

HSNC University, Mumbai



D.M. Harish Building , 47, Dr. R. G. Thadani Marg, Worli, Mumbai - 400 018

CONFIDENTIAL

(Letter of Appointment for Paper Setter/Translator)

Letter No. 2023-24/UG/V/109

To,

NAME	ROLE	CONTACT
Dr Vidhi Agarwal	Chairperson	9838889590
Sneha Subhedar	Paper Setter	9820315322
Hanif Lakdawala	Paper Setter	9892381742

Dear Sir/Madam,

1. I am pleased to inform you that as per the Maharashtra Public Universities Act, 2016 u/s 41 (f), you are appointed to jointly act as Paper Setter, as mentioned against your name for the following course/subject for the examination to be held during the academic year 2023-24 (Semester-V).

Faculty	Arts
Name of the Examination	T.Y.B.A.F.T & NMP Semester V
Subject	Mass Media Research
Date of Exam	October 17, 2023
Number of Sets required	Three
Communication Email Id for Appointment purpose only	appointment@hsncu.edu.in

A. The Chairperson is requested to fix the meeting immediately and prepare **three sets of the Question paper** along with answer keys and a marking scheme.

The Question Paper format will be as suggested by the BOS.

- B. Please note that as per the provision made in the Maharashtra Public Universities Act, 2016 u/s 48 (4) it shall be obligatory on every teacher and the non-teaching employee of the university, constituent colleges to render necessary assistance and service in respect of the examination of the university and evaluation of students as prescribed by statutes. If any teacher or non-teaching employee fails to comply with the order of the university or college or institution, in this respect, it shall be treated as misconduct and the employee shall be liable for disciplinary action. In case of failure on the part of the teacher or non-teaching employee of any constituent college to comply with the order of the university in this respect, the vice-chancellor shall have the power to take appropriate action against them, which may include imposing penalties including suspension of approval to the appointment of a teacher as may be prescribed by the statutes.
- C. If any teacher wants to reject their appointment on medical grounds or if any blood relatives (the term relative includes: - wife, husband, son, daughter, grandson, grand-daughter, father, mother, brother, sister, nephew, niece, uncle, aunt, first cousin, son-in-law, daughter-in-law, father-in-law, mother-in-law and sister-in law) appearing for the examination, then they should submit their request with documentary evidence through proper channel to the Director, Board of Examination and Evaluation, HSNC University, Mumbai.
2. On receipt of this letter you are requested to communicate amongst yourself immediately and conduct the meeting for the setting of the question paper in the said subject.
 3. You are requested to communicate any change in your service (college) and Tel no. & e-mail address for faster communication immediately to the appointment unit of examination section of the university.
 4. Utmost care should be taken while setting the question paper and to ascertain that there is no erratum in the question paper and must be set within the prescribed syllabus and the examination scheme of the said subject at the examination, and the paper will be set only in the authorized meeting of the paper-setters.
 5. The paper-setters should avoid setting the question verbatim similar to the question paper set at college prelim examination if he/she is also paper setter for their college prelim examination in the said subject.
 6. The copy of the letter is forwarded to the Principal of the concerned college for information with a request to relieve the concerned teachers of your college, for examination work, as per the provision made in The Maharashtra Public Universities Act, 2016 u/s 48(4).
 7. For any queries/difficulties about your appointment, you can communicate to the Director, Board of Examinations and Evaluation.



Dr. Jayesh Joglekar
Director