



University of Mumbai

Guidelines for Yearly Affiliation Fees Payment for A. Y. 2017-18

1. Click on Affiliation Section on Home page of <https://muonline.org.in>
2. Select Affiliation Section, Then Enter your **College Login ID** and **Password** allotted to you for Online Affiliation activities.



Affiliation Section

3. Enter **Captcha** as displayed.
4. Click on **Login** button to continue.
5. Click on **Yearly Affiliation Fees Payment for A. Y. 2017-18** section.



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Yearly Affiliation Fees Payment 2017-18

6. Re-Enter your college password to confirm & click on continue button.
7. Web Page of **Yearly Affiliation Fees Payment** shall get displayed on screen.
8. Kindly note that **before making payment of Yearly Affiliation Fees please confirm that you have online submitted College Information : Basic Info 1 & Basic Info 2 to University. Without submitting this information online you cannot make online payment of Yearly Affiliation Fees for AY 2017-18.**
9. 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.
10. Circular regarding Yearly Affiliation Fees of 2008 is readily available for reference in your login in the link : **View Fees Payment Circular 2008**
11. Click on the link Pay Yearly Affiliation Fees 2017-18 for paying Yearly Affiliation Fees for AY 2017-18 online.
12. In the first screen you will have to enter strength of students on the roll of the college as on 31st December 2017. **Kindly note that the number of students admitted in the Junior College attached to the degree college shall be excluded in arriving at the strength of students for the purpose of Yearly Affiliation Fees Payment to University (if applicable).**
13. **Be careful while entering strength of students. Your Yearly Affiliation fees shall be calculated on the basis of actual number of students admitted or on roll of the college as on 31.12.2017.**
14. Once the strength of students is entered by you, click on **Submit** button to submit the info.

15. Once the information is submitted, right arrow in blue color shall be displayed on the bottom right corner of the screen. Click on this arrow to go to next screen of actual online payment.
16. In the next screen, on the basis of strength of students entered by you in previous screen and type of courses available in your college, actual yearly affiliation fees payable by you shall be displayed on the screen.
17. **Kindly confirm this fees amount as per circular 2008 and then if you are sure then only click on the link “[Make Payment of Yearly Affiliation Fees Online](#)”.**
18. Using available mode of online payment pay the due fees amount.
19. Once the online amount payment transaction is successful you shall get receipt of the same. Kindly print the receipt for your future reference.
20. **Because of any reason if the amount is deducted but the transaction is shown as “[Failed Transaction](#)” then do not panic. Send copy of Failed Transaction Receipt alongwith copy of your Bank statement mentioning debit transaction with your College ID by email on support@muonline.org.in.**
21. **Also for any fees discrepancies kindly write an email alongwith your College ID to support@muonline.org.in**
22. Your email shall be replied within 24 working hrs.
23. **Please remember you shall be allowed to perform successful Online Payment Transaction only once.**

24. Once the fees are paid you shall not be allowed to modify student strength or fees amount.

25. Payment Receipt can also be printed on successful payment of fees in the link **“View Payment Receipts”**.

26. Last Date for Submission of **Yearly Affiliation Fees for A. Y. 2017-18 is Last day of Feb. 2018, without any Late Fees.**
