

Process for Corrections in Student Profile on UoM DU Portal

College MUST ensure the correctness of data for following fields for admitted in FY, SY & TY.

1. First, Middle and Last Name of the student
2. Mother's Name
3. Name as printed on previous statement of marks of the student
4. Name in vernacular language (Marathi)
5. Latest Photograph of the student, if required

Additionally, other personal information such as address, mobile number etc. may also be corrected.

Step 1: Visit on <http://mum.digitaluniversity.ac> & login

The screenshot displays the homepage of the University of Mumbai's digital portal. At the top, there is a navigation bar with links for Home, My Login, My Settings, Logout, Calender, SiteMap, and Contact Us. The University of Mumbai logo and name are on the left, with the address: M.G.Road, Fort, Mumbai-400032, Maharashtra(India). Below the logo, there are dropdown menus for Change Language and Change Theme. A secondary navigation bar lists various university services like Courses, Colleges & Institutions, Departments, IDOL Admissions, Scholarships, Examinations, Migration, Convocation, and Distance Education (IDOL) & EBSCO.

The main content area is divided into several sections:

- University**: A list of links including Amchi Mumbai, About University, Organizational Structure, Accreditation & Recognition, Awards & Honors, Tribunal, Statistics, Universities Act 1994, Ragging Act 1999, The Right to Information act, 2005, and Students Grievances Committee Rules.
- Activities/Services**: A list of links including Public Relations Releases, Students Grievances Committee, Community Development, Student Services, Continuing Education Program, Employment Opportunity, and Co-curricular Activities.
- News and Events**: A section with a link for "Discrepancy marked students for IDOL. Contact: Ro...".
- Application Forms**: A section with links for "महत्वाचे दाखले मिळण्यासाठी प्रमाणीकृत अर्ज नमूने व प्रमाणीकृत दाखले नमूने", "For Colleges : Sample Admission Form for the academic year 2011-12", and "Find Your Convocation Number".
- Downloads**: A section with links for "Instructions for Examination - B.Sc. Sem I (IDOL) - January Exams", "Digital College Portal :- Transfer Students Admission Process Flow", and "Students Profile Correction".
- Circulars/Notices**: A section with links for "The last date to accept examination forms for admission to above examinations are extended only for fresh candidates upto 12th December" and "Ordinances and Regulations With Respect to Credit Based Semester and Grading".
- Academics**: A section with links for Academics, IT Enabled Education, and Research.
- IPR/Publications**: A section with links for IPR and Publications.

A login form is located in the top right corner, with fields for User (c164248) and Password (masked with dots), and a Go button. A speech bubble points to the login form with the text "Enter college login & password".

Step 2: Student Profile Correction

The screenshot shows the University of Mumbai portal interface. At the top left is the university logo and name, 'University of Mumbai', with the address 'M.G.Road, Fort, Mumbai-400032, Maharashtra(India)'. To the right are navigation links: Home, My Login, My Settings, Logout, Calendar, Sitemap, and Contact Us. Below these are two dropdown menus for 'Change Language' and 'Change Theme'. A horizontal menu contains various options: Course Definition, College Definition, Online Admissions, Admissions, Registration, Messaging, Pre-Eligibility System, eSuidha, Pre Examination, Examination, Reports, Student Profile (highlighted with a red box), Invoice, Import Export Data, Dashboard, FAQ, and Repeater Exam Forms. The main content area displays a welcome message: 'Welcome Viva College of Arts, Commerce and Science !' and 'You have logged in as College and your last logon was 8/4/2012 7:47:28 PM'. Below this is a carousel of module icons: Portal, Course Definition, College Definition, Online Admissions, Admissions, and Registration. A 'Set Default Module' button is positioned below the carousel. On the left side, a 'Home' menu lists the same options as the top menu. A callout bubble with a red border points to the 'Student Profile' item in the left menu, containing the text 'Click on Student Profile'.

