

# University of Mumbai



MSS Unit, Examinations  
M.J. PhuleBhavan,  
Kalina, Santacruz (East),  
Mumbai – 400 098

**No. EX /ICC/ 2024-25 / 7**

## **CIRCULAR:**

All Principals / Directors/ Heads of affiliated Colleges/ Institutions/Conducted Colleges/ University Departments are hereby informed that First Half (Summer) 2025 examination are being conducted from 27<sup>th</sup> February, 2025 in the Offline mode. Question Paper will be delivered by DEPDS (Digital Exam Paper Delivery), for which the **Mock Drill** will be conducted between **18<sup>th</sup> February, 2025 to 21<sup>st</sup> February, 2025**. The notification of Mock Drill for respective college will be communicated in the morning through SMS & Email. It is mandatory to perform Mock Drill on same day within given time.

It is also requested to use the following **Google Form Link** which will start from **18<sup>th</sup> February, 2025** to fill up the details for Mock Drill which is successfully completed throughout all the above examinations to be held in the First Half 2025. In case, if you require changing the system you have to send a request letter on email ([manuscripts@exam.mu.ac.in](mailto:manuscripts@exam.mu.ac.in)) with the Signature & Stamp of Principals/Directors/Heads of the Department.

You are requested to fill Google Form before Mock Drill.

It is mandatory for all the Colleges/Departments/Institutes who are conducting examinations to perform the Mock Drill for **First Half (Summer) 2025** exams.

## **Important Note:**

**During the examination period, the I.T. Co-Ordinator should check the Dashboard carefully and continuously for correction / query and notice if any sent by the University of Mumbai. If the College I.T. Co-Ordinator miss any correction / query then he / she (College I.T. Co-Ordinator) will be held responsible for the same.**

**Google Form Link :- <https://forms.gle/QMD3Wiz1sqh3LY2T9>**

The college should be prepared with the following requirements:

### **Requirements for accessing the Question Paper E-Delivery System:**

- A **separate DEPDS room** should be established with all security measures.
- One PC with higher configuration and **Mandatory Microsoft Windows 10 Operating System Only**.
- UPS with at least 60 minutes of back up.
- Webcam with good configuration and clarity.
- Broadband Internet Connection.
- One data card with 4G and above Internet Connection or backup broadband connection.
- Two registered mobile numbers (one of the Principal and another of responsible person from the College) preferably of different service provider, E-mail 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 inaccessible or not in working condition.

- CCTV Camera with back up of **Three** months, covering activities in DEPDS Room.
- Please do not change the Mobile No. of the Principal/ I.T. Co-ordinator & Email ID of the Principal and College, once given, till the examination is over. Except Change /Resignation/ Transfer of Principal or Resignation of IT Co-ordinator with Permission of MSS Unit before one week of intimation.
- To maintain the Secrecy, once the Mock Drill is completed by your College, you will be binded to I.T. Act 2005.
- Those Colleges could not or fail to conduct the Mock Drill, the appropriate action will be taken against them under the Maharashtra Public Universities Act 2016.

It is mandatory for all Colleges/Departments/Institutes to perform the mock drill for First Half (Summer) 2025 Examinations.

Sd/-

Dr. Pooja Raundale

Director

Board of Examinations and Evaluations

Place : **Mumbai**

Date : 17<sup>th</sup> February, 2025

To,

All Principals of the affiliated / Conducted Colleges / The Head / Directors of University Departments / Professor-Cum-Directors, Center for Distance and Online Education (CDOE), Assistant Registrar, University Sub-Centre at Ratnagiri & Thane Copy for Information :

- 1) All Deputy Registrar (Exam Department)/ Deputy Registrar (Finance & Accounts)
- 2) All Assistant Registrars (Exam Department /Ratnagiri & Thane Sub-Center).
- 3) Co-ordinator / A.R. (U.C.C.) for uploading the same on University website.
- 4) P.A. to Pro-Vice Chancellor, University of Mumbai.
- 5) P.A. to Registrar, University of Mumbai.
- 6) P.A. to Controller of Examinations.
- 7) P.A. to Director, BCUD, University of Mumbai.
- 8) P.A. to Finance & Accounts Officer