

**Rashtrasant Tukadoji Maharaja Nagpur University**  
**College Development Section**  
**Guidelines for Online Application Management System – Request For New College Proposal**  
**2023-24**

**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 New College purchase Perspective Plan and also the Application Form by paying Rs 550/- separately for each proposal from the Publication Section at Main University Library, Ramdaspath.
3. **PLEASE READ PERSPECTIVE PLAN CAREFULLY BEFORE APPLYING FOR THE NEW COLLEGE.**
4. Pay Rs 1600/- towards the Processing Fees for New College at Income Section at Jyotiba Fule Campus, Amravati Road, RTMNU, Nagpur.
5. Fill in the Application Form to start a New (Proposed) College 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, Jamanalal Bajaj Administrative Building, Mahatma Fule Educational Campus , Amravati Road, 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 13<sup>th</sup> January 2023 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 15<sup>th</sup> January 2023 .

17. Last date for submission of hard copy of Application form along with enclosures will be 16<sup>th</sup> January 2023.

**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 : **10/01/2023 to 15/01/2023**

**(from 10:30 am to 5:40 pm)**

Forwarding of Online Application to University : **10/01/2023 to 15/01/2023**

Physical Receipt of Application Printouts : **On or Before 16/01/2023**

**(from 10:30 am to 5:40 pm)**

**Helpdesk Details:**

Phone Nos. : 09422444243, 9422503674

(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. RTMNU/Ac/Exp/Sa/70 Dt :- 27/04/2012</b>

## Application Form for Link Activation of New College Proposal 2023 - 24

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1.	District of Proposed College:	
2.	Taluka and Place of Proposed College:	
3.	College Type:	a) General b) Women's c) Evening
4.	Courses for Proposed College:	1) B.A. 2) B.Com. 3) B.Sc. 4) LLB
5.	Sanstha/Trust Name :	
6.	Sanstha/Trust Registration No and Date :	
7.	Name of the Secretary/President :	
8.	Sanstha/Trust Address :	
9.	Proposed Name of the College :	
10.	Address of the Proposed College :	- Place: Taluka: District: Pincode:

11.	e-mail ID :	
12.	Applying for which Shift : (If Applicable)	a) Regular Shift b) Second Shift c) Night Shift
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 Authority**