Step 3: Add Profile Correction Requests

The screenshot displays the University of Mumbai portal interface. At the top left is the university logo and name, 'University of Mumbai', with the address 'M.G.Road, Fort, Mumbai-400032, Maharashtra(India)'. The top right contains navigation links: Home, My Login, My Settings, Logout, Calendar, Sitemap, and Contact Us. Below these are 'Change Language' and 'Change Theme' dropdown menus. A horizontal menu bar includes 'View Request Status', 'Add Profile Correction Requests', 'Update Student Contact Details', 'Update Lateral Entry Student Details', 'Audit Trail', and 'View Student Profile'. The main content area features a welcome message for 'Viva College of Arts, Commerce and Science!' and a login timestamp. A sidebar on the left, titled 'Student Profile', lists several options, with 'Add Profile Correction Requests' highlighted by a red box. A callout box points to this option with the text 'Click on Add Profile Correction Requests option'. The main content area also has tabs for 'MIS Statistics' and 'User Guide', and a section titled 'Profile Correction Requests Statistics' which currently shows 'Currently No Profile Correction Requests found.' with a 'view complete list...' link.

University of Mumbai
M.G.Road, Fort, Mumbai-400032, Maharashtra(India)

Home • My Login • My Settings • Logout • Calendar • Sitemap • Contact Us

Change Language ▼ Change Theme ▼

View Request Status | Add Profile Correction Requests | Update Student Contact Details | Update Lateral Entry Student Details | Audit Trail | View Student Profile |

Welcome Viva College of Arts, Commerce and Science !
You have logged as College and your last logon was 8/4/2012 7:47:28 PM

MIS Statistics User Guide

Student Profile

- View Request Status
- Add Profile Correction Requests
- Update Student Contact Details
- Update Lateral Entry Student Details
- Audit Trail
- View Student Profile

Profile Correction Requests Statistics ▲

Currently No Profile Correction Requests found.

view complete list...

Click on Add Profile Correction Requests option

Step 4: Search Student



University of Mumbai

M.G.Road, Fort, Mumbai-400032, Maharashtra(India)

[Home](#) [My Login](#) [My Settings](#) [Logout](#) [Calendar](#) [Sitemap](#) [Contact Us](#)

Change Language ▼

Change Theme ▼

[View Request Status](#) | [Add Profile Correction Requests](#) | [Update Student Contact Details](#) | [Update Lateral Entry Student Details](#) | [Audit Trail](#) | [View Student Profile](#) |

Search Student - Add profile correction requests

Search Criteria

Advanced Search

Enter PRN :

Search

Enter PRN (If you have)
& Click on Search Option

Student Profile

- [View Request Status](#)
- [Add Profile Correction Requests](#)
- [Update Student Contact Details](#)
- [Update Lateral Entry Student Details](#)
- [Audit Trail](#)
- [View Student Profile](#)

Step 4: Search Student



University of Mumbai
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Home • My Login • My Settings • Logout • Calendar • Sitemap • Contact Us

Change Language ▼ Change Theme ▼

View Request Status | Add Profile Correction Requests | Update Student Contact Details | Update Lateral Entry Student Details | Audit Trail | View Student Profile |

Search Student - Add profile correction requests

Search Criteria

Enter PRN :

Click on Advance Search

Student Profile

- View Request Status
- Add Profile Correction Requests
- Update Student Contact Details
- Update Lateral Entry Student Details
- Audit Trail
- View Student Profile

Step 5: Add Profile Correction Request

Search Student - Add profile correction requests

Search Criteria

Simple Search

Select Faculty Name : --- Select ---
Select Course Name : --- Select ---
Select Mode of Learning : --- Select ---
Select Course Pattern : --- Select ---
Select Course Branch : --- Select ---

Last Name : Patil First Name : Sagar
Date Of Birth : [MM/DD/YYYY]
Gender : --- Select --- State : --- Select ---
District : --- Select --- Tehsil : --- Select ---

Search

Clear Search Criteria

Student Details

...: List of Students whose Profile Correction Request(s) is t

* Please click on the student name to view his/her respective request(s).

Sr.No.	Student Name	PRN
1	PATIL SAGAR BHALCHANDRA	2009016401009547
2	PATIL SAGAR DILIP	-
3	PATIL SAGAR KAMLAKAR	2008016400874771
4	PATIL SAGAR PRAKASH	-
5	PATIL SAGAR PRAKASH	-
6	PATIL SAGAR RAMESH	2010016401252125

After enter the student Last name & First name then Click on Search

Step 6: Post Request for Correction

Profile Summary

[Student Summary](#) | [Personal Details](#) | [Reservation Details](#) | [Qualification Details](#) | [Photograph & Signature](#) | [Request Profile Correction Status](#)

Admission Details

Permanent Registration Number :

Course & Institute Details :

Institute Name	In	In
Viva College of Arts, Commerce and Science	54	Regular - CGPA 2011

Select Profile Summary option as required to be changed

Personal Information

Personal Details

Full Name : PATIL SAGAR PRAKASH

Name as printed on statement of marks :

PATIL SAGAR PRAKASH
Note: This name will appear on all documents of the University. Please ensure that it matches exactly with name as printed on Statement of Marks of last qualifying examination.



