



Circular

Evaluation and Moderation of Answer Books at the Self Financing Courses B.M.S. (Sem.VI) (C.B.S.G.S.), B.COM. (Accounting & Finance) (Sem.VI) (C.B.S.G.S.), B.Com. (Banking & Insurance) (Sem.VI) (C.B.S.G.S.) and B.Com. (Financial Markets) (Sem.VI) (C.B.S.G.S.) examinations held in First half of the the year 2014, under Faculty of Commerce.

Principals of the colleges conducting the Self Financing Courses B.M.S. (Sem.VI) (C.B.S.G.S.), B.COM. (Accounting & Finance) (Sem.VI) (C.B.S.G.S.), B.Com. (Banking & Insurance) (Sem.VI) (C.B.S.G.S.) and B.Com. (Financial Markets) (Sem.VI) (C.B.S.G.S.) under Faculty of Commerce are requested to ensure that assessment of answer-books in each subject is 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 to the Principals for sending the assessed answer-books to Cluster CAP centre will be reimbursed by the University.

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 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 only.

Administrative charges for moderation of answer-books will be paid by the University to the respective Cluster CAP Centres / Lead Colleges.

The Principals of colleges conducting programs under the Faculty of Commerce are also requested to refer to University letter dated 1st 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. They are, therefore, take continuous feedback on the assessment work carried out within their cluster and help the member colleges. They are also to send daily progress report to the University on the 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