

# University of Mumbai



Director,  
Board of Examinations & Evaluation,  
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No. DBOEE/Exam/ICC/2025-26/14

Date : 11<sup>th</sup> September, 2025

## **CIRCULAR**

**Subject: Student Course/Subject Selection Process on Samarth Portal for Affiliated Colleges & University Departments**

All Principals of Affiliated Colleges Directors of Recognized Institutions, Heads of University Departments, and Coordinators/Directors of University Sub-Campuses are hereby informed to make student aware about following process and that students are required to complete the Course/Subject Selection process and Examination Form submission through the **Samarth Portal**.

The stepwise process is as follows:

### **Step 1: Login**

- Go to [mu.samarth.edu.in](http://mu.samarth.edu.in)
- Log in using your credentials.

### **Step 2: Course Selection**

1. Click on the **Course Selection** tab.
2. Go to your **respective program** and click on the “**CLICK HERE**” button.
3. Then click on “**CLICK HERE TO SELECT YOUR COURSE**”.
4. Select your **respective subjects** carefully.
5. Click on the **SUBMIT** button.
6. Then click on the green “**SUBMIT COURSE SELECTION**” button.

### **Step 3: Access the Exam Form**

1. Click on the **MU** button (top-left corner of the screen).
2. Open the **drop-down menu**, go to the **Examination** tab.
3. Click on the **Registration** option.
4. Then click on the “**CLICK HERE FOR EXAMINATION FORM**” button.

#### **Step 4: Disability Declaration**

- In the **PwD (Person with Disability)** section:
  - If applicable, select the correct option.
  - If **not applicable**, choose “**Not Applicable**” from the dropdown.

#### **Step 5: Final Submission**

1. Click the **SUBMIT** button.
2. Review your exam form carefully.
3. Click on the green “**SUBMIT EXAM FORM**” button.

#### **Step 6: Print and Submit**

- **Take a printout** of the submitted exam form.
- **Submit it to your college** within the given deadline.

*Pooja Raundale*

**(Dr. Pooja Raundale)**  
**Director, Board of Examinations &  
Evaluation**

#### **Copy to:**

All Principals of Affiliated Colleges (**except Autonomous Colleges/Institutes**), Directors of Recognized Institutions, Heads of University Departments, and Coordinators/Directors of University Sub-Campuses (Thane, Kalyan, Ratnagiri)

#### **Copy for information & necessary action:**

All Deputy Registrars (Examination Section)

Personal Assistant – 1) Vice-Chancellor 2) Pro-Vice-Chancellor 3) Registrar