

**CIRCULAR:-**

The Directors/Heads of the Various Departments of the University, Principals/Directors of Affiliated/Conducted Colleges and the Heads of the recognized Institutions are hereby informed that, the University is in the process of pre examination work for the examinations to be held in the First/Second Half of the year 2024. The appointments of the members of the Vigilance Squad will be made in due course.

They are, therefore, requested to recommend the names of at least 3(three) such as Assistant Professor/Associate Professors (Permanent) having experience of more than 05 years working in their degree college and those who will be available to work on the Vigilance Squad.

They are further requested to take a note of the following points while recommending the name/s of professors to be appointed as squad members:-

1. It is compulsory to send the names of three professors for the said purpose by the college.
2. The Squad Duty is compulsory and appointee will not be relieved under any circumstances.
3. Those professors who are likely to be appointed as paper setters, moderators and examiners for the University Examinations, their names should not be recommended & they be kept free for the purpose of assessment.
4. The names of the Principals, I/c. Principals be not recommended for appointment as a member on the Vigilance Squad.
5. The professors recommended should be physically fit to perform the Vigilance Squad duties.
6. The professors once appointed for the examinations of First Half of the 2024 can also be continued to work on Vigilance Squad for the examinations of Second Half of 2024
7. The Heads of the University Departments shall send the names of their professors for the said purpose.
8. The Colleges/Departments/Institutions which fails to furnish the names of the professors of their colleges/ Departments/Institutions the examination section will appoint the professors on the Squad from their colleges/ Departments/Institutions.
9. As per the Maharashtra Public Universities Act 2016 48(4) & 48(5) it shall be obligatory on every professor of the University, affiliated, conducted colleges and recognized institutions to render necessary assistance and service in respect of examinations of the University.

**NOTE:** - The required information may please be sent before 28<sup>th</sup> February, 2024 in the attached prescribed proforma in the Word File format on Email: [umic33@gmail.com](mailto:umic33@gmail.com) by the respective college Principal's through E-mail & hard copy also to the Unfair Means Inquiry Unit, 1<sup>st</sup> Floor, Room No.33, Examinations Section, M.J. Phule Bhavan, Vidyanagari, Kalina, Santacruz (E), Mumbai – 400 098.

Mumbai- 400 098  
 Date: 14<sup>th</sup> February, 2024

(Dr. Prasad M. Karande)  
 I/c Director,

Board of Examinations & Evaluation

To, The Directors/Heads of the various Departments of the University, Principals/Directors of Affiliated, Conducted Colleges and the recognized Institutions.

(Dr. Prasad M. Karande)  
 I/c Director,

Board of Examinations & Evaluation

# P R O F O R M A

Name of the Principal:- \_\_\_\_\_ E-Mail of Principal:- \_\_\_\_\_

Mobile No. of Principal: \_\_\_\_\_ Telephone No. of the College: \_\_\_\_\_ E-Mail of College: \_\_\_\_\_

Name & Address of the College:- \_\_\_\_\_

Sr. No.	Name, Address, Email ID & Contact Nos. of Assistant/Associate/Professor	Teaching Experience in degree college	Date of Superannuation	Teacher for which Faculty:- Humanities/ Interdisciplinary/ Sci. & Tech./ Comm. & Management	Whether worked on Vigilance Squad in past (if Yes mention Year)
1	2	3	4	5	6
1)	Name:				
	Res.:				
	E-mail:				
	Mobile No.:				
2)	Name:				
	Res.:				
	E-mail:				
	Mobile No.:				
3)	Name:				
	Res.:				
	E-mail:				
	Mobile No.:				

**Note:-**

- 1) The names of Principal/Vice-Principal/In-Charge Principal be not recommended.
- 2) Only Jr./Sr. Teacher's names should be recommended.