

University of Mumbai



Manuscripts Unit,
Chhatrapati Shivaji
Maharaj Bhavan
Kalina, Santacruz (E)
Mumbai – 400 098

No. 2026SEPFMTS00066124

CIRCULAR:

All Principals / Directors/ Heads of affiliated Colleges/ Institutions/Conducted Colleges/ University Departments are hereby informed that Second Half (Winter) 2026 examination are being conducted from 29th September, 2026 in the Offline mode. Question Paper will be delivered by DEPDS (Digital Examinations Paper Delivery System), for which the **Mock Drill** will be conducted between **07th September to 11th September 2026**. 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 instructed to use the following **Google Form Link** which will start from **07th September to 11th September 2026** to fill up the details for Mock Drill which is successfully completed throughout all the above examinations to be held in the Second Half (Winter) 2026. In case, if you require changing the system you have to send a request letter on email (manuscripts@exam.mu.ac.in) with the Signature & Stamp of Principals/Directors/Heads of the Department.

You are instructed 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 **Second Half (Winter) 2026** examination.

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/WFxQxiz2WY6yaY5u7>

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.
- All principals are instructed a **new face registration is mandatory**.
- One PC with higher configuration and **Mandatory Microsoft Windows 10 Operating System Only**.
- UPS/ Power backup facility with at least 60 minutes to avoid disruption.
- Webcam with good configuration and clarity.
- Stable Broadband uninterrupted Internet connectivity.
- 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 & E-mail 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.
- Verify the Subject Code/Subject Name before the printing and distribution of Question Paper.
- Those Colleges could not or fail to conduct the Mock Drill, the disciplinary action will be taken against them under the Maharashtra Public Universities Act 2016.

It is mandatory for participation in the scheduled Mock Drill for all Colleges/Departments/ Institutes to perform the Mock Drill for Second Half (Winter) 2026 Examinations. Any technical issues immediately report to the University Control Room/Help desk (E-mail: manuscripts@exam.mu.ac.in) (Contact No. 9324552419)

All concern are instructed to ensure strict adherence to the above guidelines for smooth, secure and confidential conduct of the examinations.

y. p. Raundale

Dr. Pooja Raundale
Director

Place : Mumbai
Date : 02/09/2026

Board of Examinations and Evaluations

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