

University of Mumbai



No. AEEM/(2026-27) /33/of 2026

C I R C U L A R:-

The admission process for the First Year of Undergraduate and Postgraduate programs offered under the NEP 2020/Non-NEP framework for all University Department / affiliated Colleges /Institutes, Autonomous Department/ Colleges/Institute, Sub-centers/ sub-campus of the University of Mumbai is conducted through the 'E-Samarth' /MKCL portal. The Admission Process for the Academic Year 2026-27 for UG & PG Degree Admission and Eligibility and Enrolment is explained below

(A) Admission-

1. Every year, before the start of the Academic Year, the AEEM (Admission Eligibility Enrolment and Migration) Department organizes workshops in Mumbai, Mumbai Suburban, Raigad / Ratnagiri / Sindhudurg to help colleges resolve issues/difficulties related to online admissions on the E-Samarth / MKCL portal. Through these workshops, colleges receive necessary trainings, their queries and doubts are effectively resolved.
2. It is mandatory for students wishing to seek admission to First Year of Undergraduate /Postgraduate programs to complete the University' **'Registration'** process within the stipulated timeframe and to subsequently submit an online or offline application to their desired college(s).
3. To ensure that this information reaches the general public, the details through various mass media channels (Newspaper, social media etc.) are circulated and wide publicity is given.
4. Circulars regarding the First-Year admission process for Undergraduate and Postgraduate programs at the University of Mumbai are officially issued and made available on the University's official website. (**UG Admission on E-Samarth portal website:- <https://muugadmission.samarth.edu.in> and PG Admission on E-Samarth portal website:- <https://muadmission.samarth.edu.in>**)
5. In accordance with the circulars issued by the AEEM Department, colleges are expected to initiate and carry out various processes, including online document verification, the display of the 1st, 2nd, and 3rd Merit Lists, grievance redressal, and the collection of admission fees.
6. It is mandatory to strictly follow the schedule issued by the University of Mumbai from time to time regarding admission. If admissions are done after the cut-off date of the admission process mentioned in the said schedule, it will not be accepted under any circumstances and disciplinary due actions are taken against the college.
7. It is mandatory for all the colleges to admit students to a program only after verifying that the student has duly completed the online registration process on the University of Mumbai's 'e-Samarth' / MKCL portal and due procedure is followed in strict accordance with the eligibility criteria for the said program as prescribed by the Mumbai University (AAMS Section).

2..

8. It is mandatory to all the colleges to pay and submit the admitted students' Eligibility / Enrollment Fees and University share fees Receipt along with the all-other requisite supporting documents to the AEEM Department.
9. Specifically, documents pertaining to enrollment must be submitted by August 30th 2026 before 5.00 PM, while eligibility applications must be submitted by September 30th 2026 before 5.00 PM subsequently to check the document by AEEM Department. It is mandatory for colleges to follow the deadlines failing which disciplinary actions will be taken against the college.

(B) Enrolment Cases :

1. The students who have passed 12th class/Degree from the Maharashtra Higher Education Board/ University of Mumbai and seek admission to Under Graduate or Post Graduate Courses at the University of Mumbai are referred to as “**Enrolment Cases**”
2. Every college/institute is required to constitute an Admission Committee in accordance with the guidelines and instructions issued by the UGC. The College Admission Committee (CAC)/ Institutional Admission Committee (IAC), or Departmental Admission Committee (DAC) shall scrutinize and verify the students Original Mark sheet and other documents.
3. Scrutiny and verification of original mark sheets and other documents of students as well as ordinances regarding eligibility criteria/ circular for the course introduced by the AAMS Section, University of Mumbai. Copies of students' mark sheets, caste certificates and other documents should be duly attested only by the principals of the respective colleges.
4. Students who have passed the 12th standard examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education shall be granted admission to First Year of degree courses subject to verification via the QR code on their mark sheets and in accordance with the prescribed eligibility criteria for the respective courses. The Principal/Director of the concerned colleges shall bear sole and absolute responsibility for any admissions granted on the basis of fake mark sheets or in violation of the stipulated eligibility criteria.
5. It is mandatory for the College/Institution to submit the following documents to the AEEM Department, in accordance with the prescribed schedule and containing the necessary information as specified in the table below: a name-wise list of students (printed in large format), a Status Report, the 25% (75% whichever is applicable) share of examination fees, a copy of the Mandate, and NEFT (MKCL)/E-Samarth fee receipts; along with Faculty-wise, Course-wise, and Class-wise Eligibility Forms and other supporting documents. (A3 paper)

Sr. No.	Online App. Form No.	Name of Student	Male/ Female	Cast	First /Second Attempt	% Obtained	Course Applied for	Enrol. Fees
---------	----------------------	-----------------	--------------	------	-----------------------	------------	--------------------	-------------

6. **The College should submit their enrolment forms to the University till 30th August,2026.**
7. It is mandatory for the College/Institution to submit admission fee share using Mandate from e-Samarth or MKCL Login. Go to the Admissions section and click on Generate Mandate. Add the respective student details for the mandate generation and proceed with the fee payment. **list of remarks:-**
 - i) When the student's online Eligibility status reflects the remark “Pending” from AEEM Department then the College **should submit the required documents within 15 days only.**
 - ii) Subsequently, for the students the Eligibility status reflects the remark "Not Eligible”, the college must cancel such student's admission immediately and bring it to the notice of the student.

