



University of Mumbai

## Proposal Guidelines

### Continuation of Affiliation Proposal for A.Y. 2018-19

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. Click on **Continuation of Affiliation 2018-19** section.
6. Re-Enter your college password to confirm & click on continue button.
7. Home Page of Continuation of Affiliation Section shall get displayed on screen.
8. Click on the link **Activate Link for Continuation of Affiliation 2018-2019 Proposal** on left side of home page.
9. You shall receive confirmation alert that **Links for Continuation Proposal has been activated**. Click **OK** to confirm.
10. You are advised to first update College Information, Academic Information, Staff Information etc. as applicable for the AY 2018-19 in the College Information Section and submit the same to University online. Then only start filling in the Continuation Proposal.
11. 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.
12. A **Blank format of Continuation of Affiliation Proposal** is available for your reference in the left link.
13. **Also Link Activation Confirmation Letter** shall be available once the link is activated for the proposal.
14. Click on the link **Prepare Continuation of Affiliation 2018-2019 Proposal** to start filling in proposal online.

15. **This is to inform you that Continuation of Affiliation Proposal AY 2017-18 which you have filled in online earlier has been made readily available for you to update the finalize the Proposal for AY 2018-19.**
16. **You can add new records / delete unwanted records as per your requirement for finalizing the proposal for AY 2018-19.**
17. Be careful in the first screen of the proposal. This screen shall display you names of courses / subjects required for Continuation of Affiliation for the AY 2018-19.
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 Continuation Proposal online once you have made successfully payment of Affiliation Fees.**
20. **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.**
21. Only when your payment is successfully done, you shall get further screens of Continuation Proposal for completion.
22. Fill the information in all the screens one after another and click on **Next** button to continue.
23. At the end in the last screen of Documents Upload click on **Done** button.
24. In the View/Send proposal link click on the link "**Send Proposal to University**" to send the proposal online to UoM.
25. Once the proposal is online submitted, links for printing the proposal and other related links shall get activated automatically.
26. **Last Date for Submission of Continuation of Affiliation Proposal to UoM is : 31.08.2017 till 4 pm.**

\*\*\*\*\*