

**SNDT Women's University**

**Proposal Guidelines**

**Continuation of Affiliation Proposal for A.Y. 2025-26**

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Continuation of Affiliation Proposal for A.Y. 2025-26 will be prepared and submitted online in the steps as mentioned below :

1. Update College Information and Submit to SNDTWU online.
2. Update Proposal General Information and Submit to SNDTWU online.
3. Kindly note that **only the Colleges who have online submitted their college information and the same has been verified and locked by the SNDTWU will be eligible to activate link for Continuation of Affiliation Proposal AY 2025-26.**
4. If condition mentioned in Point No. 3 is fulfilled then Activate Link for Continuation of Affiliation Proposal for A.Y. 2025-26.
5. Prepare Continuation of Affiliation Proposal for A.Y. 2025-26.
6. Make Payment of Affiliation Fees (with late fees applicable if any).
7. Proposal is automatically submitted to SNDTWU online when affiliation fees payment is successful.

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1. Click on College **Affiliation Section** on Home page of <https://sndtwuonline.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. Select **Academic Year** Section is displayed on the screen.
  6. Click on **Current AY 2024-25** icon.
  7. Click on **College Information** Section.
  8. Re-Enter your college password to confirm & click on continue button.
  9. Check College Information entered by you. For Continuation Proposal AY 2025-26, you must enter following details completely in College Information section as the same information filled in here is used for generation of Continuation of Affiliation proposal automatically.
    - a. College General Information in all Tabs
    - b. Sanstha and Trustee Details
    - c. College Development Committee Details

- d. Academic Information (Courses / Subjects / Divisions / Course Wise Year wise Division Details
  - e. Student Intake Details
  - f. NAAC / NBA / NIRF Details
  - g. Permanent / CHB / Temporary Teaching Staff Information
10. Click on **Submit to SNDTWU link** to submit College Information to SNDTWU online.
  11. You may use **View/Print Info** link to view & print College Information details entered by you.
  12. Click on **Logout** button.
  13. Select **Academic Year** Section is displayed on the screen.
  14. Click on **AY 2025-26** icon.
  15. Click on **Proposals General Information 2025-26** Section.
  16. Kindly remember you cannot fill in Proposals General Information 2025-26 without online submitting College Information AY 2024-25.
  17. Re-Enter your college password to confirm & click on continue button.
  18. Click on **Update General Information** link.
  19. Proposals General Information is divided into 10 parts. Carefully enter and check information in each part and then click on Next button to continue for the next part of information.
  20. On the last screen of Part X you have **Done** button.
  21. On clicking on this **Done** button will **submit your Proposal General Information** to SNDTWU online.
  22. After this Proposal General Information will get locked and then you cannot modify/delete any of this information entered.
  23. Click on **Logout** button.
  24. Select **Academic Year** Section is displayed on the screen.
  25. Click on **AY 2025-26** icon.
  26. Click on **Continuation of Affiliation 2025-26** Section.
  27. Re-Enter your college password to confirm & click on continue button.
  28. **For the first time** click on **Activate Link for Continuation of Affiliation 2025-2026 Proposal** link to activate link for Continuation of Affiliation 2025-2026 Proposal.
  29. Once the proposal link is activated you will get **Link activation letter** in the link **View/Print Link activation letter**.
  30. Thereafter click on **Prepare Continuation Proposal 2025-26** to start preparing the proposal.
  31. First screen is to **Upload Continuation of Affiliation Proposal Documents**.
  32. It is mandatory to upload all the necessary and applicable documents online. Read instructions mentioned on the screen carefully before uploading the documents. In this screen Upload the documents as per the list given below :

S.No.	Particulars of Document to be uploaded
1	First Time Affiliation Letter
2	Continuation of Affiliation Letter for A.Y. 2024-25
3	Latest NAAC Accreditation Certificate
4	UGC 2(f) or 12(b) Certificate
5	Minority Certificate (If applicable)
6	Trust Registration Certificate
7	Last 3 years Audited Balance Sheet
8	Last 3 years affiliation fee payment receipts
9	Library Books Purchase Register A.Y. 2024-25
10	Dead stock register for A.Y. 2024-25
11	Time table copy for 2024-25
12	Details of lab equipment purchased in 2024-25
13	College Building Documents
14	In case of College Premise on rental - Lease or Rental Agreement

33. You will get next button once the documents required are properly uploaded.

34. In the next screen you need to update **Course / Division** applicable for continuation of affiliation for AY 2025-26.

35. Kindly note that You will not get **Next** button until you have filled in information all the Divisions applicable for continuation of affiliation for AY 2025-26.

36. Next is the **Declaration** screen.

**37. Carefully check your Courses / Subjects / Divisions you have demanded for continuation of affiliation for AY 2025-26 in this screen.**

38. If there are any changes to be made you can click on **Previous** button, go back and make the necessary changes.

39. If you are sure that you have filled in all Courses / Subjects / Divisions required for continuation of affiliation for AY 2025-26 in this screen, then click on **Check Box of I have read the above declaration and agree to these Terms and Conditions.**

40. Click on **Proceed to Fees Payment** button to go ahead with Proposal Fees Payment.

41. Click on Make Payment button.

42. Make Payment of Online Affiliation Fees as shown on the screen with any of the available mode of payment.

**43. If you are opting for NEFT/RTGS option then kindly note that the NEFT/RTGS challan generated will be valid only for a period of 5 days including the date of challan. You will have to make payment using this challan before the expiry date of the challan.**

**For Eg : Challan generated on 12<sup>th</sup> September 2024 will be valid for 5 days upto 16<sup>th</sup> September 2024.**

44. Kindly note that you can opt for **NEFT/RTGS mode of payment** only till **25<sup>th</sup> September 2024**. Thereafter this option will not be available and you will have to make payment in online mode only.

45. When the payment is successful, you will get receipt of the same by email from authorized Payment Gateway Team of SNDTWU.
46. Your **Continuation of Affiliation Proposal** will get online submitted to SNDTWU automatically once the payment is successful.
47. **Last Date for Online Submission of Continuation of Affiliation Proposal AY 2025-26 to SNDTWU is : 30.09.2024 till 5 pm.**
48. After **30.09.2024**, **20% penalty (late fees)** will be applicable for **Continuation of Affiliation Proposal AY 2025-26 till 30.11.2024.**
49. After **30.11.2024**, **30% penalty (late fees)** will be applicable for **Continuation of Affiliation Proposal AY 2025-26 till 31.12.2024.**
- 50. Continuation of Affiliation Proposal AY 2025-26 links will be closed after 31.12.2024.**
51. **Submit one Hard Copy of Continuation of Affiliation Proposal AY 2025-26 to Affiliation Section, SNDTWU on or before 5th October 2024 upto 5 PM. (Except 2<sup>nd</sup> and 4<sup>th</sup> Saturday, Sunday and PublicHolidays).**
52. Contact Details :
- a. **Only for Technical Queries : 08828996661 / 08828996662** (between 9:45 am to 5:25 pm on all University working days)
  - b. **Email ID Only for Technical Queries : support@sndtwuonline.org.in**
  - c. **Email ID Only for Payment Related Queries : sndt\_support@unisuite.in**

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