.. 3..

(C) **Eligibility Cases :**

1. The students who have passed 12th /Degree from other than the Maharashtra Higher Education Board/ University of Mumbai and seek admission to Under Graduate or Post Graduate Courses at the University of Mumbai are referred to as “Eligibility Cases”
2. Every college is required to constitute an Admission Committee in accordance with the guidelines and instructions issued by the UGC. The College Admission Committee (CAC), Institutional Admission Committee (IAC), or Departmental Admission Committee (DAC) shall scrutinize and verify the students Original Mark sheet and other documents.
3. The Colleges should give admission to students from boards and Universities (Deemed/Open State/Private) within the Maharashtra state, other states in India 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.
4. Scrutiny and verification of original mark sheets and other documents of students as well as ordinances regarding eligibility criteria/ circular for the course introduced by the AAMS Section, University of Mumbai. Copies of students' mark sheets, caste certificates and other documents should be duly attested only by the principals of the respective colleges.
5. It is mandatory for the Colleges / Institutions to submit the following documents to the AEEM Department, in accordance with the prescribed schedule and containing the necessary information as specified in the table below: a name-wise list of students (printed in large format), a Status Report, the 25% share of examination fees, a copy of the Mandate, and NEFT (MKCL)/E-Samarth fee receipts; along with Faculty-wise, Course-wise, and Class-wise Eligibility Forms and other supporting documents.

Sr. No.	Online App. Form No.	Name of Student	Male/ Female	Caste	Name of the Board/ University	First /Second Attempt	% Obtained	Nationality	Course Applied for	Elg. Fees	Enrol. Fees
---------	----------------------	-----------------	--------------	-------	-------------------------------	-----------------------	------------	-------------	--------------------	-----------	-------------

6. Admission Category Selection: While approving eligibility cases, kindly ensure that the correct student admission category is selected, such as:
 - Within University of Mumbai
 - Out of University of Mumbai within Maharashtra
 - Out of MaharashtraAnd for PG cases, Within State University, Outside State University and Same university.

The College should submit their eligibility forms to the University till 30th September, 2026.

7. After submitting the eligibility applications of the said students to the AEEM Department and verifying the said applications by the Section, the following remarks are given on the Samarth / MKCL portal. **list of remarks :-**
- i) The colleges are required to grant provisional admission to such students. Once the University of Mumbai checked their eligibility—and those students Eligibility status reflects the remark "Subject to Final Confirmation", —the college must submit all mark sheets along with a Verification Report, Original Migration Certificate of concerned students for confirmation of their admission.
 - ii) When the student's online Eligibility status reflects the remark "Pending" from AEEM Department then the College **should submit the required documents within 15 days only.**
 - iii) Subsequently, for the students the Eligibility status reflects the remark "Not Eligible", the college must cancel such student's admission immediately and bring it to the notice of the student.
8. **Those students who have passed their 12th Std. from a foreign board of higher secondary education and degree from Foreign University in various states of India:-**
- i) The present process of eligibility and admission to the students passing from Foreign Boards (i.e. IB, Cambridge etc.) as well as foreign students should take "Prima Facie Eligibility" letter prior taking admission.
 - ii) As per the Notification No. Misc. 2011/C.R. 239/11/SE-1 issued by the School Education and Sports Department on January 19, 2013, it is mandatory to obtain permission from the Government—in accordance with the provisions of the said Act—to establish a new school or to upgrade the status of an existing school in any state within India. Subsequently, it is mandatory for the concerned school to obtain a 'No Objection Certificate' (NOC) from the Government in order to seek affiliation with any Board located within the State, the country, or abroad.
9. **Foreign students who have passed their 12th Std. from a foreign board of higher secondary education and degree from Foreign University.**
- i) In accordance with the circular issued by the Director of the Department of Student Welfare (DSW), all international students (e.g., FR/FS/PIO/OCI/NRI) graduating from international boards or universities are issued a 'Prima Facie' letter by the AEEM Department, subsequent to their submission of an online application through the 'Single Window System' at the college. Pursuant to this letter, the college is required to grant admission to the said students.
10. **For students wishing to seek lateral admission in undergraduate or postgraduate courses**
- i) If a student wants to seek admission to the second or third year of an Undergraduate or postgraduate course in a department/college affiliated with Mumbai University, or in an autonomous department/institution/college, first they need to obtain a 'Prima Facie' certificate from the AEEM department. while such students to Undergraduate or postgraduate course, the concerned colleges must also ensure that the student has obtained the 'Prima Facie' letter from the AEEM department.

