



University of Mumbai

## Proposal Guidelines

### Research Centre Proposal for A.Y. 2018-19

1. Click on Affiliation Section on Home page of <https://muonline.org.in>
2. Click on **Online Ph.D** 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. **If you are new Research Institute already recognized by UoM who does not have Login ID and password for Online Proposal System or you want to apply for First time recognition of Research Institute then click on the link "Get Login ID for Research Institute ( already recognized by UoM or applying for a New Research Institute )" available on Home Page.**
5. Enter your **College/Research Institute Login ID** and **Password** allotted to you for Online Research Centre Proposal activities.
6. Enter **Captcha** as displayed.
7. Click on **Login** button to continue.
8. Click on **Research Centre Proposal 2018-19** section.
9. Re-Enter your college password to confirm & click on continue button.
10. Home Page of Research Centre Proposal Section shall get displayed on screen.
11. Click on the link **Activate Link for Research Centre 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. First Time Recognition
  - b. Continuation of Recognition
  - c. Extension of Recognition ( for new Course under same faculty )
  - d. Extension of Recognition ( for new Course under different faculty )
  - e. Increase or Decrease in Intake
  - f. Permanent Recognition

13. You shall receive confirmation alert that **Links for Research Centre 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 **Research Centre Proposal**.
16. 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.
17. After 8 hrs. of link activation Click on the link **Prepare Research Centre 2018-2019 Proposal** to start filling in proposal online.
18. 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 2018-19.
19. Verify all the courses / subjects then only go ahead for online payment of Affiliation Fees.
20. **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.**
21. Only when your payment is successfully done, you shall get further screens of Research Centre 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 Research Centre Proposal to UoM is : 30.09.2017**

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