

# University of Mumbai



Secretariat of Controller of  
Examinations,  
M. J. Phule Bhavan,  
Vidyanagari, Kalina,  
Santacruz – East,  
Mumbai - 400098

No. Exam/COE/ 824 of 2013

## C I R C U L A R :

All the Principals of Affiliated Colleges, having T.Y.B.Com. Examination Centres (First Half of 2013) commencing from Thursday, 28<sup>th</sup> March 2013 are aware that the University of Mumbai is planning to deliver the examination question papers by **Digital Exam Paper Delivery (DEPD)** for the said examination. **The University of Mumbai introduced DEPD successfully in May-June, 2013 for Engineering examinations and subsequently in October-November, 2013 for Engineering, Law, B.Ed and Pharmacy examinations.**

A Circular (No.Exam./COE/788/2013) to that effect was issued on 5<sup>th</sup> March 2013 and the colleges were requested to make the necessary arrangements (as given below) for receiving the Question papers through e-delivery system.

To check and review the preparedness of the colleges as regards to DEPD for the examinations commencing from Thursday, the 28<sup>th</sup> March 2013, the members of **Task Force Committee** and **IT Task Force Committee** will be visiting the colleges from 14<sup>th</sup> March, to 16<sup>th</sup> March, 2013 between 10:00 am to 4:00 pm.

A **meeting of the I.T. Coordinators** is scheduled on **18<sup>th</sup> March, 2013 at 1.00pm** at the Auditorium, Phirozshah Mehta Bhavan, Vidyanagari Campus, University of Mumbai, Santacruz, Mumbai. The I.T. Coordinators will be made familiar with the DEPD in detail. It is very important for every college to depute the I.T. Coordinator (T.Y.B.Com. Examination) and a non-teaching staff for this meeting.

A **Check list Performa** is attached along with this letter. Please send the Performa duly filled and confirmation of the participation of the college for the I.T. Coordinator meeting, through return mail on [coe4you@mu.ac.in](mailto:coe4you@mu.ac.in), [rdnational@vsnl.com](mailto:rdnational@vsnl.com), [pvc@fort.mu.ac.in](mailto:pvc@fort.mu.ac.in), [manuscripts@exam.mu.ac.in](mailto:manuscripts@exam.mu.ac.in)

The Mock Drill of **DEPD** shall be organized on 19<sup>th</sup> March, 22<sup>nd</sup> March and 25<sup>th</sup> March 2013. Instruction in this regard shall be sent to you on your e-mail (provided by you to the visiting Team/provided by you in the check list Performa).

All the Principals are requested to provide the requisite information (in the Performa enclosed) to facilitate the visit to check physical facilities available in the college for conducting the examination.

Date : 14<sup>th</sup> March, 2013  
Place : Mumbai - 400 098

(Deepak Vasave)  
Offg. Controller of Examinations

### **Requirements List:**

1. One PC/Laptop with Higher configuration.
2. UPS with at least 30 minutes of back up.
3. Broadband Internet Connection.
4. One data card with 3G Internet Connection (MTNL, Idea, Reliance, Tata Photon, etc.) (Whichever works better) for backup.
5. Two registered mobile numbers (one of the Principal and another of I.T. Coordinator (Exam) from the college) preferably of different service provider, Fax number and e-mail ID for receiving the password. These numbers and e-mail address submitted to the University should be in working condition. Any change shall be communicated to the University immediately, well in advance. The college shall be held responsible if any of these modes of communication are in accessible or not in working condition.
6. High Intensity Printer (attached to the computer (PC/Laptop) which will be used for accessing the web link). Two extra cartridges for emergency.
7. Photocopier (30-40 PPM).
8. Licensed copy of antivirus installed on the computer and regularly updated through internet. MS-Office 2003 and above.
9. Secured environment for paper printing. CCTV camera with backup of one month.
10. Appointment of a teaching staff member, who is conversant with I.T. operation as I.T. coordinator for the T.Y.B.Com. Examination.