



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

No. Exam./COE/B.Com./ 868 / 2013

C I R C U L A R :

T.Y. B. Com. Examination, March-April 2013

Thank you for successfully conducting the final mock drill of Digital Exam Paper Delivery (DEPD), for T.Y.B.Com examination, **conducted on 26th March, 2013 at 2.30pm.**

DEPD has been successfully conducted for two consecutive examinations (May-June, 2012 and Oct-Nov 2013) for Engineering, two consecutive examinations (Oct-Nov 2013 and Mar-Apr, 2013) for B. Ed and one examination (Oct-Nov 2013) for Law and Pharmacy. However it is first time that DEPD is introduced for T.Y.B.Com Examination. The DEPD has been introduced to reduce the risk of leakage of question paper as well as to make use of technology in enhancing efficiency in conduct of examinations.

The Examination Papers will be physically delivered as well as through DEPD. However the Chief conductor **should not open the sealed envelopes of the examination papers delivered physically until such instructions are not received through SMS or through website or through email or through telephone or through fax from the University.**

You are required to follow the following instructions in conduct of the examination:

- Setup an **Examination Control Room (ECR)** in the college for the conduct of the Examination.
- Entry to ECR should be restricted. Only the Chief Conductor, Sr. Supervisor and any other person who has been authorised by the Principal of the College, in writing, should be allowed to enter into ECR.
- A class IV employee should be placed at the entrance of the ECR to regulate the entry into the ECR

- The ECR should have the following:
 - o Photocopy machine(s). It is advisable to have more than one Photocopy machine, if available in the college.
 - o Two Computer Systems with facility of internet, preferably of different service providers. Each computer should be connected with a printer.
 - o Stationery for printing and stapling of the examination papers
 - o A Minimum of two additional cartridges for the printer and the photocopier.
 - o Two mobile sets with cell numbers which are registered with the University
 - o Any other thing the Principal deems fit for the smooth conduct of the examination

The University may depute a staff member of the University of Mumbai to each examination centre. If deputed, he / she will be reporting at the college at every day.

You will receive the first SMS detailing the further necessary instruction for DEPD will be sent at 8.30am on 28th March, 2013 to the college on the mobile number registered with the University Examination Cell.

Place : Mumbai
Date : 26th March, 2013

(Deepak G. Vasave)
Offg. Controller of Examinations