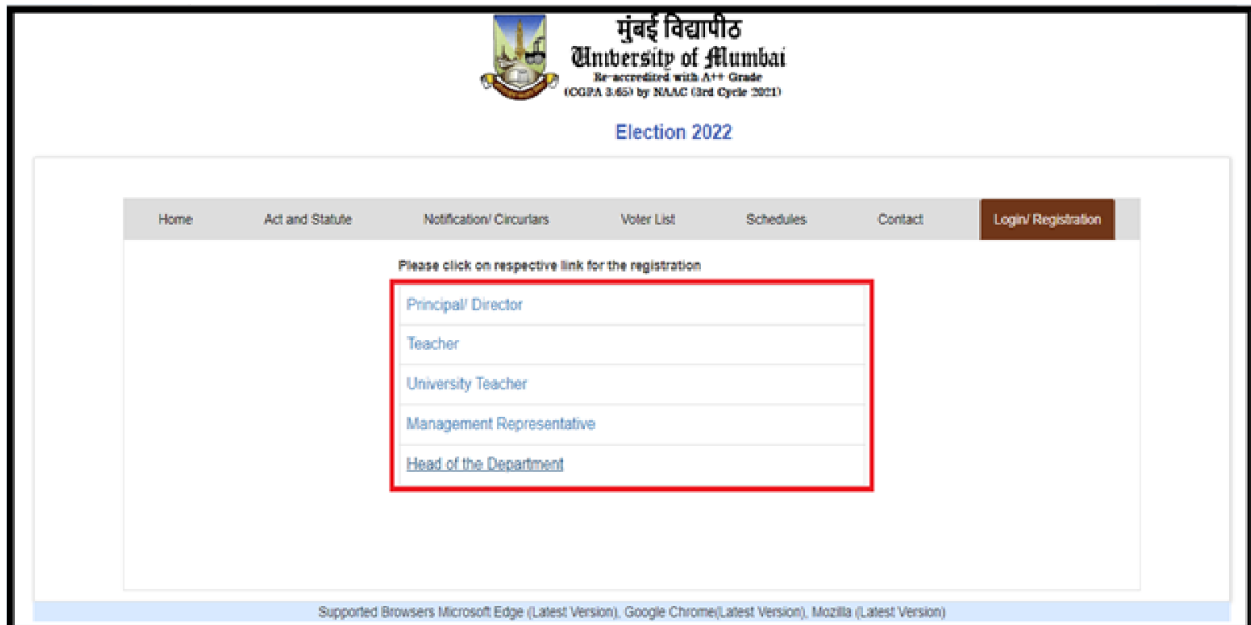


## MU Principle Form Help Document:



1. From login and registration page, choose the form to be filled.
2. Click on Principal/ Director 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. 9898989898

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

\* OTP :   
(e.g. 9898989898)

\* Password :

[Login](#) [Register Now](#)

[Forgot Password?](#)

Activate Windows  
Go to Settings to activate Windows.

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.

Don't have an account yet? Register Now Login

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

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

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

\* OTP :

\* First Name :

\* Middle Name :

\* Last Name :

\* Gender :  Male  Female  Other

Activate Windows  
Go to Settings to activate Windows.

\* 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  
cjr8ype

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

Register

Activate Windows  
Go to Settings to activate Windows.

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.

The screenshot displays the 'APPLICATION FORM FOR PRINCIPAL' page for the University of Mumbai. At the top, there is a header with the university logo, a 'Select Language' dropdown, and a 'Welcome AAAAA CCCCCC' message with a 'Logout' button. Below this are 'Submitted Applications' and 'Change Password' buttons. The main content area features the university logo and name in both Marathi and English, along with accreditation details. The form title is 'APPLICATION FORM FOR PRINCIPAL' with a 'Form No.' field. A navigation bar includes 'Instructions', 'Personal', 'Academic', 'Documents', and 'Declaration' tabs. The 'Instructions' section lists browser requirements and submission steps. A checkbox labeled 'I have read complete notification & their all instructions' is highlighted with a red box and labeled 'Click the check box'. Below it is a 'Save & Proceed Ahead >>' button, also highlighted with a red box and labeled 'Click here to move to next page'. A Windows watermark is visible in the bottom right corner.

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.

**APPLICATION FORM FOR PRINCIPAL**

Form No : 2009

Instructions Personal Academic Documents Declaration

\*1. Prefix : Smt.

