

University of Mumbai



Appointment Unit,
Examinations Section
M.J. Phule Bhavan,
Viyanagari, Kalina,
Santacruz (East),
Mumbai – 400 098

No.AU/ECD/2024-25/96

CIRCULAR:

The Directors /Heads of the University Departments, Principals/Deans of Constituent/Recognized/Affiliated Colleges and the Head of the Recognized Post-Graduate Institutions are hereby informed that the University is in the process of pre examination work for the examinations to be held in the Second Half of the year 2024. The Appointments of Joint Chief Conductor at respective examination centers will be made in due course.

They are therefore, requested to recommend the names of at least 3 (Three) 10% of total no. of approved teachers which is higher, Sr. Most having experience of more than 10 years working in Degree College and those who will be available to work as a Joint Chief Conductor during Examination time.

They are further requested to take a note of the following points while recommending the names of faculty members to be appointed as Joint Chief Conductor:-

1. It is compulsory to send the names for Joint Chief Conductors by the affiliated College.
2. The Joint Chief Conductor duty is compulsory.
3. The Heads of University Departments shall send the names of their faculty members for the said purpose. Since examination work is mandatory as per the Maharashtra Public Universities Act, 2016.

The required information may please be sent in the attached prescribed proforma in hardcopy. Also the same information be sent on the link

<https://forms.gle/Tx19G2LReDtUs6mG6> to the Appointment Unit, , 3rd Floor, Extension Building, M. J. Phule Bhavan, University of Mumbai, Vidyanagari, Santacruz (East), Mumbai 400098 up to **06th SEPTEMBER,2024**. The names of the Principals/ I/C Principals be **not** recommended for appointment as a Joint Chief Conductor.

YGRaundale

Dr. Pooja Raundale
Director

Place : Mumbai

Date : 28th August, 2024

Board of Examinations and Evaluations

To,

The Director/ Heads of the University Departments, Principal/ Deans,
Constituent/Recognized/ Affiliated Colleges and the Heads of the Recognized Post-
Graduate Institutions

YGRaundale

Dr. Pooja Raundale
Director

Board of Examination and Evaluations

PROFORMA

1) Full Name of the College : _____

2) Address of the College : _____

3) Full Name of the Principal: _____

4) Telephone No./ Mobile No. of Principal : _____

5) E-Mail of the College :

| Sr.No | Name of Faculty | Address of Faculty | Mobile No | Teaching Experience in defree college | E-Mail I'd of Teacher |
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College Seal

Note :-

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

Signature of Principal/Chief Conductor