

**No. Stat / 66 / 2012.****CIRCULAR:****Sub : Return of students on Rolls as on 1<sup>st</sup> August, 2012**  
**( i.e. Academic Year 2012-2013.)**

The Directors/ Heads of the University Departments/ Principals of the affiliated Colleges, Head of the recognized Institutions, the Principal, Sir. J. J. College of Architecture, and the Professor-cum-Director, Institute of Distance Education & open Learning are hereby informed that the information relating to various factors of the students, courses, status of the college and teaching and non teaching staff of the college, which are required by the University for compiling and maintaining updated records, which is available on our website ([www.mu.ac.in](http://www.mu.ac.in))

It has been observed in the recent past that some of the Directors / Principals and Heads of Departments/ Institution/Colleges are either not submitting the above information in stipulated time or submitting incomplete / incorrect and not in required manner. It becomes practically difficult to consolidate the particulars of foreign students due to non- submission of such information. As result of this, it causes considerable hardship to the University Administration and also creates many difficulties in completing the required work on time and in proper manner.

They are, therefore requested to ensure that no column of information is left blank. If there is no information to submit 'NA' be shown against such column. Similarly, page total wherever shown be mentioned without fail and be carried forward to next page, if required.

They are, further requested to instruct their concerned members of the staff to carefully examine the same before forwarding the information of their institution / college and understand clearly what is required to be supplied.

Non-compliance of correct information in time by the Departments/ Institutions / Colleges will be seriously viewed and list of such defaulters will be reported to the competent authorities of the University / State Government.

Further they are requested download the formats from our web site <http://www.mu.ac.in/stat/66>, dated 11 July, 2012 and send it on our Email address i.e. [supt.statunit@gmail.com](mailto:supt.statunit@gmail.com) and also send hard copy to the Statistical Unit, 2<sup>nd</sup> Floor, Room No.202, University of Mumbai, Fort, Mumbai-400 032 on or before 31<sup>st</sup> August, 2012.

If they find any difficulty and need assistance in filling up the Statistical information kindly contact on Telephone number **022-22708738** or visit personally during the working hours.

MUMBAI-400 032  
11<sup>th</sup> July, 2012

Sd/-  
( Kumar B. Khaire )  
REGISTRAR

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To,

The Directors/Heads of the University Departments, Principals of the affiliated Colleges in various faculties, Head of the recognized institutions concerned, the Principal Sir J. J. College of Architecture and the Captain Superintendent Ministry of Surface Transport, Training Ship "Chanakya" Government of India, Mumbai- 400 001.