University of Mumbai

Proposal Guidelines

Research Centre Proposal for A.Y. 2024-25

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

2. Click on **Online Thesis Section (Ph.D./Research)** section.

3. For Colleges who wish to apply for Research Centre Proposal are hereby informed to use their existing College Login ID and Password allotted to them for Online Affiliation and TAAS activities.

4. Enter your College/Research Institute Login ID and Password allotted to you for Online Research Centre Proposal activities.

5. Enter Captcha as displayed.

6. Click on **Login** button to continue.

7. Click on **Research Centre Proposal 2024-25** section.

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

9. Home Page of Research Centre Proposal Section shall get displayed on screen.

10. Click on the link **Activate Link for Research Centre 2024-2025 Proposal** on the left side of home page.

11. Select the type of Proposal Link as Continuation of Recognition to be. Be careful while selecting type of proposal link to be activated.

12. You shall receive confirmation alert that Links for Research Centre Proposal has been activated. Click **OK** to confirm.

13. Also Link Activation Confirmation Letter shall be available once the link is activated for the proposal.

14. You are advised to first update College Information, Academic Information, Staff Information etc. as Applicable for the AY 2024-25 in the College Information Section and submit the same to University online. Then only start filling in the Research Centre Proposal.

15. 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.

16. Click on the link **Prepare Research Centre 2024-2025 Proposal** to start filling in proposal online.

17. Be careful in the first screen of the proposal. This screen shall display you names of courses / subjects required for Research Centre for the AY 2024-25.

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

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

20. Only when your payment is successfully done, you shall get further screens of Research Centre Proposal for completion.

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

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

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

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

25. Last Date for Online Submission of Research Centre Proposal to UoM is:**30.09.2023 upto 4 PM.**

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