

Mumbai University HOD application help document

मुंबई विद्यापीठ
University of Mumbai
Re-accredited with A++ Grade
(CGPA 3.65) by NAAC (3rd Cycle 2021)

Election 2022

Home Act and Statute Notification/ Circulars Voter List Schedules Contact Login/ Registration

Please click on respective link for the registration

- [Principal/ Director](#)
- [Teacher](#)
- [University Teacher](#)
- [Management Representative](#)
- [Head of the Department](#)

Supported Browsers Microsoft Edge (Latest Version), Google Chrome(Latest Version), Mozilla (Latest Version)

1. From login and registration page, choose the form to be filled.
2. Click on Head of the department link to move to the login or registration window.

1. Login Window.

Login / Register
Note : You need to have account to submit online application form.

If you have already registered. [Login Here.](#)

* Username (Your Registered Mobile No.) :
e.g. 989898989

To receive the OTP, click on the send verification button.
[Send Verification OTP](#)

* OTP :
(e.g. 989898989)

* Password :

[Login](#) [Register Now](#) [Click Here to Register](#)

[Forgot Password?](#)

1. For new users it needs to register first.
2. For already registered user, needs to enter mobile number and click on Send Verification OTP button.
3. Will receive an OTP on registered mobile number.
4. Enter the OTP received on the mobile number.
5. Enter the password and click on Login button to login to the account.
6. To register, needs to click on Register Now button.

2. Registration Window.

Login / Register

Note : You need to have account to submit online application form.

[Login](#)

Don't have an account yet? [Register Now](#)

*Username(Your Mobile No.) :
e.g. 9898989989

*Email :
e.g. abc@gmail.com

To receive the OTP, click on the send verification button.

[Resend Verification OTP](#)

* OTP :

* First Name :

* Middle Name :

* Last Name :

* Gender : Male Female Other

* Date of Birth : (DD/MM/YYYY)

* Aadhaar No. :

* Password :
(Only Alphabets & Numerics allowed)

* Confirm Password :

* City :

Type the characters you see in this picture

9spm7b

I have read & agreed to all the instructions mentioned in the notification.


[Register](#) Click here to Register

1. After clicking on Register button, will redirect to above page.
2. To register, needs to enter mobile number and email ID.
3. Click on Send Verification OTP button to receive an OTP on the mobile number and email ID.
4. Once received an OTP, needs to enter the OTP and click on first name text box to verify it.
5. After mobile number is verified, needs to fill up all the information.
6. Once fill up the necessary information, click on Register button.
7. After successful registration, will receive an message on registered mobile number which include username and password.
8. Now go to Login window, enter the mobile number and password to start filling up the form.

3. Instruction Page.

Welcome KAPIL KHISTE Logout

Submitted Applications Change Password

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APPLICATION FORM FOR HOD

Form No :

Instructions Personal Academic Documents Declaration

Instructions :

1. Recommended Browsers to use : Latest Versions of Microsoft Edge, Mozilla Firefox, Google Chrome
2. JavaScript should be Enabled for your Browser for Online Application Process [Click here](#)
3. You need to enable Popup Window for your Browser to View Application. [Click here](#) to see Steps to Enable Popup.

Steps for Online Form Submission


1. Save Your Form or Submit after it is completely filled
2. The candidates are required to read the Notification and application form carefully before filling the application form.

click the check box I have read complete Notification and their instructions.

Save & Proceed Ahead >> Click here to move to next page

1. On the instruction page, browser and other instruction regarding form filling are displayed.
2. Click on check box of “I have read complete Notification and their instructions.”
3. After clicking on check box, needs to click on “Save and Proceed Ahead” button to move to the next page.

4. Personal information Page.



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APPLICATION FORM FOR HOD
Form No : 10011

InstructionsPersonalAcademicDocumentsDeclaration

***1. Prefix :**

***2. First Name :**

***3. Middle Name :**

***4. Last Name :**

***5. Date of Birth :**

***6. Date of Birth (Words) :**

***7. Gender :**
 Male
 Female
 Other

***8. Email-ID :**
e.g. abc@gmail.com

***9. Mobile No. :**

10. Office Phone No. :

11. Residence Phone No. :

***13. Date on Which Designation As a HOD and Department :**
dd/MM/yyyy

Current Correspondence Address

*** 15. Address :**

16. Major Landmark :

*** 17. State :**

*** 18. District :**

*** 19. Taluka :**

*** 20. City/Village :**

*** 21. Pin Code :**

Note : * Mark fields are compulsory.

<< PreviousSave & Proceed Ahead >>Click here to move to next page

1. On personal information page, Information which filled up at the time of registration will appear automatically.
2. Remaining information regarding the correspondence address and other, needs to fill up.
3. To move to the next page, click on “Save and Proceed Ahead” button.

