



No. AEM /1239/ of 2024.

दिनांक - २० सप्टेंबर, २०२४

भारतीय सौर २९ भाद्रपद, कृ ३ शके १९४६

C I R C U L A R :-

A Process to be followed for Enrolment and Eligibility Certificate for the Academic Year 2024-25.

Eligibility:

- The students who have passed from Board of Secondary and Higher Secondary education other than Maharashtra State and University of Mumbai require Eligibility Certificate.
- The College/Institute/Department should give admission to students from boards and Universities (Deemed/Open State/Private) within the state, other states and abroad only after ascertaining and ensuring that their qualifying examinations are approved by the COBSE/UGC/AIU/IAU/AICTE on the website of the concerned bodies or boards.
- Every College/Institute/Department will have to constitute an Admission Committee based on the UGC guidelines and instructions. The College Admission Committee (CAC) or Institution Admission Committee (IAC) or Department Admission Committee (DAC) has to scrutinize and verify the original marksheets and other documents of the students and should submit verification report of authentication of documents to University and then the admission is given as per the Ordinance and Circular of University of Mumbai
- The College/Institute/Department must give provisional admission to such students and as soon as the University of Mumbai verifies the eligibility and confirm the same on online status report then only the College/Institute/Department should confirm the admission.
- The College/Institute/Department must submit Faculty-Wise, Course-Wise and Class-Wise eligibility application forms, alongwith the required documents as per the enclosed copy of the list of "required documents" and N.E.F.T. (MKCL)/E-Samarth fee receipts, to the Eligibility and Migration Section as per the schedule.
- The eligible students will be given only one ERN and once only. The ERN will be valid as long as the student is enrolled with the University of Mumbai. If student is taking readmission then his/her previous ERN No. has to be continued and College should submit student's new online form alongwith fees.

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- The College/Institute/Department must confirm the admission of the "Provisional Eligible Students" and the admission of "Not Eligible" students must immediately be cancelled.

The respective College/Institute/Department will be held responsible for admitting the "Not Eligible" Students.

- The present process of eligibility and admission to the students passing from Foreign Universities/Boards as well as foreign students should take "Prima Facie Eligibility" letter prior taking admission.

The College should admit all International Students (FR/FS/PIO/OCI/NRI) through a single window system as per the Circular issued by the Director, Department of Students' Development.

- After the Provisional Eligibility is issued, the College **should submit the Original Migration and Verification report during the Current Academic Year only.**
- The College/Institute should submit the alphabetical list of students (in a big font size), Status report and N.E.F.T. (MKCL)/E-Samarth fee receipt alongwith the eligibility forms and other documents to the University as per the Chart mentioned below:

Sr. No.	Online App. Form No.	Name of Student	Male/ Female	Caste	Name of the Board/ University	% Obtained	Nationality	Course Applied for	Elg. Fees	Enrol. Fees
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- The College/Institute should submit the 25% Exam share fee, Mandate copy while submitting the Eligibility Forms.

As per Circular No. AEM/(2024-25)/1130 of 2024, dated 02/09/2024, the 20th September, 2024 have been fixed for submission of online Eligibility Forms only:-

- The College should submit their eligibility forms to the University as per the prescribed dates only.

- Those admissions for e.g. B.E., Pharmacy, Architecture, Law, B.Ed., B.P.Ed., Management etc. whose process is done through Centralized Admission Process (CAP) round should submit their forms within 10 days after completion of their Final round of Centralized Admission Process (CAP).

Enrolment:

- The College/Institute of Architecture/Engineering/Law/B.Ed. should submit the list of students (Alphabetically & Vertically in a big font size), as per the Chart mentioned below:

Sr. No.	Application Form Number	Name of Student	Branch	Percentage	Caste	Remark
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- For the Academic Year 2024-25, AEM Department has implemented the same process as last year as provisional Enrolment processing for the Arts, Commerce and Science faculty only. After submission of online students registration data and reconciliation of admission/enrolment fees, the system will automatically match the marks of the students with data received from Secondary and Higher Secondary Education Board, Pune, Maharashtra and thereafter will automatically update the "final eligibility report" on "online status". All the Colleges should make a note of the student's final eligibility status.
- The online forms should be duly signed by the student.
- The copies of original marksheets, caste certificate and other documents should be duly attested by the Principal.
- The admission should be allotted on the basis of enclosed eligibility criteria.
- For the academic year 2024-25 college should attach Affiliation Sanction letters containing Faculty, शिक्षणक्रम, Course, Divisions and Government Sanctioned letters.

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- Every College should attach all the required documents while filling up online forms.
- It is necessary to attach the CET score card and letter of allotment of provisional admission of the students of Technology, Pharmacy, Architecture, Law, B.Ed. and B.P.Ed. courses, while submitting the forms at Admission, Enrolment, Eligibility and Migration Department (AEM).
- For some reason if the form is kept pending then such type of form should be submitted within 15 days after the prescribed date.
- Those admissions for e.g. B.E., Pharmacy, Architecture, Law, B.Ed., B.P.Ed., Management etc. whose process is done through Centralized Admission Process (CAP) round should submit their forms within 10 days after completion of their Final round of Centralized Admission Process (CAP).

Mumbai-400 098

Date: 20th September 2024

Pooja Raundale
(Dr. Pooja Raundale)

Director, BOEE

The Principals of the all affiliated colleges in Arts, Science, Commerce and Technology and Co-ordinator University sub centers, Head of University Departments for information and necessary action.

Copy forwarded for information to:-

1. The Deputy Registrar, Affiliation Section.
2. The Deputy Registrar, (Public Relation)
3. The Deputy Registrar, Special Cell
4. The Co-ordinator, U.C.C., Vidyanagari
5. P.A. to Vice Chancellor
6. P.A. to Pro-Vice Chancellor
7. P.A. to Director, (A&P).
8. P.A. to Registrar
9. P.A. to Director of Examination & Evaluation
10. P.A. to F & A.O.