

**Important & Most Urgent**

Secretariat of  
Controller of Examinations,  
Vidyanagari,  
Santacruz (E),  
Mumbai – 400098.

No.Exam./COE./ 533 of 2012.

**CIRCULAR :**

With reference to the circular No.Exam./COE/357 of 2011, dated 5<sup>th</sup> November, 2011 to the Professor-cum-Director, Institute of Distance and Open Learning and all the Principals of the affiliated colleges and recognized Institutions and the Assistant Registrar, Ratnagiri and Thane Sub-Centre are hereby informed that the University has decided to accept **online Examination forms** for T.Y.B.A., T.Y.B.Com. & T.Y.B.Sc. (freshers and repeaters candidates also) through Digital University Portal i.e. <http://mum.digitaluniversity.ac> to be held in First Half, 2013.

In this connection, the Training Programme is arrange to the concerned college staff members working for examination work as follows :-

1. For Mumbai, Thane and Raigad District on **18<sup>th</sup> or 19<sup>th</sup> October, 2012 at 2.00 p.m. to 4.00 p.m. at Sir Phirozshah Mehta Bhavan, University of Mumbai, Vidyanagari Campus, Kalina, Santacruz (East), Mumbai – 400098**

**And**

2. For Ratnagiri District on **20<sup>th</sup> October, 2012 at 2.00 p.m. to 4.00 p.m. at R.P. Gogate College Ratnagiri** and for Sindhudurg district on **22<sup>nd</sup> October, 2012 at 2.00 p.m. to 4.00 p.m. at Sant Rawool Maharaj College, Kudal, Sindhudurg.**

They are further requested to depute their two staff representatives, who looks after the 'e-Suvidha work' and examinations work for the above-mentioned Training Programme.

In case of any difficulty contact the following officers of the University :-

**Smt. S.S. Sonavane, Deputy Registrar** (Results Unit) - 9969 606 550

For the Faculty of **Arts** : **Smt. S.S. Pagare, Assistant Registrar** – 9869 422 354

For the Faculty of **Commerce** : **Smt. N.P. Goregaonkar, Asstt. Registrar**-9867976920

For the Faculty of **Science** : **Shri H.S. Chaudhary, Asstt. Registrar**- 9167 678 112

MUMBAI – 400098.  
15<sup>th</sup> October, 2012

(Shri Deepak G. Wasave)  
I/c. Controller of Examinations.

To,

The Professor-cum-Director, Institute of Distance and Open Learning and all the Principals of the affiliated colleges and recognized Institutions and the Assistant Registrar, Ratnagiri and Thane Sub-Centre.

## **Annexure 'A':**

### **Procedure for Fresher students appearing for TY (BA, BCom, BSc) examination for the first time in First half 2013**

#### **Procedure for Admissions to TY**

##### ***Logon to Digital University***

College to Logon the Digital University <http://mum.digitaluniversity.ac> using Username and password given to you.

Example: College user: c164XXX                      and Password: \*\*\*\*\*

##### ***Result Status Entry***

1. Click on Examination Link
2. Click on Post Examination Link
3. Click on Results Link
4. Click on Result Status Link
5. Select the AY 2010-2011 and select FY courses to proceed
6. Mark the students result as Pass/Fail ATKT/ATKT For 1 Subject/ATKT For 2 Subject/Fail/Not Available
7. Select the SY courses for AY 2011-2012 and follow the same procedure for SY result status

After result status entry for both the years:

##### ***Third Year Admission Entry in Digital College Portal for Academic Year 2012-13***

1. Login in Digital University Portal using login id and password
2. Click on Admissions
3. Click on Registered Student Admissions
4. Enter PRN of the student to be admitted for TY (**OR** search the students list by selecting the course and then select the student from the list)
5. Complete the admission process for third year by selecting the subjects taken by student

##### ***Student Profile Correction***

After admitting the student for TY, college MUST ensure the correctness of data for following fields.

1. First, Middle and Last Name of the student
2. Mother's Name
3. Name as printed on previous statement of marks of the student
4. Name in vernacular language (Marathi)
5. Latest Photograph of the student, if required

Additionally, other personal information such as address, mobile number etc. may also be corrected.

#### **Examination Forms for First Half of 2013**

##### ***Obtain Examination Forms for admitted students in TY***

1. Click on Pre Examination

2. Click on Reports
3. Click on Reports for Colleges
4. Click on Download Examination Form
5. Select March 2013 event and download the zip files of PDFs of the examination forms
6. Print the exam forms and handover to the students for verification of personal data and subjects selected
7. Obtain the signed copy of the exam form from the student with appropriate examination fee
8. If student reports any correction on the exam form printout, then perform student profile correction as explained above.
9. The correction in the student's profile will be allowed **only** before inward of the examination form.

#### *Inward of Examination Forms for admitted students in TY*

1. Click on Pre Examination
2. Click on Inward Exam Form
3. Click on Inward
4. Select the course and event, and select student type as 'Fresher'
5. Inward the exam form with all subjects (with UA and CA) selected with examination fee obtained from student
6. After all the exam forms are inward, take the print out of examination form submission report including Papers and Fee Heads (Pre-Examination → Reports for Colleges → Examination Form Submission)
7. Submit the Examination Form Submission Report duly signed by the concerned Principal and along with the total fees collected to the Examination Section, University of Mumbai.

Note:

College Clerk completes the data entry of the Fresher Students for final year admission from their login (Link: Admission--> Registered Student Admissions) and submits the admission data to the University (Link: Registration-->Submit For Registration) before the last date as stipulated by the University

Note:

- Fresher Students TY/Final Year 2012-13 means:
- Students having completed and cleared their SY from Mumbai University
- Students from other universities sought direct admission in TY and have 16 digit PRN given by Enrolment/Eligibility Section
- Students having sought re-admission in TY/Final from Mumbai University in AY 2012-13
- The detailed presentation (PPT) for above procedure is available on <http://mum.digitaluniversity.ac>

## Annexure 'B':

### Procedure for Repeater students appearing for TY (BA, BCom, BSc) examination in First half 2013

#### Procedure for Examination Form

##### *Examination Form Collection*

Collect the duly-filled UoM Pre-printed exam forms from repeater students

##### *Logon to Digital University*

College to Logon the Digital University <http://mum.digitaluniversity.ac> using Username and password given to you.

Example: College user: c164XXX                      and Password: \*\*\*\*\*

##### *Examination Form Entry*

1. After login, click on Top link 'Repeater Exam Form'
2. Click on side link 'Application for Examination'
3. Select College Code, Faculty, Course and, and select Exam Session as 'First Half'
4. Complete the Data entry in the Application based on the duly-filled UoM Pre-printed exam form by repeater students.
5. Print the exam form and handover to the students for verification of personal data and subjects selected
6. Obtain the signed copy of the exam form from the student with appropriate examination fee
7. Edit the exam form data if required and **confirm** the same
8. Print the exam wise summary report with a student name list (exam form submission report) in 2 (two) copies (One for submission and another for Acknowledgement) (link: Repeater Exam Form → Reports → Exam form submission report)
9. Arrange the exam forms course wise sorted as per exam wise submission report with the student name list
10. Verify and Approve the sorted exam forms by affixing Principal's signature and stamp of the college
11. Deposit the exam fee, as mentioned on the exam form submission report, in the bank.
12. Submit the confirmed exam forms and exam form submission report along with the fee deposition details to the Examination Section in UoM.