University of Mumbai

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

No. EX /ICC/ 2024-25 / 03

CIRCULAR:

All Principals / Directors/ Heads of affiliated Colleges/ Institutions/Conducted Colleges/ University Departments are hereby informed that Second Half (Winter) 2024 examination are being conducted from 24th September, 2024 in the Offline mode. Question Paper will be delivered by DEPDS (Digital Exam Paper Delivery), for which the **Mock Drill** will be conducted between **18th September, 2024 to 20th September 2024**. 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.

It is also requested to use the following **Google Form Link** which will start from **31st August, 2024 to 6th September, 2024** to fill up the details for Mock Drill which is successfully completed throughout all the above examinations to be held in the Second Half 2024. In case, if you require changing the system you have to send a request letter on email (manuscripts@exam.mu.ac.in) with the Signature & Stamp of Principals/Directors/Heads of the Department.

You are requested to fill Google Form before Mock Drill.

It is mandatory for all the Colleges/Departments/Institutes who are conducting examinations to perform the Mock Drill for **Second Half (Winter) 2024** exams.

Important Note:

During the examination period, the I.T. Co-Ordinator should check the Dashboard carefully and continuously for correction / query and notice if any sent by the University of Mumbai. If the College I.T. Co-Ordinator miss any correction / query then he / she (College I.T. Co-Ordinator) will be held responsible for the same.

Google Form Link :- https://forms.gle/J5j3iE6RLjfZYtCv9

The college should be prepared with the following requirements:

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 and above 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, E-mail 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, covering activities in DEPDS Room.
- 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 one 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 Second Half (Winter) 2024 Examinations.
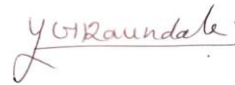
Note –

We are pleased to announce the launch of a new system update for the Question Paper Delivery (QPD) system. As part of this update, it is mandatory to download and install the new setup on your systems.

Important Steps:

Uninstall Old Version: Please note that the old version of the QPD system is now obsolete. Ensure that you uninstall it from your system before proceeding with the new installation. **New Setup Installation**: Download and install the new QPD system setup. Please be aware that this update requires Windows 10 or higher. Make sure your system meets this requirement before installation. (New setup will be email on your register Email ID on 18th September 2024)

YOPRaundale

Dr. Pooja Raundale
Director
Board of Examinations and Evaluations

Place : **Mumbai**
Date : 30th August, 2024

To,

All Principals of the affiliated / Conducted Colleges / The Head / Directors of University Departments / Professor-Cum-Directors, Center for Distance and Online Education (CDOE), 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