

**UNIVERSITY OF MUMBAI**



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No. EL/Senate (P G.)/25(2) (y)/ 163 of 2015.  
29<sup>th</sup> June, 2015.

**To,**

The Directors/ Head of University Departments  
University Institution and Recognised Institutions  
And the Principals of all the Affiliated Colleges  
Autonomous Colleges/ Conducted Colleges.

Sub: **Preparation of Electoral Roll of Post Graduates Teachers for election to the Senate under Section 25(2)(y) 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 Post-Graduates Teachers for the purpose of election to the Senate. The University is therefore inviting all the approved Post-Graduates Teachers to register themselves with the University. The Post-graduates teachers 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, 1<sup>st</sup> July, 2015 and end on Friday, 31<sup>st</sup> July, 2015.** The procedure for enrolment of Post-Graduates Teachers is described herein below:

**1) Online Registration:**

An individual Post-Graduates Teacher shall fill up an online application “FORM” on University’s web portal [www.mu.ac.in](http://www.mu.ac.in) The Notification and instructions are available on the University said website. The Post-Graduates Teacher 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 Post Graduates Teacher:-**

- i) Every Post-Graduates Teacher shall take printout of '**Filled-in online form**' duly signed by themselves alongwith approval letter issued by the University shall submit it to the respective Director of University Institution and Recognised Institutions/Head of University Department/Principals of Affiliated Colleges, Autonomous Colleges, Conducted Colleges.

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

- i) Each Director/HOD/Principal shall be duty bound to inform every Post Graduates Teacher in his Institution/ Department/ College about Online Registration process for the preparation of Electoral Roll of Post-graduates teachers;
- ii) The Director/HOD/Principal of every Institution and Recognised Institutions/ University Department/ Affiliated Colleges/Autonomous Colleges/Conducted Colleges shall submit filled-in forms of Post-Graduates Teachers 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, 31<sup>st</sup> July, 2015.

“The definition of ‘Post-Graduate Teacher’ includes a teacher who is a full-time professor, Associate Professor, Assistant Professor, Reader and Lecturer in the Post-Graduate departments of the University and a teacher who is engaged in Teaching at the post graduate level in the affiliated colleges and recognized Institutions, as per the norms laid down by the University Grants Commission and whose appointment is approved by the University as a post-graduate teacher”.

Please treat this as **most urgent**.

Sd/-  
(Dr. M.A. Khan)  
REGISTRAR

Encl: - Enrolment Form