



Shreemati Nathibai Damodar Thackersey Women's University

Proposal Guidelines

New College 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. Kindly download and read **Perspective Plan for New College Proposals AY 24-25** available in the Downloads link on Affiliations home page.
4. If you are new/existing Sanstha /Trust who wish to apply for New College and who does not have Login ID and password for Online Proposal System then click on the link **“Get Login ID for New College Proposal (Not recognized by SNDTWU and applying for New College for AY 24-25)”** available on **Affiliations** Home Page.
 - 4.1. Complete the Registration Form for new College ID.
 - 4.2. Fill in the information in this screen. **Do not use any special characters like , ' " ` ; () in any of the fieldvalues**
 - 4.3. Click on **Save** and **Continue** button.
 - 4.4. Then SMS of **OTP** shall be sent to the registered mobile entered by you on the registration screen
 - 4.5. Enter this OTP received by you as an SMS in the next screen of OTP Verification.
 - 4.6. If you enter OTP properly and is confirmed and verified by the software, then you shall get Login ID and Password SMS for applying for New College Affiliation online for AY 2024-25.
5. Enter your College Login ID and Password allotted to you for Online Affiliation Proposal activities.
6. Enter Captcha as displayed.
7. Click on Login button to continue.
8. **Click on Extension / New College Proposal 2024-25 section.**
9. Re-Enter your college password to confirm & click on continue button.
10. Home Page of **Extension / New College** Proposal Section shall get displayed on screen.
11. Click on the link **Activate New Proposal Link** 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. **New College** (Applicable only for New Sanstha applying for New College)
13. You shall receive confirmation alert that Links for required 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. Kindly read the instructions available on the screens carefully before filling in the proposal online.
16. Verify all the courses / subjects then only go ahead for online payment of Affiliation Fees.
17. Fill the information in all the screens one after another and click on **Next** button to continue.
18. At the end in the last screen of Documents Upload click on **Done** button.
19. Please remember **you cannot modify / update / add new course / subject to the Proposal online once you have made successfully payment of Affiliation Fees.**
20. 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 thischallan before the expiry date of the challan.**
 - **For Eg : Challan generated on 11th November 2023 will be valid for 5 days upto 15th November 2023.**
 - **Thereafter NEFT/RTGS Challan generated will be valid only till the last day of online application form submission i.e. 15th 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.**
21. Once your payment is successfully paid online, your proposal shall get automatically sent to SNDTWU online.
22. Once the proposal is online submitted, links for printing the proposal and related Annexure and other related links shall get activated automatically.
23. Last Date for **Online Submission of New College Affiliation Proposal to SNDTWU** is : **15th November 2023 upto 5:00 PM** respectively.
24. Last Date for **Hard Copy Submission of New College Affiliation Proposal alongwith required documents to SNDTWU** is : **17th November 2023 upto 5:00 PM** respectively
