

**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**  
**Affiliation Section Guidelines for Online Application Management System**  
**Permanent Affiliation Proposal 2021-22**

Instructions:

- 1) The address and contact details of **Help Desk** are given in the **Contact Us** link on the Home page of the Web Site.
- 2) **Processing Fees Structure for Permanent Affiliation Proposal :**

Application Fees (per Proposal)	for <b>Engineering/Pharmacy/B.Ed. (All)/Management/Law/Social Work</b>	:	Rs . 2500/-
	for <b>Arts/ Fine Arts / Commerce /Science</b>	:	Rs . 2000/-
Fees for creation of online profile of college (per College)	for <b>Engineering/Pharmacy/B.Ed. (All)/Management/Law/Social Work</b>	:	Rs . 2500/-
	for <b>Arts/ Fine Arts / Commerce /Science</b>	:	Rs . 2000/-

- 3) All the above Fees can be paid by **Cash** or by **Demand Draft** of any Nationalized Bank drawn in favour of **“Finance and Accounts Officer, NMU, Jalgaon”** at the **KBCNMU Cash Counter, Jalgaon**.
- 4) Take a printout of Application Form for Continuation of Affiliation Proposal 2021-22 given below in this guideline and then fill in the **Basic Information Form for Permanent Affiliation Proposal** in English attached herewith and submit the same in person at the Application Receiving Counter at **Affiliation Section, KBCNMU, Jalgaon**.
- 5) Get the Application form verified/authorized from the concerned Authority of **Affiliation Section, KBCNMU, Jalgaon** for fees payment details.
- 6) Pay **Application Fees** (per proposal) and **Fees for creation of online profile of College** (Per College) at the **KBCNMU Cash Counter, Jalgaon**.
- 7) Produce the Original payment receipts of **Application Fees** (per proposal) and **Fees for creation of Online profile of College** (for verification purpose) along with the filled in Basic Information Form at the Login ID/Password Issue Counter at **Affiliation Section, KBCNMU, Jalgaon**.
- 8) Once the same is verified as per Sr. No. 7, the Login ID shall be confirmed and necessary links shall be activated accordingly. Also the Login ID and password shall be forwarded via SMS on the mobile number as mentioned in the Application Form.  
**Note :** Do not change Mobile No. otherwise you will not get any message in this behalf & you will be held responsible for the same.
- 9) After the receipt of the Login ID please login to proceed further.
- 10) After successful login the user shall get a simple to understand and easy to use Graphical User Interface (GUI) to enter the necessary information as required in the Application form.
- 11) User can Edit /Delete/Update the information during the Online filling of the Application Form.
- 12) Online **Help for Marathi Typing** is available in **HELP** menu on the **HOME** page of the website. User can refer the Online Help (PDF file) available in the HELP menu on the HOME page of the website.

- 13) **Once you are satisfied about the correctness of the information filled in by you then forward the same to University online. Kindly note that once the Application is forwarded online to University, it is not possible to edit/update/change/delete the information.**
- 14) Thereafter (after the online submission) the Link of Print shall be activated automatically. Take the **printouts** of the **Application Form** and **College Information** separately.
- 15) Pay the proper **Affiliation Fees** (refer **Affiliation Fees Structure** available in **Download** link on **Home** page) at the **KBCNMU Cash Counter, Jalgaon**.
- 16) Put necessary seal and signature on the printed Application Form and College Information and physically forward seven copies to the University along with the **necessary documents** as listed in **Annexure A**. **Also attach the original receipts of Affiliation Fees with the Application Form.**
- 17) The list of the mandatory documents is listed in the **Annexure-A**.
- 18) Kindly note that timing of the **KBCNMU Cash Counter, Jalgaon** to receive the fees is between **10:30 am to 4:00 pm** during University Working days.
- 19) Incomplete application in any respect will be rejected.

