



University of Mumbai

Proposal Guidelines

Extension of Affiliation / New College Proposal for A.Y. 2019-20

1. Click on Affiliation Section on Home page of <https://muonline.org.in>
2. Click on **Online Affiliation** section.
3. For Colleges who wish to apply for Extension of Affiliation Proposal are hereby informed to use their existing College Login ID and Password allotted to them for Online Affiliation and TAAS activities.
4. If you are **new/existing Sanstha/Trust** who wish to **apply for New College** and who does not have Login ID and password for Online Proposal System then click on the link **“Get Login ID for New College Proposal (Not recognized by UoM and applying for New College for AY 19-20)”** available on Affiliation Home Page.
 - 4.1. Complete the Registration Form for new College ID.
 - 4.2. Fill in the information in this screen. Do not use any special characters like **, ' " ` ; ()** in any of the field values
 - 4.3. Click on **Save and Continue** button.
 - 4.4. Then **SMS of OTP** shall be sent to the registered mobile entered by you on the registration screen
 - 4.5. Enter this OTP received by you as an SMS in the next screen of **OTP Verification**.
 - 4.6. If you enter OTP properly and is confirmed and verified by the software, then you shall get **Login ID and Password SMS** for applying for New College Affiliation online for AY 2019-20.
5. Enter your **College Login ID** and **Password** allotted to you for **Online Affiliation** Proposal activities.
6. Enter **Captcha** as displayed.
7. Click on **Login** button to continue.
8. Click on **Extension / New College Proposal 2019-20** section.
9. Re-Enter your college password to confirm & click on continue button.
10. Home Page of **Extension / New College** Proposal Section shall get displayed on screen.
11. Click on the link **Activate New Proposal Link** on left side of home page.
12. Select the type of Proposal Link to be activated from the following. Be careful while selecting type of

proposal link to be activated.

- a. New Faculty
 - b. New Course
 - c. New Subject
 - d. Additional Division
 - e. New College (applicable for new colleges only)
13. You shall receive confirmation alert that **Links for New College Proposal has been activated**. Click **OK** to confirm.
 14. **Also Link Activation Confirmation Letter** shall be available once the link is activated for the proposal.
 15. **For Extension Proposal** 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 Extension of Affiliation Proposal.
 16. **Before filling in the proposal kindly confirm that you have carefully read and studied the Perspective Plan of University of Mumbai for AY 19-20 and as per that only you are applying for New college / Extension (Course/Additional Division) proposal.**
 17. **Kindly read the instructions available on the screens carefully before filling in the proposal online.**
 18. Be careful on the screen of the proposal where you have to enter details of New College details required for the AY 2019-20.
 19. Verify all the courses / subjects then only go ahead for online payment of Affiliation Fees.
 20. Fill the information in all the screens one after another and click on **Next** button to continue.
 21. At the end in the last screen of Documents Upload click on **Done** button.
 22. **Please remember you cannot modify / update / add new course / subject to the New college Proposal online once you have made successfully payment of Affiliation Fees.**
 23. **Once your payment is successfully paid online, your proposal shall get automatically sent to UoM online.**
 24. **Once the proposal is online submitted, links for printing the proposal and related Annexure and other related links shall get activated automatically.**
 25. **Last Date for Online and Hard Copy Submission of New college / Extension of Affiliation Proposal to UoM is : 29.09.2018 upto 5:00 PM**
