

**Rashtrasant Tukadoji Maharaja Nagpur University**  
**College Development Section**  
**Guidelines for Online Application Management System – Request For Extension i.e. New**  
**Faculty, New Course, New Subject, Additional Section/Intake Proposal**  
**2022 - 23**

**Instructions:**

1. In case any help is required, please refer to HELP of the website <http://onlinebcudrtmnu.org> where the address and contact details of help desk are given.
2. Applying for additional/extension of each Faculty / Course (Professional) / Course (Non - Professional) / Course (Professional in Traditional Faculty)/ Subject / Section / Increase in Intake Purchase Perspective Plan alongwith the Application Form by paying Rs 550/- .
3. **PLEASE READ PERSPECTIVE PLAN CAREFULLY BEFORE APPLYING FOR NEW FACULTY/ NEW COURSE/ NEW SUBJECT/ ADDITIONAL SECTION / INTAKE PROPOSAL.**
4. Pay **Rs 1600/-** towards the Processing Fees for New Faculty / Course (Professional) / Course (Non - Professional) / Course (Professional in Traditional Faculty)/ Subject / Section / Increase in Intake Income Section at Jyotiba Fule Campus, Amravati Road, RTMNU, Nagpur.
5. Fill in the Application Form to start New Faculty / Course (Professional) / Course (Non - Professional) / Course (Professional in Traditional Faculty)/ Subject / Section / Increase in Intake in English, attached herewith, and produce the same along with the original and Xerox copy of receipt of **Rs. 550/-** and **Rs. 1600/-** paid for purchase of Perspective Plan, in person, at the Application Receiving Counter at **College Development Section Administrative Premises, Near Maharaj Bagh, RTMNU, Nagpur** and receive the necessary Login ID and Passwords to access the Online Application Management System. The Login ID and Password will be forwarded via SMS on the Mobile Number mentioned in the Application Form.
6. After confirmation of sms, the Login IDs and Passwords will be activated within 24 hours from their issue.
7. Pay the requisite Application fees on or before 29<sup>th</sup> April 2022 at the Income Section Counter (Jyotiba Fule Campus, RTMNU , Nagpur). Please refer to the fee structure. (The fee structure is available on the web site Notification No. RTMNU/Ac/Exp/Sa/70 Dt:-27.04.2012.). **THE RECEIPT OF SUCH PAYMENT SHOULD BE ATTACHED WITH APPLICATION FORM.**
8. After successful login the user will get instruction which are simple to understand and easy to enter the necessary information as required in the Application form.
9. User can Delete/Update the information during the Online filling of the Application Form.
10. 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.
11. **Once satisfied about the correctness of the information in the Application Form forward the same to the University, online, by clicking the link ‘Send to University’. Kindly note that once the Application is forwarded, online to University, it is not possible to update/delete the information.**

12. The Link of Print shall be activated automatically, once the information is sent to the University online. Take the printout of the Application Form.

13. Put necessary seal and signature on the printed Application Form and physically submit seven copies of the Application form to the University along with the necessary documents as listed in **Parishishtha 'B'**. **Also attach the original receipts of all payment to Application form as well as softcopy (CD) of the Application Form and Enclosures in DVB-TTSurekh font in Marathi.**

14. Kindly note that the timing of the cash counter at Accounts Section is from 10:30 am to 3:30 pm only during University Working days.

15. All the Application Forms received shall be subject to scrutiny by the Committee as per the provisions and guidelines of existing Perspective Plan of the University, provisions of Maharashtra Public Universities Act 2016 and relevant G.Rs issued by the Government of Maharashtra from time to time and also the guidelines of the apex bodies, wherever applicable.

16. Last date for submitting Application form online will be 30<sup>th</sup> April 2022 .

17. Last date for submission of hard copy of Application form alongwith enclosures will be 4<sup>th</sup> May 2022 .

**18. Incomplete application, in any respect, will be summarily rejected.**

#### **How to Login ?**

1. Access the RTMNU, Nagpur website <http://nagpuruniversity.org>
2. Use the link Online College Section
3. The necessary Online Help shall be available in the HELP link

Alternatively

1. Access the online DCUD website <http://onlinedcudrtmnu.org>
2. The necessary Online Help shall be available in the HELP link

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**Important Dates / Timings (Excluding Holidays) :**

Society/Trust/College Online Registration :	<b>25/04/2022 to 29/04/2022</b> <b>(from 10:30 am to 5:40 pm)</b>
Forwarding of Online Application to University :	<b>25/04/2022 to 30/04/2022</b>
Physical Receipt of Application Printouts :	<b>On or Before 04/05/2022</b> <b>(from 10:30 am to 5:40 pm)</b>

**Helpdesk Details:**

Phone Nos. :	09422444243, 08275044834  (available on all working days from 10:30 am to 6 pm)
email ID :	support@onlinedcudrtmnu.org

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

**Various Fees :**

1	Perspective Plan along with Application form Purchase (New Colleges)	<b>Rs 550/- per Application</b>
2	Processing Fee for each Application	<b>Rs 1600/ -</b>
3	Affiliation Fee	<b>As per Notification No.</b> <b>RTMNU/Ac/Exp/Sa/70 Dt :-</b> <b>27/04/2012</b>

**Application Form for Link Activation OF NEW FACULTY, NEW COURSE,  
NEW SUBJECT, ADDITIONAL SECTION/INTAKE PROPOSAL 2022 - 23**

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1.	College ID (if Already Allotted) :	
2.	College Name:	
3.	Extension Proposal For :  <i>(Note – Apply Separately for Each Type of Proposal)</i>	a) Additional Faculty b) Additional Non - Professional Courses c) Additional Professional Courses in Traditional Faculty d) Additional Professional Courses e) Additional Subjects f) Additional Sections g) Increase in Intake
4.	Sanstha/Trust Name :	
5.	Sanstha/Trust Registration No and Date :	
6.	Name of the Secretary/President :	
7.	Sanstha/Trust Address :	
8.	Address of the College :	Place: Taluka: District: Pincode:

9.	e-mail ID :	
10.	Applying for which Shift : (If Applicable)	a) Regular Shift b) Second Shift c) Night Shift
11.	Name of Faculties presently available in the College :	Name of The Faculty wise Courses available in the college
	1) Science & Technology	
	2) Humanities	
	3) Commerce And Management	
	4) Interdisciplinary Studies	
13.	Mobile No. (For SMS Alert) :	
14.	MICR Account Number :	
15.	Receipt No. (Rs. 550/-) and Date :	
16.	Receipt No. (Rs. 1600/-) and Date :	

**Signature and Seal of Sanstha/Colleges Authority**