

SNDT Women's University
Proposal Guidelines
Annual Affiliation Proposal for A.Y. 2023-24

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Annual Affiliation Proposal for A.Y. 2023-24 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. Activate Link for Annual Affiliation Proposal for A.Y. 2023-24.
 4. Prepare Annual Affiliation Proposal for A.Y. 2023-24.
 5. Make Payment of Affiliation Fees (with late fees applicable if any).
 6. 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 **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 Annual Affiliation Proposal AY 2023-24, you must enter following details completely in College Information section as the same information filled in here is used for generation of Annual 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 **Current AY 2024-25** icon.
15. Click on **Proposals General Information 2024-25** Section.

16. Kindly remember you cannot fill in Proposals General Information 2024-25 without online submitting College Information AY 2023-24.

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 2024-25** icon.

26. Click on **Annual Affiliation 2023-24** Section.

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

28. **For the first time** click on **Activate Link for Annual Affiliation 2023-2024 Proposal** link to activate link for Annual Affiliation 2023-2024 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 Annual Affiliation Proposal 2023-24** to start preparing the proposal.

31. First screen is to **Upload Annual 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. 2023-24
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. 2023-24
10	Dead stock register for A.Y. 2023-24
11	Time table copy for 2023-24
12	Details of lab equipment purchased in 2023-24

13	Principal University Approval Letter
14	In case of College Premise on rental - Lease or Rental Agreement
15	College Premise - Land Document
16	College Premise - Copy of Building Plan
17	College Premise - Building Construction Completion Document

33. You will get next button once the documents required are properly uploaded.
34. In the next screen you need to update **Course / Subjects (applicable only for plain B.A. / B.Sc. / B.com)** courses applicable for Annual Affiliation for AY 2023-24.
35. Kindly note that You will not get **Next** button until you have filled in information all the Subjects applicable for Annual Affiliation for AY 2023-24.
36. In the next screen you need to update **Course / Division** applicable for Annual Affiliation for AY 2023-24.
37. Kindly note that You will not get **Next** button until you have filled in information all the Divisions applicable for Annual Affiliation for AY 2023-24.
38. Next is the **Declaration** screen.
- 39. Carefully check your Courses / Subjects / Divisions you have demanded for Annual Affiliation for AY 2023-24 in this screen.**
40. If there are any changes to be made you can click on **Previous** button, go back and make the necessary changes.
41. If you are sure that you have filled in all Courses / Subjects / Divisions required for Annual Affiliation for AY 2023-24 in this screen, then click on **Check Box of I have read the above declaration and agree to these Terms and Conditions.**
42. Click on **Proceed to Fees Payment** button to go ahead with Proposal Fees Payment.
43. Click on Make Payment button.
44. Make Payment of Online Affiliation Fees as shown on the screen with any of the available mode of payment.
- 45. 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 12th September 2023 will be valid for 5 days upto 16th September 2023.**
46. Kindly note that you can opt for **NEFT/RTGS mode of payment** only till **25th September 2023**. Thereafter this option will not be available and you will have to make payment in online mode only.
47. When the payment is successful, you will get receipt of the same by email from authorized Payment Gateway Team of SNDTWU.
48. Your **Annual Affiliation Proposal will get online submitted to SNDTWU automatically** once the payment is successful.

49. Last Date for Online Submission of Annual Affiliation Proposal AY 2023-24 to SNDTWU is :
30.09.2023 till 5 pm.
50. After 30.09.2023, **20% penalty (late fees)** will be applicable for Annual Affiliation Proposal AY 2023-24 till **30.11.2023**.
51. After 30.11.2023, **30% penalty (late fees)** will be applicable for Annual Affiliation Proposal AY 2023-24 till **31.12.2023**.
52. Annual Affiliation Proposal AY 2023-24 links will be closed after **31.12.2023**.
53. Submit one Hard Copy of Annual Affiliation Proposal AY 2023-24 to Affiliation Section within 5 days on **successful online submission of application**. (Except 2nd and 4th Saturday, Sunday and Public Holidays).
54. 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**
