



Shreemati Nathibai Damodar Thackersey Women's University

## Proposal Guidelines

### Extension of Affiliation Proposal for A.Y. 2024-2025

1. Click on Affiliation Section on Home page of <https://sndtwuonline.org.in>
2. Click on **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 activities.
4. Enter your College Login ID and Password allotted to you for Online Affiliation Proposal activities.
5. Enter Captcha as displayed.
6. Click on Login button to continue.
7. **Click on Extension / New College Proposal 2024-25 section.**
8. Re-Enter your college password to confirm & click on continue button.
9. Home Page of **Extension of Affiliation** Proposal Section shall get displayed on screen.
10. Click on the link **Activate New Proposal Link** on left side of home page. 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
11. You shall receive confirmation alert that Links for required Proposal has been activated. Click **OK** to confirm.
12. Also Link Activation Confirmation Letter shall be available once the link is activated for the proposal.
13. **For Extension Proposal you are advised to first update College Information, Academic Information, Staff Information etc. as applicable for the AY 2023-24 in the College Information Section and submit the same to Shreemati Nathibai Damodar Thackersey Women's University online. Then only start filling in the Extension of Affiliation Proposal.**
14. Kindly read the instructions available on the screens carefully before filling in the proposal

online.

15. Verify all the courses / subjects then only go ahead for online payment of Affiliation Fees.
16. Fill the information in all the screens one after another and click on **Next** button to continue.
17. At the end in the last screen of Documents Upload click on **Done** button.
18. Please remember **you cannot modify / update / add new course / subject to the Proposal online once you have made successfully payment of Affiliation Fees.**
  - **If you are opting for NEFT/RTGS option then kindly note that by default 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 Challan generated on 11<sup>th</sup> November 2023 will be valid for 5 days upto 15<sup>th</sup> November 2023.**
  - **Thereafter NEFT/RTGS Challan generated will be valid only till the last day of online application form submission i.e. 15<sup>th</sup> November 2023 upto 4PM.**
  - When the payment is successful, you will get receipt of the same by email from authorized Payment Gateway Team of SNDTWU.
19. Once your payment is successfully paid online, your proposal shall get automatically sent to SNDTWU online.
20. Once the proposal is online submitted, links for printing the proposal and related Annexure and other related links shall get activated automatically.
21. Last Date for **Online Submission of Extension of Affiliation Proposal to SNDTWU** is : **15<sup>th</sup> November 2023 upto 5:00 PM** respectively.
22. Last Date for **Hard Copy Submission of Extension of Affiliation Proposal alongwith required documents to SNDTWU** is : **17<sup>th</sup> November 2023 upto 5:00 PM** respectively

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