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CIRCULAR:-

University of Mumbai



**Eligibility & Migration
Certificates Unit**

Dr. Babasaheb Ambedkar Bhavan,
Vidyanagari, Santacruz (East),
MUMBAI - 400 098.

e-mail : dr@eligi.mu.ac.in

No. Elg./ 915 of 2015

Date : 16/7/2015

As per letter no. EAU/ICD/2014-15/71 dated 17th June, 2015 Resolution passed by management council at its meeting held on 28/05/2015. Item No. 29.

A Process for Eligibility Certificate from academic year 2015-16

- The students who have passed from Board of Secondary and Higher Secondary Education other than Maharashtra State and University of Mumbai required Eligibility Certificate.
- The students who wish to seek admission will have to fill in pre-admission online registration form.
- The college/institute/department should give admission to students from boards and universities (Deemed/Open/State/ Private) within the state, other states and abroad only after ascertaining and ensuring that their qualifying examinations are approved by the COBSE/UGC/AIU/IAU on the websites of the concerned bodies or boards.
- Thereafter the merit list will be displayed. The students will have to take admission to concerned college/institution/department according to the merit list.
- Every college/institute/department will have to constitute an admission committee based on the UGC guidelines and instructions. The College Admission Committee (CAC) or Institution Admission Committee (IAC) or Department Admission Committee (DAC) has to scrutinise and verify the original mark sheets and other documents of the students and provide verification report of authentication of documents to university and then the admission is given as per the Ordinance and Circular of University of Mumbai.
- The college/institution/department must give provisional admission to such students and as the University of Mumbai verifies the eligibility and provide eligibility certificate then college/institution/department must confirm the permanent admission.
- The college/institution/department must submit faculty-wise, course-wise and class-wise eligibility application forms, prescribed fees and necessary documents of admitted students including fees-paid receipts and lists of students to Eligibility and Migration Section Before 1st October of every Academic Year.
- The University of Mumbai must send eligibility certificates and list of eligible students back to the concerned college/institution/department within the scheduled time, and must allot PRN to ONLY to eligible students.
- No provisional eligibility certificate will be issued. Only confirmed eligibility certificate will be issued on the bases of college verification report sent by admission committee.

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Date : _____ 20

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- The eligible students shall be given only one PRN *and once only*. The PRN shall be valid as long as the student is enrolled with the University of Mumbai.
- The University of Mumbai must send eligibility certificates, lists of eligible students and list of not eligible students to the respective colleges/institutions/departments on or before 15th January of each academic year.
- The colleges/institutions/departments must confirm the admissions of the eligible students and the admissions of not eligible students must immediately be cancelled. The respective college/institute/department shall be held responsible for the admitting the not eligible students.
- The present process of eligibility of and admissions to the students passing from foreign universities/boards as well as foreign students shall remain as it is.
- The existing fees for eligibility certificates of students from the state, outside state and foreign nationalities shall continue to be charged.


Registrar

FORMAT OF DOCUMENTS VERIFICATION REPORT

(Verification Report must be submitted on College Letter Head)

Dated :- / /

To,
The Deputy Registrar
Eligibility & Migration Certificate Unit,
Dr. Babasaheb Ambedkar Bhavan
Vidyanagari Campus, Santacruz (East),
Santacruz (Eas), Mumbai-400 098.

**Subject : Verification Report of Authentication of Original Mark
Sheets and Other Documents.**

Sir/Madam

With reference to your circular regarding verification report of Authentication of original Mark Sheets and other documents. In this concerned I am to inform you that the particulars/Marks of the following candidate are checked and found correct as per the records maintained in the concern University/Boards/Institutes.

Sr. No.	Name of the Candidate	Name of the Course	Name of the Institute/Board/ University	Seat No.	Year of Passing	Total Marks	Class

Further, the Admission Committee is submitting the verification report of Authentication of original Mark Sheets & Other documents.

Admission Committee
(Signature & Stamp)

Principal
(Signature & Stamp)