



University of Mumbai

## Proposal Guidelines

### Natural Growth 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 **Natural Growth 2018-19** section.
6. Re-Enter your college password to confirm & click on continue button.
7. Home Page of Natural Growth Section shall get displayed on screen.
8. Click on the link **Activate Link for Natural Growth 2018-2019 Proposal** on left side of home page.
9. You shall receive confirmation alert that **Links for Natural Growth 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 Natural Growth 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. **Also Link Activation Confirmation Letter** shall be available once the link is activated for the proposal.
13. Click on the link **Prepare Natural Growth 2018-2019 Proposal** to start filling in proposal online.
14. Be careful in the first screen of the proposal. This screen shall display you names of courses / subjects required for Natural growth for the AY 2018-19.
15. Verify all the courses / subjects then only go ahead for online payment of Affiliation Fees.
16. **Please remember you cannot modify / update / add new course / subject to the Natural Growth Proposal online once you have made successfully payment of Affiliation Fees.**

**17. Please note that Subject is applicable only for regular B.A. / B.Sc./ B.Com courses. For other courses simply select Course & other details and then click on Submit button.**

18. Only when your payment is successfully done, you shall get further screens of Natural Growth Proposal for completion.

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

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

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

22. Once the proposal is online submitted, you shall get the link to Upload Documents for Natural Growth proposal.

23. Documents to be uploaded online are as given below :

- a. Govt. Permission (G.R) / Permission letter from (A.I.C.T.E. / N.C.T.E. / BAR Council etc... )
- b. Joint Director / J.D.T.E. Permission Letter
- c. University First time affiliation Letter
- d. Application form for Natural Growth for A.Y. 2018-19 (Duly Signed by Principal / Director)

**24. Last Date for Submission of Natural Growth Affiliation Proposal to UoM is : 31.08.2017 till 4 pm.**

\*\*\*\*\*