Guidelines of Approval for Colleges

1) Go to **https://www.onlinedcudrtmnu.org**
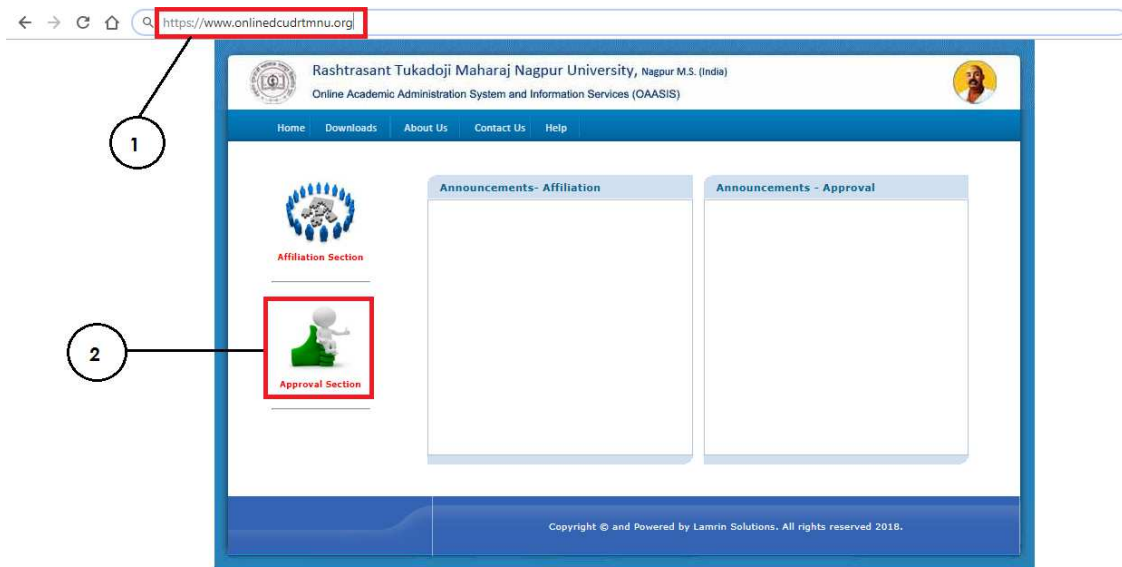
2) Go to **Approval Section.**
3) Enter Login ID and Password same as Affiliation Section
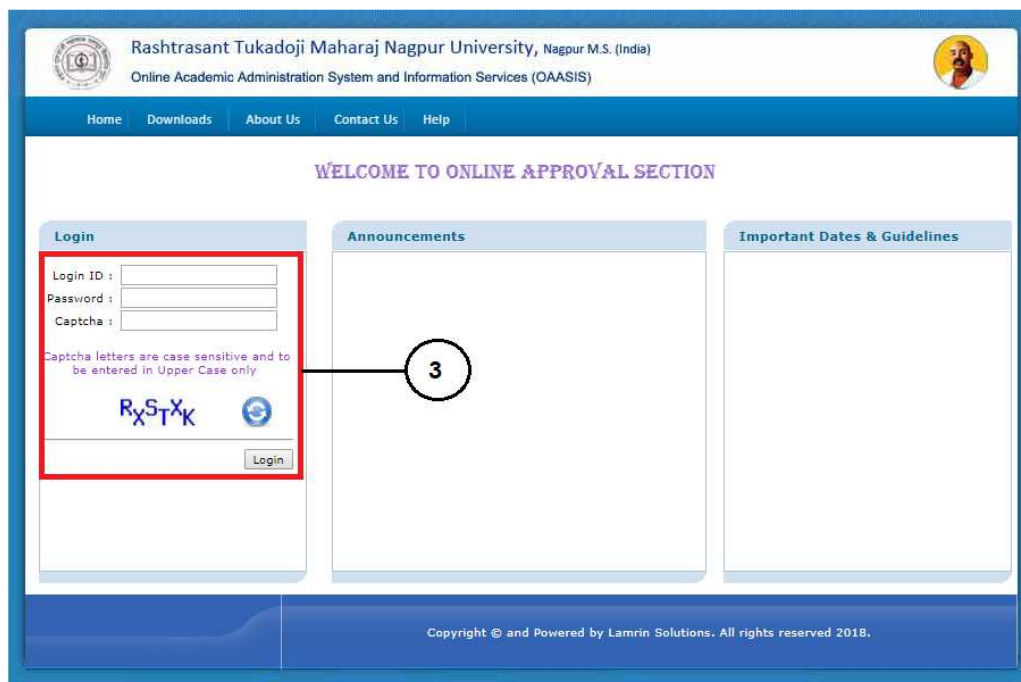
4) Click on **Regular Teacher Approval** and re-enter the Password.