11. Admissions done through DTE

- 1- Those admissions for e.g. B.E., Pharmacy, Architecture, Law, B.Ed., B.P.Ed., M.M.S., M.C.A., B.M.S., B.B.A., Management etc. whose process is done through Centralized Admission Process (CAP) round should submit their forms within 10 days after cutoff date of Admission Process (CAP) given by CET cell.
- 2- Research/Honors Enrollment: If a student wishes to pursue Research or Honors in any specific programmed, the student must enroll for the respective programme through the PG Admission Portal.
- 3- Exit Policy: If any student wishes to take an exit after the 1st year, 2nd year, or 3rd year, the college is required to submit such cases to the University for approval/process.

12. Common Instructions –

1. Every college is required to constitute an Admission Committee in accordance with the guidelines and instructions issued by the UGC. The College Admission Committee (CAC), Institutional Admission Committee (IAC), or Departmental Admission Committee (DAC) shall scrutinize and verify the students Original Mark sheet and other documents.
2. Constitution of admission committee for implementation of reservation policies for smooth implementation of these directives for providing assistance to students in the transparent manner.
3. Refund policy guidelines should be implemented by the college as per UGC.
4. The consequences of non-implementation will have to be borne by the concerned college.
5. The concerned college shall be held responsible—and strict action shall be initiated against it—if students are granted admission without pre-registration, or if admission is granted to 'Not eligible' students.
6. Each admitted student is assigned a single ERN (E-Samarth) or PRN (MKCL). This ERN/PRN remains valid for as long as the student is registered with the University of Mumbai. If the student seeks re-admission or admission to a subsequent degree program, their previously assigned ERN/PRN number shall remain the same.

(D) Migration Certificate:

1. First, the student completes the application by going to the website mu.migrationcertificate.in and completing all the above documents and paying a fee of Rs. 542/- online.
2. The applications filled by the students are verified twice online in the AEEM department, first and second time.
3. After verification, it is divided into OK and pending.
4. A certificate is prepared for the application that is OK and sent to the address given by the students through Speed Post.
5. Also, students with pending documents are informed about the submission of Pending Documents through Email.

(E) **Transfer Certificate:**

1. If any student wishes to transfer or change the college, kindly email the student details in the following format to: neptonep@mu.ac.in Email ID: neptonep@mu.ac.in

1	Sr. No.
2	Previous College Name
3	Previous College Code
4	Previous College Email Address
5	Previous College Contact No. (Mobile No.)
6	Previous Session
7	Previous Term/Semester
8	Previous Programme No.
9	Previous Programme Name
10	Student Name
11	ERN
12	Current College Name
13	Current College Code
14	Current College Email Address
15	Current College Contact No. (Mobile No.)
16	Current Session
17	Current Term/Semester
18	Current Program No.
19	Current Program Name

2. **Maharashtra State and Central Government sponsored scholarships:-**

1. After students get admitted to various departments and sub-centers affiliated to Mumbai University, they themselves register their scholarship applications online on the MAHADBT and NSP portals with Aadhaar and send them to the AEEM Department as per their eligibility.
2. After scrutinizing the received applications through Clerk and Principal Login, eligible applications are forwarded to the state government for scholarship. A total of 73 scholarship schemes are implemented by the state and central governments.
3. Ineligible or incomplete applications are notified to the students through the relevant scholarship portal with the necessary remarks and the remaining documents are completed and sent to this department online.

4. At the end of the year, the amount of scholarship amount deposited is verified student-wise and the Institute Disbursement Report is communicated to the relevant departments via e-mail, and an estimate of the remaining fees to be collected from the students is given to the departments.
5. Notifications, government decisions, and circulars issued by the state and central governments from time to time are communicated to all affiliated departments through e-mail and WhatsApp.
6. If any new changes are notified by the state and central government, workshops/meetings would be held as per requirement and the concerned would be intimated.
7. If any complaint / suggestion is received regarding the scholarship of students admitted in colleges and institutions Affiliated /Autonomous to the University of Mumbai, it is reported to the concerned government department for redressal.

Mumbai-400 098

Date: 08/04/2026

Pooja Raundale

(Dr. Pooja Raundale)

Director, BOEE

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

Copy forwarded for information to:-

1. The Director, Information and Communication Technology for Implementation and necessary configurations.
2. The Deputy Registrar, AEEM Department
3. The Deputy Registrar, AAMS Section.
4. The Deputy Registrar, Affiliation Section.
5. The Deputy Registrar, (Public Relation)
6. The Deputy Registrar, Special Cell
7. The Co-Ordinator, U.C.C., Vidyanagari
8. P.A. to Vice Chancellor
9. P.A. to Pro-Vice Chancellor
10. P.A. to Director, (A&P).
11. P.A. to Registrar
12. P.A. to Director of Examination & Evaluation
13. 11. P.A. to F & A.O.