University of Mumbai

MSS Unit, Examinations
M.J. PhuleBhavan,
Kalina, Santacruz (East,)
Mumbai – 400 098

No. EX /ICC/ 2022-23 /06

CIRCULAR:

All Principals / Directors/ Heads of affiliated Colleges/ Institutions/Conducted Colleges/ University Departments are hereby informed that First Half 2023 conducted from 27th March, 2023 on the Offline mode Question Paper will be delivered by DEPDS (Digital Exam Paper Delivery), for which the **Mock Drill** will be conducted between **17th March to 25th March, 2023** The notification of Mock drill for respective college will be communicated in the morning through SMS & Email. It is mandatory to perform mock drill on same day within given time.

You are also requested to use the following **Google Form Link** start from **17th March 2023** to fill up the details for mock drill which is successfully completed throughout all the above examinations to be held in the First Half 2023. In case, if you require changing the system you have to send a request letter on email (support@muapps.in and manuscripts@exam.mu.ac.in)with the Signature & Stamp Principals/Directors/Head of the Department.

You are requested to fill Google Form before Mock Drill.

It is mandatory all Colleges/Departments/Institutes who are conducting examinations to perform the Mock Drill First Half 2023.

Google Form Link :-

https://forms.gle/HBZ26BWgvpzUZQfA9

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 and **Mandatory Microsoft Windows 10 Operating System Only.**
● UPS with at least 60 minutes of back up.
● Webcam with good configuration and clarity.
● Broadband Internet Connection.
● One data card with 4G Internet Connection or backup broadband connection.
● Two registered mobile numbers (one of the Principal and another of responsible person from the college) preferably of different service provider, 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 inaccessible or not in working condition.
● CCTV camera with back up of Three months.
● 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-orditator with Permission of MSS Unit before 1 week of intimation.
● To maintain the Secrecy, once the Mock Drill is completed by your college, you will be binded to I.T. Act 2005.

It is mandatory for all Colleges/Departments/Institutes to perform the mock drill for First Half 2023 Examinations.

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Sd/-

(Dr. Prasad Karande)

I/C Director

Board of Examinations and Evaluations
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Place : **Mumbai**

Date : 15/03/2022

To,

All Principals of the affiliated / Conducted Colleges / The Head / Directors of University Departments / Professor-Cum-Directors, Institute of Distance Education, Assistant Registrar, University Sub-Centre at Ratnagiri & Thane Copy for Information :

1) All Deputy Registrar (Exam Department)/ Deputy Registrar (Finance & Accounts)
2) All Assistant Registrars (Exam Department /Ratnagiri & Thane Sub-Center).
3) Co-ordinator / A.R. (U.C.C.) for uploading the same on University website.
4) P.A. to Pro-Vice Chancellor, University of Mumbai.
5) P.A. to Registrar, University of Mumbai.
6) P.A. to Controller of Examinations.
7) P.A. to Director, BCUD, University of Mumbai.
8) P.A. to Finance & Accounts Officer