University of Mumbai

Proposal Guidelines

Extension of Affiliation / New College Proposal for A.Y. 2018-19

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

2. Click on **Online Affiliation** 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 Sanstha/Trsut 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 Login ID" available on Home Page.**

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 **New College /Extension Proposal 2018-19** section.

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

10. Home Page of **New College /Extension** Proposal Section shall get displayed on screen.

11. Click on the link **Activate Link for 2018-2019 Proposal** 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

13. You shall receive confirmation alert that **Links for Extension/New College 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. 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 **Extension/New college Affiliation** Proposal.

16. To unlock your College Information you can click on the link "**Unlock College Info**" available in College Information section. If your College Info is already unlocked then this link shall not be visible.

17. Be careful on the screen of the proposal where you have to enter details of Extension of Affiliation / New College details required 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 Extension/New college Proposal online once you have made successfully payment of Affiliation Fees.**

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

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

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

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

24. **Last Date for Submission of Extension/New college Proposal to UoM is : 29.09.2017**

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