

University of Mumbai



Secretariat of Controller of
Examinations,
M.J. Phule Bhavan,
Kalina, Santacruz (East),
Mumbai-400 098

No. Exam./COE/ 1220 / / 2013

C I R C U L A R

All Principals, Directors / Head of the Departments of affiliated colleges / Institutions /conducted colleges / University Departments are hereby informed that the University of Mumbai is planning to deliver the Question papers of **Second Half 2013 Examinations** by DEPD (Digital Exam Paper Delivery). The college should be prepared with the following requirements:

I Requirements for accessing the Question Paper e-delivery system:

- One PC / Laptop with higher configuration.
- UPS with at least 30 minutes of back up.
- Broadband Internet Connection.
- One data card with 3G Internet connection (MTNL, Idea, Reliance, Tata Photon, etc.) (whichever works better) for back up.
- Two registered mobile numbers (one of the Principal and another of responsible person from the college) preferably of different service provider, Fax number and email ID for receiving the password. These numbers and e mail address submitted to the University should be in working condition. Any change should be communicated to the University immediately, well in advance. The College shall be held responsible if any of these modes of communication are inaccessible or not in working condition.
- High Intensity Printer (attached to the computer (PC/Laptop) which will be used for accessing the web link).
- One extra cartridge for emergency.
- Photocopier (30-40 PPM).
- Licensed copy of antivirus installed on the computer and regularly updated through internet.
- MS-Office 2003 and above.
- Secured environment for paper printing.
- CCTV camera with back up of one month.

II For downloading the Question Paper, following procedure should be followed scrupulously by the colleges:

- 01 The college shall receive, through SMS on the mobile number registered with the University, the first set of Login and Password, an hour before the commencement

- of examination on the first day. This password shall be applicable throughout the duration of the Examination. It is the responsibility of the college to keep this password secure and confidential only with the Principal or responsible person.
- 02 The college shall receive, every day, **the second password, 90 minutes** before the commencement of the examination. It is the responsibility of the college to keep this password secure and confidential only with the Principal or responsible person.
- 03 The question paper will be uploaded by the University on the Web site. www.mu-exam.net, an hour before the commencement of the examination on the day of every examination.
- 04 Following is the process of downloading the question paper from the web site:
- Exam Centre shall visit the web link www.mu-exam.net through internet
 - The first page of the web link will look like as under:

- Enter the first set of Login and the Password received by you on the first day of the examination through SMS or email ID, as the case may be, from the University. The Login and Password will be case sensitive hence while entering the Login and Password proper care should be taken; it should be typed exactly as provided (Delock various locks such as caps lock, numeric lock, etc. before entering the password and use only when required).
- If you enter wrong Login or Password the link will not proceed further and will ask for re-entering of Login and Password. (After three attempts if it is

locked, do not try again but contact the contact persons at the examination centre of the University immediately).

- e. After three failed attempts to Login/Password, the user account will automatically lock itself.
- f. Every account runs on session, if user is logged in the system and no activity is performed, the session of user expires and account is closed. In such situation visit the web link www.mu-exam.net again.
- g. After successful Login into the system you will get a screen containing the Question paper link. At any given time there would be paper links (Old/CBSGS/Revised) scheduled as morning/afternoon question paper. The screen will look like as under:

University of Mumbai Examination System

Home

my Courses

Collapse all | All material

Exam Papers

Exam 06/06/2012

- Download Morning (M) exam bundle
- Download Afternoon (E1) exam bundle (2 to 6)
- Download Evening (E2) exam bundle

- h. These links will become active, **90 minutes** before the commencement of the Examination on the scheduled dates.
- i. Click on the respective question paper link. This link will contain the question paper in encrypted form. Download only required question papers e.g. Old/CBSGS/Revised, etc. The Chief Conductor should select the relevant and correct question paper only.
- j. Once downloading is complete the link of question paper will not open as document is protected with strong encryption.

05 The downloaded question paper will be a password protected word document

06 Open the downloaded word document containing the question paper.

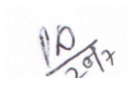
07 It will ask for a password. Enter the second password, which is received by the college through SMS, 90 minutes prior to the commencement of the examination.

Password will be case sensitive hence while entering proper care should be taken while entering the password, which should be typed exactly as it is provided.

- 08 Once the document (question paper) is accessed (opened), its printout should be taken in the presence of Principal /Joint Chief Conductor or University officials in safe and secure environment.
- 09 Print/Photocopy necessary number of copies, in presence of Joint Chief Conductor in safe and secure environment, and keep proper record of the printed question papers including wastage, if any.
- 10 No question paper shall go out in any form before actual commencement of the examination of that day of that particular course/paper. If it is found that the paper has gone out, appropriate disciplinary action will be taken.
- 11 You are also requested to fill-up the Check-list form on the link <https://mu-exam.net/muforms> to enable us to deliver the question papers through DEPD systems immediately.
- 12 Please do not change the Mobile No. of the Principal / I.T. Co-ordinator once given, till the examination is over.**
- 13 In case of any emergency please contact

- a. **Dr. Padma Deshmukh (Controller of Examinations)**
Mobile No. 9223833001
- b. **Dr. M. S. Shaikh - 022-26534266**
- c. **Shri. Ashok Ghule - 022- 26534266**
- d. **Shri. Samadhan Shelke - 9223833010**

Place : Mumbai
Date : 20.07.2013


(Dr. Padma Deshmukh)
Controller of Examinations

