

UNIVERSITY OF MUMBAI



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No. EL/ (HOD)/ 164 of 2015.
29th June, 2015.

To,
The Principals of all the Affiliated Colleges/
Autonomous Colleges/Conducted Colleges.

Sub: **Preparation of Electoral Roll of Head of the Departments for election to the Board of Studies Under Section 37(2)(b) and read with amended Section 24-A of the Maharashtra Universities Act, 1994.**

Sir/Madam,

The University of Mumbai (hereinafter referred as "the University") has decided to prepare an Electoral Roll of Head of the Departments for the purpose of Election of Board of Studies. The University is therefore inviting all the Head of the Departments to register themselves with the University. The Head of the Departments can enrol themselves for appearance of their name on the Electoral Roll is as per the procedure laid down by the University. The registration shall start from the date of this notification i.e. **Wednesday, 1st July, 2015 and end on Friday, 31st July, 2015**. The procedure for enrolment of Head of Departments is described herein below:

1) **Online Registration:**

An individual Head of the Departments shall fill up an online application "FORM" on University's web portal www.mu.ac.in The notification and instructions are available on the University said website. The Head of the Departments shall be completely responsible for any mistakes made in the Registration Form. The University do not take any responsibility in case of wrong information submitted by the Applicant.


2) **Submission of filled in FORM by the respective Head of the Department:-**

Every Head of Departments shall take printout of '**Filled-in online form**' duly signed by themselves alongwith approval letter of his/her appointment of teacher issued by the University shall submit it to the respective Director/Principal of Affiliated Colleges, Autonomous Colleges/Conducted Colleges.

3) **Responsibility of Director/Principal:-**

- i) Each Director/Principal shall be duty bound to inform every Head of the Department in his College about Online Registration process for the preparation of Electoral Roll of Head of the Departments;
- ii) The Director/Principal of every Affiliated Colleges, Autonomous Colleges/Conducted College shall submit filled-in forms of Head of Departments duly verified by them alongwith their Seal and Signature to the University at Offg. Deputy Registrar, Election Section, Room No. 110, First Floor, University Main Building, Fort, Mumbai - 400 032 on or before Friday, 31st July, 2015.

Please treat this as **most urgent.**


(Dr. M. A. Khan)
REGISTRAR

Encl: - Enrolment Form