

## **ENTRANCE TEST MANUAL**

The new credit-based system is introduced for the Masters in Economics (Credit Based) since the academic year 2007-08. The admissions are based on a nationwide Competitive Entrance Examination. The detailed process of Entrance Exam is explained briefly.

### **1.1. Formation of Committee for Entrance Exam**

The Director has to appoint a Committee and Coordinator every year to conduct the Entrance Exam for the admission to M.A. Course (Credit Based) under the supervision and in Coordination with the Admissions Committee. The Committee is responsible for matters related to eligibility for admission to MA, syllabus for Entrance Exam, paper pattern of Entrance Exam, and criteria for selection for Entrance Exam and for preparation of merit list. Further, it will also incorporate any changes that may be suggested by the Admissions Committee regarding Entrance Exam.

### **1.2. Entrance Test Notification**

The Coordinator, in consultation with the Director, has to finalize the Entrance Exam Notification in the month of February every year (See the Annexure I).

Format of Application and detailed notification be finalized and if any changes are sought be made. (See the Annexure II)

### **1.3. Advertisement**

It is necessary to advertise the Entrance Test Notification in the National News papers as well as University Website. A sum of Rs. 2, 00,000/- is earmarked for this purpose in the department's budget (e.g. item 12 on page 141 as per University Budget 2010-11). Sanction for the same from Vice-Chancellor for advertisement in National News papers and web site is required to be taken in the month of February each year (See the Annexure III). A letter should be sent to Finance and Accounts officer seeking release of the sum of Rs. 2, 00,000/- from the Department's budget for the purpose of advertisements.

According to GAD, University of Mumbai circular no.304/2010 dated 28<sup>th</sup> September 2010 all the advertisements are to be channeled through Joint Director, Directorate General of Information and Public Relations, Maharashtra State. A letter with prescribed pro-forma and advertisement to be published in newspapers should be sent before 15 days of date of advertisement.

The Entrance Exam Notification along with Application Form must be published on University website.

All the Principals of Colleges under University of Mumbai must be sent a letter along with Entrance Exam Notification and Application Form (See the Annexure IV).

A separate Entrance Exam Notice must be displayed on Department Notice Board. **The exam is conducted by a committee at the departmental level.**

#### **1.4. Declaration of Result**

As it is instructed in the notification candidates must submit their Third Year Marks sheet at the department office. The office must collect Marks Sheets from the students for the preparation of Merit List of eligible students for admission (See the Annexure IX). The Coordinator must hand over the Merit List of Eligible Students for Admission to Admission Committee. The First Merit list must be displayed on the Department notice board and also be made available on department enquiry counter.