

**Dr. Vinod Patil**  
**Director**  
**Board of Examinations and Assessment**

**UNIVERSITY OF MUMBAI**  
**M.J. Phule Bhavan**  
**Exam Bhuvan, Vidyanagari**  
**Santacruz (E) Mumbai-400 098**

**(MU Exam Mission – 2020)**

**CIRCULAR**  
**No. Exam/DBOEE/ICC/2020-21-02**

**Subject : Regarding the organization of Final Semester / Year students of Mumbai University's academic year 2019-20 and their various backlog exams.**

In connection with the above mentioned subject, the Principals of all the colleges / Directors of the recognized institutes affiliated to the University of Mumbai are informed that all the colleges should take action as mentioned below as per the strategic decision taken by various competent authorities of the University for conducting the final semester / year students and their backlog examinations of the academic year 2019-20.

- 1) For the students who have entered the final semester / year postgraduate and diploma examinations in the academic year 2019 20 and their backlog examinations (for Degree Semester - 1 to Semester - 5 / Semester - 1 to Semester - 7 / Semester - 1 to Semester - 9 Degree Period 3, 4 and 5 Year and Postgraduate Semester - 1 to Semester - 3) the same students who have submitted the examination forms should be examined.
- 2) The college should collect the information of the final semester students of its college (for example Mobile number, Email, PRN number, Online Examination equipment like Laptop, Computer, Smart Phone, Internet and where is the student at present etc.). This circular is accompanied by a guide specimen in the above context. However, the colleges should immediately modify the pattern as required and send it to the students to collect the information.
- 3) The Arts, Commerce and Science Colleges which have conducted the college level examinations of the above mentioned students backlog exams (Semester - 1 to Semester - 4, Semester - 1 to Semester - 6, Semester - 1 to Semester - 8 for 3, 4 and 5 Year Degree and Semester - 1 to Semester - 2 for Postgraduate) in February / March 2020 should not be re-taken.
- 4) The Final Semester / Year Practical / Project / Oral examinations of the college which were conducted in March 2020 should not be taken again.
- 5) For proper organization of examinations, the University has prepared the stream wise clusters of colleges (Traditional Colleges, Management, Engineering, Architecture, Pedagogy, Physical Education, Law, Pharmacy, Fine Arts etc.) and one college in each cluster as the lead college has to carry out the responsibility of planning the examination as determined by the University.
- 6) Colleges whose students have submitted their examination forms to the university but have not paid the examination fee such colleges should pay the examination fee to the university immediately.

- 7) For the examinations conducted by the university, the students who have filled up the examination forms, they have been given seat numbers. It should be used by colleges for examinations.
- 8) The various reports required by the colleges for taking the exams have been made available on the MKCL Portal. Also, some exam reports will be sent to colleges in the traditional way.
- 9) If the colleges have not recorded the marks online for the courses which have internal examinations (Internal Exams / Team Work), then they should register the marks online by 15<sup>th</sup> September 2020.
- 10) Students who entered the final semester were informed to upload the results of the Lower Exam online but the colleges which did not complete the entries in it should do so immediately.
- 11) Final Semester / Year or Backlog's Practical, Project, Viva-Voce Examination, each college should conduct the oral examination online (Zoom App, Google Meet, Skype etc. Meeting Apps) or as required by telephone with the help of their college teachers from 15<sup>th</sup> September 2020. A set of questions should be prepared for the oral examination. Records should be kept regarding the attendance of students in the examination. The marks of these examinations should be uploaded immediately on the MKCL Portal or on the Website of the University as per the examination.
- 12) The schedule of online theory examination should be prepared by the lead college in consultation with the colleges in the cluster in such a way that the examinations of all the colleges in the cluster will be conducted at the same time and all colleges should bring this schedule to the notice of the students.
- 13) Backlog exams should be started from 25<sup>th</sup> September, 2020 while preparing the schedule of online theory exams and regular exams should start from 1<sup>st</sup> October, 2020 and all theory exams should be completed by 17<sup>th</sup> October, 2020.
- 14) All final term theory exams should be conducted based on the syllabus taught in the college till 13<sup>th</sup> March, 2020.
- 15) All Theory Examinations will be conducted online with Multiple Choice Questions as decided by the University Authority and for those students who do not have the facility to take online exams, alternative arrangements should be made for taking online exams. The local administration should be requested if the assistance of the local administration is required to create an alternative arrangement. If all the above mentioned options are not possible, the exams will be conducted using the offline method in exceptional circumstances.
- 16) All online theory exams will be conducted for a period of one hour for 50 marks.
- 17) Under the guidance of the Dean of the University, Associate Dean and Principal of Lead Colleges, a Question Bank will be prepared for each subject (Marathi / English, as per the required medium) with the help of the college teachers and with the help of technology Multiple Question Paper Sets will be made available for the examination.

