



No. AU/ICC/2020-21/1

**CIRCULAR :-**

The Director/Heads of University Teaching Department, Co-ordinator, University Sub-Centre, the Principals of the affiliated Colleges of the University of Mumbai, Directors of the Recognized Institutes are hereby informed that the Appointment Unit of Examinations Section has developed the software about teacher's information, which will be used for the purpose of examination work.

You are hereby requested to ask your office to update the teacher's information, as per below mentioned steps:

**STEP ONE** : LOG ONTO UNIVERSITY WEB SITE ([www.mu.ac.in](http://www.mu.ac.in))

**STEP TWO** : To open the software by clicking link  
**APPOINTMENT UNIT EXAM (TEACHER'S INFO)**  
on Home Page of the University.

**STEP THREE** : Click "New User" to register your college

**STEP FOUR** : Read the Software Guide carefully and "click to Register"


**STEP FIVE** : Now you can start Registration. There is pre-loaded Department/College Name. Search it. If Department/College name is not appear, then go to **Add New** by Drop down. At the end of this page, software will ask you for password. Use "**appunit2020**" as a first time password, then change the password.

**STEP SIX** : UPDATE THE TEACHER'S INFORMATION

The examinations of Second Half (Winter) has been already started and assessment of the same with OSM system will be carried out immediately. Therefore, this information is required urgently, but not later than 10 days from the issue of this Circular.

You are therefore, requested to treat this as **most urgent**. Please note that there will be no reminder call from the University side and if any College is fail to submit the same, matter will be reported to the University Authorities as well as, to the Government Authorities.

Mumbai - 400 098  
23<sup>rd</sup> December, 2020

  
Dr. Vinod P. Patil  
Director

**Board of Examinations & Evaluation**

To,

The Director/Heads of University Teaching Department, Co-ordinator, University Sub-Centre, the Principals of the affiliated Colleges of the University of Mumbai, Directors of the Recognized Institute.