University of Mumbai

Proposal Guidelines

<u>Permanent Affiliation Proposal for A.Y. 2021-22</u>

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 2021-22**.

7. Select Section screen is displayed.

8. Click on **Permanent Affiliation 2021-22** section.

9. Re-Enter your college password to confirm & click on continue button.

10. Home Page of Permanent Affiliation Section shall get displayed on screen.

11. Click on the link **Activate Link for Permanent Affiliation 2021-2022 Proposal** on left side of home page.

12. Make Payment screen to Online Payment of Facilitation Charges of Rs. 4500.00 shall get displayed on the screen.

13. Click on the **Make Payment** link in the last column to pay the fees online.

14. After successful payment of Facilitation Charges Online, print the Online Payment Receipt.

15. Click on the link to return to Permanent Affiliation Proposal.

16. A **Blank format of Permanent Affiliation Proposal** is available for your reference in the left link.

17. **Also Link Activation Confirmation Letter** shall be available once your pay the Facilitation Charges online successfully.

18. Click on the link **Prepare Permanent Affiliation 2021-2022 Proposal** to start filling in proposal online.

19. Be careful in the first screen of the proposal. This screen shall display you names of courses / subjects required for Permanent Affiliation for the AY 2021-22.

20. Verify all the courses / subjects then only go ahead for Online payment of Affiliation Fees.

21. **Please remember you cannot modify / update / add new course / subject to the Permanent Affiliation Proposal online once you have made successfully payment of Affiliation Fees.**

22. **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.**

23. Only when your payment is successfully done, you shall get further screens of Permanent Affiliation Proposal for completion.

24. Fill the information in all the screens one after another and click on **Next** button to continue.

25. At the end in the last screen of Documents Upload click on **Done** button.

26. In the View/Send proposal link click on the link "**Send Proposal to University**" to send the proposal online to UoM.

27. Once the proposal is online submitted, links for printing the proposal and other related links shall get activated automatically.

28. **Last Date for Submission of Permanent Affiliation Proposal to UoM is : 31.08.2020 till 4 pm.**

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