University of Mumbai

No. Exam./COE/ 357 of 2011

C I R C U L A R:

The Professor-cum-Director, Institute of Distance and open learning and the Principals of the affiliated colleges in Arts, Commerce and Science are hereby informed that the University has decided to accept the examinations forms online through Digital University Portal (i.e. http://mum.digitaluniversity.ac) for the T.Y. B. A., T.Y.B.Com & T.Y. B. Sc. Examinations to be held in First Half of 2012 and thereafter. The University administration has taken a policy decision to not to accept the examination forms of the regular students as per the prevailing practice in any case. However, the examination forms of the ex-students (failed in examination of Second Half of 2011 and prior), the students appearing for class improvement and the students from IDOL will be accepted in the prescribed examination forms as per the prevailing practice. The colleges were directed last year vide circular no. Exam/COE/572 of 2010 dated 21st December, 2010 to upload the student's data admitted during the academic year 2009-10 and many colleges have already uploaded the same on MKCL server after the training given to the college staff in the workshops conducted by the University through their college login ID.

In this connection, it may be brought to the notice of the Principals of aforesaid colleges to follow the guidelines mentioned below with a request to kindly arrange to do the same for category of the students mentioned at 'A', 'B' and 'C' at their college level:

A) Regular Students of the colleges (Students admitted during academic year 2009-10) in the same college shall submit their examinations forms online only on or before 30th November, 2011,

> ➢ To upload the information / data of the students admitted during the academic year 2009-10 if the colleges have not complied with the same so far.
> ➢ To upload the result of first year and second year of these students through their colleges login ID and confirm their admission in third year in the system.
> ➢ To generate the examination form of third year examination and fill up the data of the concerned students along with their opted subjects and upload it on the portal without fail.
> ➢ Take the printout of PDF generated file of the said examination form of these students and submit the same to the Examination Section duly signed by the Principal along with the prescribed examination fees of the concerned examinations.
> ➢ If regular students have already submitted the examination form to the colleges same can be forwarded to the University and do not take the printout of PDF form in this case. However, online submission of examination forms of all the regular students is compulsory.

B) Students admitted during the academic year 2009-10 other than the category mentioned at 'A' will be required to submit the examinations forms of their students as per the present prevailing practice on or before 30th November, 2011,

> ➢ The students whose eligibility is not confirmed till date.
> ➢ The students those who have been transferred from one college to another college.
> ➢ The students those who have been admitted prior to academic year 2009-10 but appearing for the first time at the third year examination.

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C) Ex-students / students appearing for class improvement will be required to submit the examinations forms of their students through their respective college as per the present prevailing practice on or before 30th November, 2011,

> ➢ The students who had failed in the third year examination in Second Half 2011 and or prior to Second Half 2011.
> ➢ The students those who wants to appear for class improvement through their respective colleges.
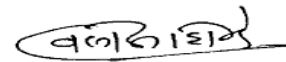
D) The students enrolled through Institute of Distance and Open Learning (IDOL) will be required to submit their examinations forms in the prescribed form through Director (IDOL) as per the present prevailing practice on or before 30th November, 2011.

They are therefore informed that the required information of the concern student those who are going to appear for the aforesaid examinations during the First Half of 2012 in the category mentioned at 'A' are required to be uploaded on the MKCL server through their college login ID and the optional subjects of third year of their students so as to enable the Examinations Section to accept and process the correct data for the examinations to be held in First Half 2012. The colleges are required to follow the procedure scrupulously given in the enclosed Annexure 'A' to enter and upload the data of the result status of first year and second year as well as the process of admission at third year and filling up the examinations forms along with subjects opted by the candidates through the digital College/digital University frame work. The colleges are required to follow the present prevailing practice for the submission of examination forms in the prescribed form for the students mentioned in category 'B' and 'C'.

The meeting of all the Principals of above mentioned colleges will be held on Wednesday, 16th November, 2011 at 2.30 p.m. in the Convocation Hall, Fort Campus, Fort, Mumbai– 400032 to acquaint themselves with the newly introduced system for the submission of the examinations forms. The Hon'ble Vice Chancellor will preside over the said meeting and address to them.

They are therefore, requested to kindly arrange to upload the above mentioned data of the students admitted in the academic year 2009-10 of their colleges on or before 30th November, 2011 as per the procedure given in the enclosed Annexure 'A' and the training imparted to their non teaching staff with regards to admission and Examination work during the workshop which was organised last year by the University. The colleges can take the assistance and support from the technical officers of the MKCL in case of any technical difficulties. The Examinations Section will arrange the camp after 30th November, 2011 at Vidyanagari Campus of such colleges who have not completed the work related to uploading of data etc..and to resolve the discrepancies if any.

They are further requested to attend the meeting on 16th November, 2011 at 2.30 p.m. positively and to submit the updated and latest list of the teachers of their colleges who are teaching various subjects at T.Y.B.Com. , T.Y. B.A. and T.Y.B.Sc. Examinations in their colleges in hard copy as well as soft copy without fail. Kindly follow the schedule for the submission of examination forms as mentioned above.

MUMBAI – 400 098   (Prof. Vilas B. Shinde)
5th November, 2011   **Controller of Examinations**

To,
The Director (IDOL) and all the Principals of affiliated Colleges in Arts, Commerce & Sciences.
Copy to: -

The Director, (CCF), All the Deputy Registrar of Examination Section, All the Assistant Registrar and Assistant Registrar (Ratnagiri Sub centre), Personal Assistant to the Vice Chancellor, Personal Assistant to the Registrar, Personal Assistant to the Controller of Examinations.