Photograph

Signature

Father's Full Name : PATIL PRAKASH K

Mother's Maiden Name : PATIL S PRAKASH

Date Of Birth : Mar 23, 1986

Place of Birth : MUMBAI

Blood Group : A +ve

Gender : Male

Marital Status : UnMarried

Nationality : India

Religion : Hindu

Request for Correction

Click on request for correction

Step 7: Request Update

Choose File to Upload

« Flies ▶ Photo & Sign

Organize New folder

Recent Places

Libraries

Documents

Music

Pictures

Videos

Homegroup

Computer

OSDisk (C:)

Student 2 Photo.JPG

Student 2 Sign.JPG

Student 3 Photo.JPG

Student 3 Sign.JPG

Student 4 Sign.JPG

File name: Student 3Sign.JPG

All Files (*.*)

Open Cancel

SAGAR PRAKASH

tion Details | Qualification Details | Photograph & Signature |

ill pending are not available for any further change

sign(Student 3) Browse...

Browse...

College auth
Shakar
nature of the

<< Back Request Update Proceed >>

Select required photo/sign & then click on Request Update

Note: As per this you will edit the required student data

**MKCL RLC Mumbai,
DU UoM**

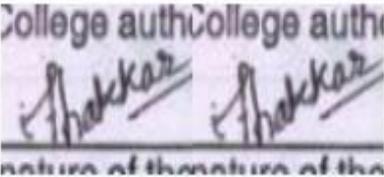
Step 8: View Assured Documents

Photograph And Signature of PATIL SAGAR PRAKASH

Student Summary | Personal Details | Reservation Details | Qualification Details | Photograph & Signature | Request Profile Correction Status

Assured Document Details

List of Request(s) under "Photo Sign Details" Section

Sr. No.	Field Name	Old Value	New Value
1	Photograph		
2	Signature		

[View Assured Documents](#)

Click on View Assured Documents option

Step 9: View Request Status

Search Student - View Request Status

Search Criteria Simple Search

Select Faculty Name : --- Select ---
Select Course Name : --- Select ---
Select Mode of Learning : --- Select ---
Select Course Pattern : --- Select ---
Select Course Branch : --- Select ---

Last Name : Patil First Name : Sagar
Date Of Birth : [MM/DD/YYYY]
Gender : --- Select --- State : --- Select ---
District : --- Select --- Tehsil : --- Select ---

Request Status Approved Rejected Pending

List Of Student Details

...: List of Students whose Request(s) Status (Pending) is to be Viewed ...:

Sr.No.	Student Name	PRN Number	No of Requests
1	PATIL SAGAR PRAKASH	-	8

Note: Select request status as 'Pending' then select student name

**MKCL RLC Mumbai,
DU UoM**

Step 10: Student Request Details

Student Request Details

Registration and Personal Details Of Student

Registration Details

Permanent Registration Number : Not Generated

Course & College Details :

College Name	College Code	Course
Viva College of Arts, Commerce and Science	548	Faculty of Arts - B.A.(with Credits) - Regular - CGPA 2011

Personal Details

Full Name	PATIL SAGAR PRAKASH		
Name as printed on statement of marks	PATIL SAGAR PRAKASH <small>Note: This name will appear on all documents of the University. Please ensure that it matches exactly with name as printed on Statement of Marks of last qualifying examination.</small>		
Father's Full Name	PATIL PRAKASH K		
Mother's Maiden Name	PATIL S PRAKASH		
Date of Birth	Mar 23, 1986	Gender	Male
Place of Birth	MUMBAI		
Nationality	India		

Photograph



Signature

Pending Requests for Profile Correction

Sr.No.	Request ID	Section	Field	Old Value	New Value	Status	Reason	Date Of Request
1	23091	Reservation Details	Guardian Annual Income	100000	200000	Pending	-	8/5/2012 12:00:00 AM
2	23092	Reservation Details	Guardian Annual Income	100000	200000	Pending	-	8/5/2012 12:00:00 AM

**Your request has been posted.
Process completed.**