



University of Mumbai

## Proposal Guidelines

### Continuation of Affiliation Proposal for A.Y. 2019-20

1. Click on Affiliation Section on Home page of <https://muonline.org.in>
2. Enter your **College Login ID** and **Password** allotted to you for Online Affiliation activities.
3. Enter **Captcha** as displayed.
4. Click on **Login** button to continue.
5. **Select Academic Year** Section is displayed on the screen.
6. Click on the icon **AY 2019-20**.
7. Select Section screen is displayed.
8. Click on **Continuation of Affiliation 2019-20** section.
9. Re-Enter your college password to confirm & click on continue button.
10. Home Page of Continuation of Affiliation Section shall get displayed on screen.
11. Click on the link **Activate Link for Continuation of Affiliation 2019-2020 Proposal** on left side of home page.
12. **Kindly note that if your college was eligible for Continuation for AY 2018-19 and you had submitted proposal for Continuation of Affiliation for AY 2018-19 then only you will be allowed to activate link for Continuation of Affiliation 2019-2020 Proposal. In case if you have not Online submitted the Continuation Proposal for AY 2018-19 then you will not be allowed to activate link for AY 2019-20. It is mandatory for a college to submit last year's i.e. AY 2018-19 Continuation of Affiliation proposal online first and then only start working for AY 2019-20. Kindly note that this is not applicable for new colleges who have been started working from 2018.**
13. If everything is OK then you shall receive confirmation alert that **Links for Continuation Proposal has been activated**. Click **OK** to confirm.
14. You are advised to first update College Information, Academic Information, Staff Information etc. as applicable for the AY 2019-20 in the College Information Section and submit the same to University online. Then only start filling in the Continuation Proposal.

15. Before starting working on Continuation Proposal you are advised to first check and ensure that you have updated all divisions' information for all the courses and years in your academic information.
16. To unlock your College Information you can click on the link **"Unlock College Info"**. If your College Info is already unlocked then this link shall not be visible.
17. A **Blank format of Continuation of Affiliation Proposal** is available for your reference in the left link.
18. **Also Link Activation Confirmation Letter** shall be available once the link is activated for the proposal.
19. Click on the link **Prepare Continuation of Affiliation 2019-2020 Proposal** to start filling in proposal online.
20. **This is to inform you that Continuation of Affiliation Proposal AY 2018-19 which you have filled in online earlier has been made readily available for you to update the finalize the Proposal for AY 2019-20.**
21. **You can add new records / delete unwanted records as per your requirement for finalizing the proposal for AY 2019-20.**
22. Be careful in the first screen of the proposal. This screen shall display you names of courses / subjects required for Continuation of Affiliation for the AY 2019-20.
23. Verify all the courses / subjects then only go ahead for online payment of Affiliation Fees.
24. **Please note that you will be allowed to use facility of online affiliation fees payment only once. Hence before proceeding for Online payment Principal/Director should confirm all the courses / subjects / divisions entered in the Continuation of Affiliation Proposal AY 19-20 are correct.**
25. **Please remember you cannot modify / update / add new course / subject to the Continuation Proposal online once you have made successfully payment of Affiliation Fees.**
26. **Please note that Subject and Subject Type are applicable only for B.A. / B.Sc. courses. For other courses simply select Course & Year and then click on Submit button.**
27. Only when your payment is successfully done, you shall get further screens of Continuation Proposal for completion.
28. Fill the information in all the screens one after another and click on **Next** button to continue.
29. At the end in the last screen of Documents Upload click on **Done** button.
30. In the View/Send proposal link click on the link **"Send Proposal to University"** to send the proposal online to UoM.
31. Once the proposal is online submitted, links for printing the proposal and other related links shall get activated automatically.
32. **Last Date for Submission of Continuation of Affiliation Proposal to UoM is : 31.08.2018 till 4 pm.**

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