Students of M.Com. Part – I (Semester – II) are required to fill-up the examination form ONLINE and submit their FEE CHALLAN / ONLINE EXAM FORM PRINT for the examination to be held in March, 2016.

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Day</th>
<th>Class</th>
<th>Timings</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 3, 2016</td>
<td>Thursday</td>
<td>M.Com. Part – I (Advanced Accountancy &amp; Business Management)</td>
<td>10.00 am to 12.00 pm</td>
</tr>
</tbody>
</table>

Requirements for filling-up the forms are as follows:-

1. **Online Examination Form filling is starting from March 1, 2016.** Form filling has to be done by the students themselves in the following website:

   [http://muexam.mu.ac.in/examination/formfill.php](http://muexam.mu.ac.in/examination/formfill.php)

2. Please fill the information correct and carefully, further changes will not be made in exam form once challan is printed. *(Read the Instructions carefully)*

3. To bring Original and Photocopy of Third Year Degree Marksheet (Semester V & VI) & Passing Certificates to be submitted along with the Fee Challan / Online Exam Form Print.


5. Photocopy of Physically Challenged Certificate to be submitted.

6. **Examination Fees** to be paid as mentioned in the Fee Challan / Online Exam Form Print at Counter No. 3, please bring the exact change for fees payment.

(Dr. A. A. Rashid)
PRINCIPAL.
INSTRUCTIONS FOR M.COM. ONLINE EXAM FORM FILLING.

1. Use the Latest version of Google Chrome or Mozilla Firefox for Online Exam Form Filling Process.
2. Go to the Website: http://muexam.mu.ac.in/examination/formfill.php
3. Read all the instructions carefully while filling form. Once the Challan / Exam Form is Printed further changes will not be allowed.
4. Select Exam Type: Regular / (Repeater) KT
5. Program (Course Duration): Master of Commerce (Two Years Course)
6. Part (Semester): 1 / 2 / 3 / 4
7. Last Semester Seat No.: Recently appeared exam Seat No. to be entered.
10. Full Name in Marathi (Surname, First Name, Middle Name and Mother Name):
    To be typed in English and automatically it will be converted in Marathi. Please do it correctly.

11. Previous Examination Details.

<table>
<thead>
<tr>
<th>Sem.</th>
<th>Month, Year of Exam</th>
<th>Seat No</th>
<th>Is Sem Passed?</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Month, Year of Sem</td>
<td>Sem 1 Seat No</td>
<td>✓</td>
<td>Sem 1 Marks</td>
</tr>
<tr>
<td>2</td>
<td>Month, Year of Sem</td>
<td>Sem 2 Seat No</td>
<td>✓</td>
<td>Sem 2 Marks</td>
</tr>
<tr>
<td>3</td>
<td>Month, Year of Sem</td>
<td>Sem 3 Seat No</td>
<td>✓</td>
<td>Sem 3 Marks</td>
</tr>
</tbody>
</table>

a) As per the Semester accordingly enter their Month and Year of Exam, Seat No. to be entered as mentioned in the Marksheets.

b) Is Semester Passed?: If Students have PASSED Particular Semester then they have to TICK Mark in the Column accordingly and if not passed UNTICK the Column.

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c) Marks: Total Marks Obtained in particular Semester to be entered in Marks Column even if students having KT in any subjects. Grade, Percentage or anything else should not be entered in Marks Column (Only Total Marks Obtained to be entered).

12. Gender: Male / Female / Transgender

13. Category: For General Category select OPEN and for Reserved Category select their respective Category (If they are having the Caste Certificate issued from Maharashtra only) and copy of Caste Certificate to be submitted.


16. Completer Postal Address: Enter the Current Residing Postal Address

17. Telephone No.: Current Mobile No. to be entered.

18. Email Address: Respective Email Address to be entered.

19. Fees: Fees will be automatically displayed, which has to be paid at Counter No. 3 of Office.

20. Finally after verifying the Form Information filled by you then click on Submit Form.