question bank / Question Paper hence, it is necessary to set the Question bank / Papers as marked in Column no. 1.

C. **The Chairpersons are requested to submit MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/paper wherever required.**

D. You are requested to be present on the day of examination of your paper in the Examination Control Room, Third Floor, M. J. Phule Bhavan, Vidyanagari, Santacruz (East), Mumbai - 400098, for smooth conduct of the examination. The Question bank / paper will be delivered by the University to the respective centres with answer key. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control Room on the day and time of examination.

E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institutions to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**

F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.

3. A copy of each of the pamphlet entitled 'General instructions to Paper-Setters and examiners' and 'Special Instructions to Paper-Setters and Examiners' will be available in Appointment Unit, 3rd Floor, Extension Building, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting the question paper.

4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question bank / papers in the said subject consultation with Manuscript Unit.
6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University through your present College.
7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
8. **Utmost care should be taken while setting the question bank/ paper and to ascertain that there is no erratum in question bank / paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters, which shall be held in the examination house.**
9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,



(Dr. Vinod Patil)
Director,

Board of Examination & Evaluation

C.C. to :-

1. The Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. The Deputy Registrar, Manuscript Unit.

UNIVERSITY OF MUMBAI



Appointment Unit, Examination House M. J. Phule Bhavan,
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400098. Contact No.-26543416

CONFIDENTIAL

(LETTER OF APPOINTMENT FOR PAPER SETTER /TRANSLATOR)

Letter No.: T-2021-22/51241

To,

NAME	ADDRESS	ROLE	CONTACT & E-MAIL ID
IYER BHUVANESHWARI KRISHNA	217 Smt. Chandibai H. Mansukhani College PB NO. 17, SMT. CHANDIBAI HIMATHMAL MANSUKHANI ROAD, OPP. RAILWAY STATION 421003	ChairpersonPaper Setter	9224236310 krisbhuvana28@gmail.com
IPTE PRIYANKA	485 ICLES Motilal Jhunjunwala Arts, Science and Commerce College AMLENDU ROYE MARG PLOT NO. 53, 400703	Paper Setter	9819820759 priyanka169ipte@gmail.com
SALAVI YOGESH	562 Vidya Vikas Education Societys Vikas Night College of Arts, Science and Commerce Kannamwar Nagar 2 Vikhroli E Mumbai 400083 400083	Paper Setter	9594800926 yogyogesh@rediffmail.com

Dear Sir/Madam,

1. I am pleased to inform you that due to pandemic situation of Covid-19, the University has decided to conduct the online examination for the Second half of 2021 (Winter 2021) As per the Maharashtra Public Universities Act, 2016 u/s 41 (f) you are appointed to jointly act as Paper Setter and/or Translator as mentioned against your name for the following course/subject for the examinations to be held during Second Half (Winter-2021).

Faculty	Science And Technology
Program No. & Name of the Examination	1S01123 // MSc & MSc (Research) (Choice Based) SEMESTER-III
Subject (Paper Code)	94991 // Biotechnology : Environment Biotechnology (R- 2020)
Date of Exam	As per actual time-table published by the university.
Number of sets required **	250 MCQ* / 3 Sets**
Remark	-
Communication E-mail Id for Appointment purpose only	appunit@exam.mu.ac.in

* For examinations held in Winter-2021, Chairperson of the subject are hereby requested to submit sufficient numbers of MCQ.

** For **Batchelor of Engineering Sem. VII, Pharmacy Sem. VII and MCA (Sem. I, III, & V)** examinations to be held in (Winter-2021), Chairpersons of the subject are hereby requested to submit 3 sets of question paper.

Please note that the Chairperson will receive the username and password via email for e-submission of question bank (MCQ)/question set. Paper setters are requested to co-ordinate with chairperson and uplaod the question bank/question set. Make sure that you are uploading the exact question bank of particular subject.

^ **No question bank / paper sets will be accepted without Answer Key.**

2.

- A. Chairperson is requested to co-ordinate and submit the Question bank/Paper from your login within 10 days after receipt of this Appointment letter or as per requirement of Manuscript Unit. Below are the contact numbers of Manuscript Unit:-
1. Office of the Manuscript Unit - 26534263
 2. Control Room - 26532034
 3. Manuscript Unit E-mail ID - manuscripts@exam.mu.ac.in
- B. As per directives of the University authorities, the University is preparing Question Paper Bank hence, it is necessary to set the Question Papers as marked in Column no. 1.
- C. **The Chairpersons are requested to submit MCQ / THREE SETS of question papers/question bank (as the case may be quoted in serial no. 1) along with answer key if necessary they should also submit Marathi/ Gujarathi/ Hindi version of the question bank/paper in sealed envelope wherever required.**
- D. You are requested to be present on the day of examination of your paper of the Examination in the Examination Control Room, Third Floor, M.J. Phule Bhavan, Vidyanagari, Santacruz (East), Mumbai - 400098, for the smooth conduct of the examination. The Question bank/Question paper will be delivered by the university to the respective centres with answer key. The Chairman/Chairperson of the current/present panel has to ensure that at least one Paper-Setter from the present/ current panel is present in the Control room on the day and time of examination.
- E. **Please note that as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4) It shall be obligatory on every teacher and on the non-teaching employee of the University, affiliated, conducted colleges, community colleges or recognized institution to render necessary assistance and service in respect of examination of the University and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any affiliated college, conducted college, community college or recognized institution, to comply with the order of the university in this respect, the Vice-Chancellor shall have power to take an appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the Statutes.**
- F. If anyone wants to reject their appointment on Medical ground or any Blood relation relative appearing for the University Examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, University of Mumbai.
3. A copy of each of the pamphlet entitled 'General instructions to paper-setters and examiners' And 'Special instructions to paper-setters and examiners' will be available in Appointment Unit, Room. No. 51, Second Floor, M. J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai - 400 098. You are requested to collect the same before setting question paper.
4. I am further to request you to complete the assessment/moderation work in all respect under the supervision of Chairperson, as early as possible, so as to enable this office to declare the result of the said examination within 30 days as stipulated in section 89 of The Maharashtra Public Universities Act, 2016 which is mandatory.
5. You are requested to communicate amongst yourself immediately on receipt of this letter to conduct the meeting for setting of question bank / papers in the said subject consultation with Manuscript Unit.
6. You are requested to communicate any change in your service (College & Residence) as well as Tel No. & E-mail address, for faster communication immediately to the Appointment Unit of Examination Section of University through your present College.
7. You are requested to communicate to the University if your relative is appearing at the examination. (The term relative includes: - "Wife, husband, son, daughter, grand-son, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in-law")
8. **Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters,**

which shall be held in the examination house.

9. **The Copy of the letter is forwarded to the Principal of the concerned College for information with a request to relieve the concerned teachers of your college, for Examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48 (4).**
10. **For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation on appunit@exam.mu.ac.in**

Yours faithfully,
(Dr. Vinod Patil)

**Director,
Board of Examination & Evaluation**

C. C. to :-

1. Principal for information with a request to relieve the concerned teacher of their college, for Examination work.
2. Dy. Registrar, Manuscript Unit.