



## Circular

### Evaluation & Moderation of Answer Books at Semester II and Semester IV University exams at PG level and Semester VI University exams at UG level under Faculty of Commerce.

Principals of the colleges conducting UG / PG Programs under Faculty of Commerce are requested to ensure that assessment of answer-books in each subject is to be completed by the teachers and assessed answer-books, along-with mark lists are to be submitted to their respective Cluster CAP Centres / Lead Colleges for moderation. Transportation charges incurred by the principals for sending the assessed answer-books to Cluster CAP centre will be reimbursed by the University.

In the subjects of Financial Accounting and Auditing Paper VIII, Paper IX, Paper X and DIT, the list of Examiners & Moderators is sent through email and it is also available on the University website. The list is based on the attendance of Teachers in the meeting held on 19<sup>th</sup> April, 2014 for discussing the model answer / marking scheme. Only those teachers shall be assigned the Assessment / Moderation work. If any teacher in the subject of FAA / DIT was unable to attend the said meeting, he / she may consult Dr. S. T. Gadade ( Chairman, Board of Studies in Accountancy ) or Chairperson / Paper Setter in the respective subject for further instructions. The list of moderators in other subjects is sent to the Cluster CAP Centres and also uploaded on the University website. The Principals are also requested to pay the travelling allowance to the teachers for attending the meeting held on 15<sup>th</sup> and 19<sup>th</sup> April, 2014 at University after confirming their attendance.

The Principals of Cluster CAP Centres / Lead Colleges are requested to accept the assessed answer-books from their member colleges and arrange for moderation in the Cluster CAP Centre / Lead College. The list of Moderators who are allotted to the respective Cluster CAP Centre in each subject will be supplied by the University. This list is also available on the University website. The teachers having teaching experience of more than five years shall be appointed as moderator. Moderation work is to be carried out at the Cluster CAP Centres / Lead Colleges only, which pls. note.



The Principals of Lead colleges conducting programs under the Faculty of Commerce are also requested to refer to University letter dated 1<sup>st</sup> October 2013, mentioning the names of lead colleges and their role in the smooth conduct of examinations, assessment etc. Lead college Principals shall, co-ordinate, control, monitor and supervise the work of assessment / moderation of answer books of the examination conducted by member colleges and ensure that the work of assessment / moderation is completed within the stipulated period so as to enable the University to declare the results as per Section 72 of Maharashtra Universities Act, 1994.

The Principals of Cluster CAP Centres/ Lead Colleges will be overall responsible for the smooth functioning and progress of the CAP work in member colleges. He / She shall therefore take continuous feedback of assessment work within his / her cluster and help member colleges to expedite the CAP work. He / She shall also arrange to send daily progress report on following e-mail ids.

- 1) Controller of Examinations : coe4you@exam.mu.ac.in
- 2) Dean, Faculty of Commerce : 1madhunair@gmail.com,
- 3) Deputy Registrar (CAP Cell) : cap.exam.2012@gmail.com,  
cap@exam.mu.ac.in

Principals are requested to extend their full co-operation

Dr. Padma Deshmukh  
Controller of Examinations