5. Academic Details Page.

APPLICATION FORM FOR HOD
Form No : 10011

InstructionsPersonalAcademicDocumentsDeclaration

*22. College Name :

*23. College Address :

*24. Date of Appointment As a Teacher :

*25. Details of approval letter (Letter No.) :

*26. Details of approval letter (Date) :

*27. Details of approval letter (Post) :

*28. Date of Superannuation :

*29. Date of Superannuation (In words) :

*30. Faculty Belongs to:

*30. Subject Taught :

dd/MM/yyyy

dd/MM/yyyy

Educational Qualification

	Nomenclature	Month and Year of Passing
*31. Bachelor's Degree :	<input type="text" value="B.Sc."/>	<input type="text" value="January 2019"/>
*32. Master's Degree :	<input type="text" value="M.Sc."/>	<input type="text" value="February 2020"/>
33. M.Phil :	<input type="text" value="M.Phil."/>	<input type="text" value="October 2020"/>
34. Ph.D. :	<input type="text" value="--Select--"/>	<input type="text"/>
35. NET/ SET :	<input type="text" value="NET"/>	<input type="text" value="January 2021"/>
35. Other Qualification :	<input type="text"/>	<input type="text"/>

Total Experience As HOD (Fill in reverse chronological order)

*36. Name of the college :

*37. From :

*38. To :

*39. Total Period :

Do you want to add additional experience?

*30. Total Experience :

Note : * Mark fields are compulsory.

<< PreviousSave & Proceed Ahead >>Click here to move to next page

1. On Academic details first section, needs to fill up the information regarding the college name, Address of college, Date of appointment as Teacher, Details of approval letter, etc.
2. In the second section, fill up the information regarding educational qualification, Bachelor's degree, Master's degree, M.Phil., Ph.D., etc.
3. In Third section, add the experience details in reverse chronological order. (i.e. latest experience needs to fill up first after that the experience before the latest experience.)
4. Will be able to add three experiences by clicking on the check box of "Do you want to add additional experiences."
5. If want to remove an added experience then uncheck the check box of "Do you want to add additional experiences."
6. Total experience is displays in the "Total Experience."
7. After filling up all the information regarding academics click on "Save and Proceed Ahead" button.
8. If want to go to previous page you need to click on "Previous" Button.

Note: - Only * Marked fields are compulsory to fill.

6. Document Upload Page.

APPLICATION FORM FOR HOD

Form No : 10011

Instructions Personal Academic **Documents** Declaration



Instructions while Uploading Photo

1. Replace Existing Photo : In case if you want to update existing uploaded photo then you can upload new photo which will replace existing photo.

2. Size of Photo : Passport (Dimensions : 4.5 cm x 3.5 cm - 1.78" x 1.38")

3. Document Format : Upload Approval Letter only in pdf format & photo ,signature , Aadhaar Card (Front),Aadhaar Card (Back)in jpg, jpeg or png format only

+ Upload photo +Upload Signature

40. Enclosures

Sr.No.	Details of Certificate / Documents	Yes (✓) / No (✗)	Document
*1.	College approval letter for appointment as a HOD	<input type="checkbox"/>	Upload
*2.	Aadhaar Card (Front)	<input type="checkbox"/>	Upload
*3.	Aadhaar Card (Back)	<input type="checkbox"/>	Upload
*4.	University approval letter as a Teacher	<input type="checkbox"/>	Upload
*5.	Subject approval letter from University of Mumbai	<input type="checkbox"/>	Upload
6.	Subject sanction letter from Govt. of Maharashtra	<input type="checkbox"/>	Upload

Note : * Mark fields are compulsory.

[<< Previous](#) [Save & Proceed Ahead >>](#) [Click here to move to next page](#)

1. On this page needs to upload the documents as Photo, Signature, Aadhar card (Front and Back), College approval letter for appointment as HOD etc.
2. After uploading documents, click on “Save and Proceed Ahead” Button.

Note: - Photo, signature, Aadhar card (Front and back) needs to be uploaded in JPG or png format and other documents, approval letters, University letter etc. needs to be uploaded in PDF format.

7. Declaration Page.

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APPLICATION FORM FOR HOD

Form No: 10011

Instructions Personal Academic Documents Declaration

Declaration • I here by declare that the information given above by me in the form is true and is governed by the provision of section 64 of the Maharashtra Public Universities Act, 2016.

Click here to check preview of your form << Previous Preview Submit Click here to submit your form

1. Click on Preview button to check the Preview of filled form. Want to change any information, click on Previous button to navigate to that page.
2. Click on Declaration check box and Submit button to submit the form.
3. Once form is submitted, will redirect to the draft or home page.

8. Dashboard / Home page.

Home Logout

Welcome KAPIL KHISTE

Submitted Applications Change Password

Logout Security Tips :
Please Log out and close this window as soon as you are done with online application processing. This will ensure that any information that is cached (stored) on your browser is erased and will not allow others to view it later.

Form No.	Online Application Status	Form Submitted Date		
10011	Online Form Submitted.	14 Oct 2022 05:54:28:880	Print Your Form	Upload certified scanned copy of registration form

HOD's Uploaded Documents [Click here to upload scanned copy of your form](#)

Document Name	View
Photo	View
Signature	View
Aadhaar Card (Front)	View
Aadhaar Card (Back)	View
University approval letter as a Teacher	View
Subject approval letter from University of Mumbai	View
College approval letter for appointment as a HOD	View

1. On Dashboard or home page, will be able to see the status of the form, form submitted date, etc.
2. Take printout of the form by clicking on thing “Print Your Form” Link.
3. Needs to upload Certified Scanned copy of the registration form.
4. Upload it by clicking on the link “Upload Certified Scanned copy of your registration form”. Also, will able to see the list of documents uploaded. If want to view the document click on View link in front of the document.