\*2. First Name : AAAAA

\*3. Middle Name : BBBB

\*4. Last Name : CCCCC

\*5. Date of Birth : 15 April 1990

\*6. Date of Birth (Words) : Fifteen April One Thousand Nine Hundred Ninety

\*7. Gender :  Male  Female  Other

\*8. Email-ID : bhagyashri30shinde.92@gmail.com  
e.g. abc@gmail.com

\*9. Mobile No. : 9860190945  
e.g. 9552586424

10. Office Phone No. : 1234567898765

11. Residence Phone No. : 1234567898765

**Current Correspondence Address**

\* 12. Address : Shanti nagar,krishna society pune

13. Major Landmark : Ganesh temple gandhi chowk,Pune

\* 14. State : MAHARASHTRA

\* 15. District : PUNE

\* 16. Taluka : JUNNAR

\* 17. City/Village : PUNE

\* 18. Pin Code : 433245


**Note : \* Mark fields are compulsory.**

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

ows Activate Windows. Update Windows.

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.



**महाराष्ट्र विद्यापीठ**  
**University of Mumbai**  
Re-accredited with A++ Grade  
(CGPA 3.60) by NAAC (3rd Cycle 2021)

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**APPLICATION FORM FOR PRINCIPAL**  
Form No: 20009

InstructionsPersonalAcademicDocumentsDeclaration

\*19. College Name :

\*20. College Address :

\*21. Subject of Specialization :

\*22. Date of Appointment as a Principal approved by the University :   
dd/MM/yyyy

\*23. Details of approval letter (Letter No.) :

\*24. Details of approval letter (Date) :   
dd/MM/yyyy

\*25. Details of approval letter (Post) :

\*26. Date of Superannuation :   
dd/MM/yyyy

\*27. Date of Superannuation (In words) :

Activate Windows  
Go to Settings to activate Windows.

**Educational Qualification**

	Nomenclature	Month and Year of Passing
*28. Bachelor's Degree :	<input type="text" value="B.C.A."/>	<input type="text" value="October 2022"/>
*29. Master's Degree :	<input type="text" value="M.C.A."/>	<input type="text" value="October 2022"/>
30. M.Phil. :	<input type="text" value="M.Phil."/>	<input type="text" value="October 2022"/>
31. Ph.D. :	<input type="text" value="Ph.D."/>	<input type="text" value="October 2022"/>
32. NET/SET :	<input type="text" value="NET"/>	<input type="text" value="October 2022"/>
32. Other Qualification :	<input type="text" value="dfsdg f"/>	<input type="text" value="October 2022"/>

**Total Experience as Principal (Fill in reverse chronological order)**

\*33. Name of the College :

\*34. From :

\*35. To :

\*36. 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

Activate Windows  
activate Windows.



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, needs to fill up the information regarding your educational qualification like Bachelor's degree, Master's degree, M.Phil., Ph.D. and etc.
3. In Third section, need to add your 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 to 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 PRINCIPAL**  
Form No : 20009

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 documents only in pdf format & photo & signature in jpg, jpeg or png format only

**+ Upload**      **+ Upload**

**37. Enclosures**

Sr.No.	Details of Certificate / Documents	Yes (✓) / No (✗)	Document
*1.	University letter approving the appointment as a Principal	<input type="checkbox"/>	<a href="#">Upload</a>
*2.	Aadhaar Card (Front)	<input type="checkbox"/>	<a href="#">Upload</a>
*3.	Aadhaar Card (Back)	<input type="checkbox"/>	<a href="#">Upload</a>

**Note : \*** Mark fields are compulsory.

[Click here to move to next page](#)

[<< Previous](#)   [Save & Proceed Ahead >>](#)

1. On this page, need to upload the documents. Photo, Signature, Aadhar card (Front and Back), College approval letter for appointment as Principle etc.
2. After uploading documents, need to 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 like approval letters, University letter etc. needs to be uploaded in PDF format.

## 7. Declaration Page.

The screenshot displays the 'Declaration' page of an online application form for the position of Principal at the University of Mumbai. The page features a navigation bar with tabs for 'Instructions', 'Personal', 'Academic', 'Documents', and 'Declaration', with 'Declaration' being the active tab. Below the navigation bar, there is a declaration statement: 'I state that all the above entries/information given by me are correct.' A red box highlights the text 'all the above entries/information given by me are correct', with lines pointing to the 'Preview' and 'Submit' buttons. Another red box highlights the 'Preview' button, with a line pointing to the text 'Click here to check preview of your form'. A third red box highlights the 'Submit' button, with a line pointing to the text 'Click here to submit your form'. The page also includes a 'Logout' button in the top right corner and a 'Go to Settings to activate Windows' message in the bottom right corner.

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.

Welcome KAPIL USER

[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		
20008	Online Form Submitted.	15 Oct 2022 13:05:14:530	<a href="#">Print Your Form</a>	<a href="#">Upload certified scanned copy of registration form</a>

**Principal's Uploaded Documents**

Document Name	View
Photo	<a href="#">View</a>
Signature	<a href="#">View</a>
Aadhaar Card (Front)	<a href="#">View</a>
Aadhaar Card (Back)	<a href="#">View</a>
University letter approving the appointment as a Principal	<a href="#">View</a>

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 be able to see the list of documents uploaded. If want to view the document click on View link in front of the document.