## Annexure – A

### **List of Documents to be attached with the Application Form**

1. Copy of present affiliation granted for the recent Academic year.
2. Copies of extension [faculty/course/subject/additional division] granted by the Government and University affiliation as well from time to time.
3. 2(f) Certificate from UGC
4. Copy of accreditation of NAAC/NBA or any other statutory accreditation Agency by State / Central Government.
5. Copy of certificate of registration of the Society/Trust.
6. Copy of the Constitution of the said Society/Trust.
7. Information regarding the aims and objects, powers and functions of the said Governing Body.
8. Audited statement for preceding financial year.
9. Copy of information to be supported by proof, whereby Facilities for co-curricular and extracurricular activities provided by the college is covered.
10. Copy of recent LIC report and documentary proof showing that the college fulfills all the conditions laid down by university, UGC/AICTE/NCTE/RCI/PCI/BCI, as the case may be and State Government of Maharashtra.

**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**  
**Affiliation Section Online Application Management System**  
**Permanent Affiliation Proposal Request 2021-22**

**Important Dates / Timings & Holidays**

Society/Trust/College Online Registration	:	<b>06/08/2020 to 31/08/2020</b> (during Univ. working hours & working days)
Online Application Forward to University	:	<b>06/08/2020 to 31/08/2020</b> (during Univ. working hours)
Physical Receipt of Application Printouts	:	<b>31/08/2020</b> (preferably as per Time Table)  (during Univ. working hours & working days)

**Helpdesk Details (Only for Technical Queries and Website Related Assistance):**

Phone Nos.	:	08828996668, 08828996669 (available on all University working days from <b>10 am to 5 pm</b> )
email ID	:	<a href="mailto:support@onlinekbcnmu.org.in">support@onlinekbcnmu.org.in</a>

*Please note that the Physical Receipt facility and Help Desk shall not be available during University Holidays.*

## How to Login to OAASIS?

1. Access the KBCNMU, Jalgaon website <http://nmu.ac.in>
2. Use the link [nmu.ac.in](http://nmu.ac.in) -> **Research and Development** -> **Affiliation** -> **Online Affiliation**
3. The necessary guidelines shall be available for download in the **Proposal Guidelines 2021-22** section on the home page.
4. Also the **Guidelines, Fees Structure, GRs and Perspective Plan** etc. are available for download in the **Download** link of **Home** Page.

Alternatively

1. Access the online KBCNMU website <https://affiliation.onlinekbcnmu.org.in>
2. The necessary guidelines shall be available for download in the **Proposal Guidelines 2021-22** section on the home page.
3. Also the **Guidelines, Fees Structure, GRs and Perspective Plan** etc. are available for download in the **Download** link of **Home** Page.

**BASIC Application Form for Permanent Affiliation Proposal  
for the A.Y. 2021-22**

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1) OAASIS College ID (if Already Allotted) :

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2) College Name: \_\_\_\_\_

3) Type of Faculties currently available in College (*Please Tick  $\surd$  any of the following as applicable*)

<input type="checkbox"/>	Arts	<input type="checkbox"/>	Science	<input type="checkbox"/>	Commerce And Management
<input type="checkbox"/>	Law	<input type="checkbox"/>	Fine Arts	<input type="checkbox"/>	Mental Moral And Social Sciences
<input type="checkbox"/>	Pharmacy	<input type="checkbox"/>	Education	<input type="checkbox"/>	Engineering And Technology

4) Select Group of College

<input type="checkbox"/>	Engineering/Pharmacy/B.Ed(all)/Management/ Law/Social Work
<input type="checkbox"/>	Arts/ Fine Arts/ Commerce/ Science

5) Mobile No.(For SMS Alerts): \_\_\_\_\_

6) MICR Account Number : \_\_\_\_\_

7) Receipt No. (Application Fees): \_\_\_\_\_ Date: \_\_\_\_\_

8) Receipt No. (College Profile): \_\_\_\_\_ Date: \_\_\_\_\_

**Sign and Seal of College Authority**

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To,

**The Finance / Cash Section**

**KBCNMU Jalgaon**

Please accept Rs. \_\_\_\_\_ (in words Rupees \_\_\_\_\_  
\_\_\_\_\_ ) towards

S.No.	Details of Fees	SAP Account Head	Amount
1.	Application Fees for Permanent Affiliation Proposal 2021-22	22000100	
2.	Creation of online profile of college	21000310	
	Total Amount		

Jr. Asstt/Sr. Asstt

AR

DR (Affiliation Section)