University of Mumbai

Proposal Guidelines

Extension of Affiliation / New College Affiliation Proposal
for A.Y. 2022-2023

1. Click on Affiliation Section on Home page of https://muonline.org.in

2. Click on College Affiliations and Development Department 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 22-23)"** available on College Affiliations and Development Department 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 fieldvalues**

    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 2022-23.

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 2022-23 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 only for New Sanstha applying for New College)

13. You shall receive confirmation alert that Links for required 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 2022-23 in the College Information Section and submit the same to University of Mumbai online. Then only start filling in the Extension of Affiliation Proposal.**

16. Kindly read the instructions available on the screens carefully before filling in the proposal online.

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

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

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

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

21. Once your payment is successfully paid online, your proposal shall get automatically sent to UoM online.

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

23. Last Date for Online Submission of Extension of Affiliation / New College Affiliation Proposal to UoM is : **30th April 2022** upto **5:00 PM** respectively.

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