

# University of Mumbai

Phone - 022 - 2262 0172  
E-mail - [dy.registrar.aau@gmail.com](mailto:dy.registrar.aau@gmail.com)  
[aaunituniversityofmumbai@gmail.com](mailto:aaunituniversityofmumbai@gmail.com)



Academic Authorities,  
UNIVERSITY of MUMBAI,  
Fort Campus, M.G. Road,  
Mumbai - 400 032.

Ref. No.: AAU / ICD / 2016 -17 /

Date : 02 / 03 / 2017

## **CIRCULAR :-**

All the Directors / Head of the Univeristy Departments, all the Principals of Affiliated Colleges, Head of the recognized Institutions and Chairpersons of various Board of Studies are here-  
- by informed that, the specimen Format for undertaking to make the pending payments to the University is enclosed herewith, for your ready reference. Your are requested to forward the same as a enclosure alongwith your request to obtain the Affiliation Certificate / Recognition Certificate / No dues Certificate from the University being used for forward submission for the purpose of NAAC.

*M.A. Khan*  
2/3/17

( Dr. M. A. Khan )  
Registrar

**Specimen  
(On college letterhead)**

No.

Date:

To

The Registrar  
University of Mumbai  
Fort Campus  
Mumbai – 400 032

Respected Sir,

As you are aware, our college would be undergoing the First/Second/Third cycle of accreditation/re-accreditation by the National Assessment & Accreditation Council (NAAC), Bangalore, Government of India.

As per the pre-requisite, the college is expected to submit a certificate to be issued by the University of Mumbai for affiliation of the courses/programmes at undergraduate/post-graduate/Ph.D. levels, wherever applicable alongwith a mention of **No Dues** with respect to the fees payable to the University.

In this regard, we hereby commit ourselves to pay dues, if any, pending with us/applicable to us with regard to payments made in the past and request you to issue the necessary certificate in favour of our college.

With respectful regards,

Yours sincerely,

( Name of Principal)  
( College Seal )