

UNIVERSITY OF MUMBAI



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No. EL/ Senate (Teacher)/25(2) (p)/ 162 of 2015.
29th 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 teachers for election to the Senate under section 25(2)(p) 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 Teachers for the purpose of election of Senate. The University is therefore inviting all the approved teachers to register themselves with the University. The 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, 1st July, 2015 and end on Friday, 31st July, 2015.** The procedure for enrolment of teachers is described herein below:

1) Online Registration:

An individual Teacher 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 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 Teacher:-

Every Teacher shall take printout of '**Filled-in online form**' duly signed by themselves alongwith approval letter issued by the University shall submit 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 teacher in his Institution/Department/College about Online Registration process for the preparation of Electoral Roll of Teachers;
- ii) The Director/HOD/Principal of every Institution and Recognised Institutions/ University Department/ Affiliated Colleges, Autonomous Colleges, Conducted College shall submit filled-in forms of 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, 31st July, 2015.

“As per Section 2(34)of the Maharashtra Universities Act, 1994 “teacher means full-time approved professor, associate professor, assistant professor, reader, lecturer, librarian, [Principal, deputy or assistant librarian and documentation officer in the university and college librarian,] Director or instructor of physical education in any university department, conducted, affiliated or autonomous college, autonomous institution or department or recognised institution in the university and section (41) of the Maharashtra Universities Act, 1994.” “university teacher” means a teacher appointed by the university”.

Please treat this as **Most urgent**.

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

Encl: - Enrolment Form