- 18) Every college should create a technical facility for taking online exams at their level. Also for the preparation and experience of the students take practice exams by giving sample MCQ questions.
- 19) Necessary facilities for online theory exams should be provided for students with disabilities (for example 20 minutes extra time, approval for writer etc.).
- 20) Each college should start the assessment process immediately after the online theory examination of each subject and prepare the marks of the students. Since the assessment of Theory Examination is of 50 marks, it should be converted into Maximum (60, 75, 80, 100 etc.) of the relevant subject and uploaded in the online system of the University within two days.
- 21) Students who for some reason could not give the online theory exam should be given the opportunity to give the exam again by taking a joint decision through Lead College.
- 22) As the Theory Examination is conducted in the form of Multiple Choice Questions, each college should inform its students that Revaluation cannot be facilitated.
- 23) If the help of local administration is required for conducting the examination, the necessary measures should be taken by contacting the concerned Collector, Tehsildar, Police Department and Electricity Department.
- 24) Each college should make appropriate arrangements for the students to get counseling during the examination, to solve their possible problems and doubts as well as to get self-explanatory information about the syllabus, sample question papers and the examinations to be conducted in a new way.
- 25) If the principals of the colleges have any queries / problems, they should contact the lead college principals of the respective clusters and inform them about it. The Principal of Lead College should contact the Director of the University, Board of Examinations and Evaluation / Dean of the concerned faculty / Cluster wise faculty / Associate dean and resolve these doubts / problems.

All the principals should co-operate with the University to ensure that the examinations of the University are passed smoothly and on time by strictly following all the above.

Place : Mumbai – 400 032.

Date : 08 September, 2020

(Dr. Vinod Patil)

Director

Board of Examinations and Assessment

Copy for information and appropriate action –

1. Principals of all Arts, Science and Commerce Colleges affiliated / operated with the University of Mumbai and Directors of Accredited Institutions.
2. Secretary 1) Vice Chancellor 2) Pro-Vice Chancellor 3) Registrar 4) Board of Directors, Examination and Evaluation 5) Finance and Accounts Officer

### Student information format

- Student Name: \_\_\_\_\_
- PRN No: \_\_\_\_\_
- Program Category : (B.Com/M.Com./ BA/MA/BSc/MSc etc.) \_\_\_\_\_
- Email address : \_\_\_\_\_
- WhatsApp No: \_\_\_\_\_
- Parent/Guardian Contact Number : \_\_\_\_\_
- Do you Have ? ( Yes / No )
  - a. Smartphone
  - b. Laptop/Tab
  - c. Desktop
  - d. Internet Connectivity
  - e. Any other gadget
- Can you arrange Mobile or Laptop for Exam in case of non-availability? ( Yes / No )
- Your current Location details:
  - 1. City/Town/Village: \_\_\_\_\_
  - 2. Taluka: \_\_\_\_\_
  - 3. District: \_\_\_\_\_
  - 4. State: \_\_\_\_\_
  - 5. If you are out of town, when are you coming back? \_\_\_\_\_
- Differently Abled? ( Yes / No )  
If yes, facilities required as per Examination Rules: \_\_\_\_\_  
\_\_\_\_\_
- If you have ATKT of Lower examinations, please give details: \_\_\_\_\_  
\_\_\_\_\_