5) Rollover Mouse on **New Application for NOC**
   a. Click on **Annexure C** for Application of Non-Professional Course
   b. Click on **Proforma D** for Application of Professional Course
   c. Click on **NOC for Principal** for Application of Principal Post
   d. Fill Separate Application for each Subject.

6) Fill the Application accordingly. And Click on **DONE** at the end of Application.
7) The Application can be updated till it is not sent to University. For this Click on **Update / View Applications**.
8) Click on Send to University after filling the complete Application. (Note: The Application cannot be updated after sending it to University).
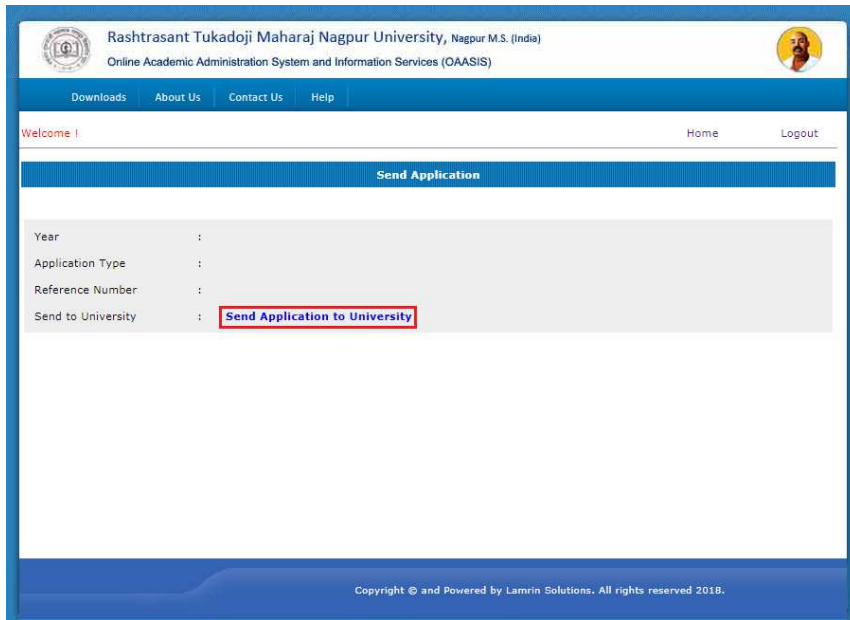
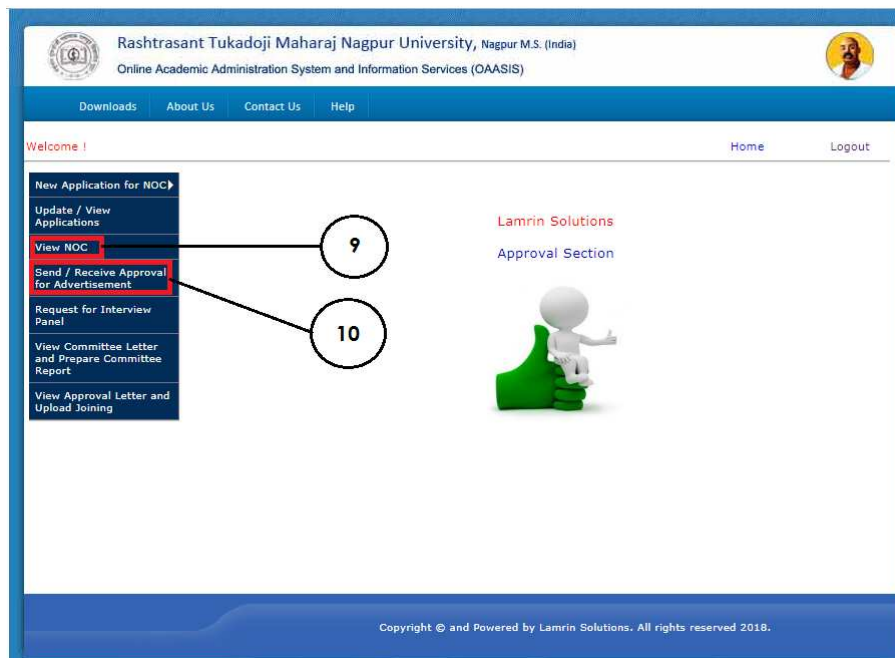9) NOC will be received from University and can be viewed in **View NOC** link (SMS will be sent on Registered Number of the College).

10) Once NOC is received, verify the NOC from BC Cell and determine the roaster from concern authority.

11) For approval of an advertisement fill in required fields by clicking on 'send / receive Approval' for Advertisement and submit Approval for Advertisement will be received in the same link. (SMS will be sent on Registered Number of the College).

12) Publish the Advertisement in at least 2 newspapers (At least one Newspaper must be Marathi).

13) After receiving Applications for Published advertisement, make request for Interview Panel by clicking **Request Interview Panel**.
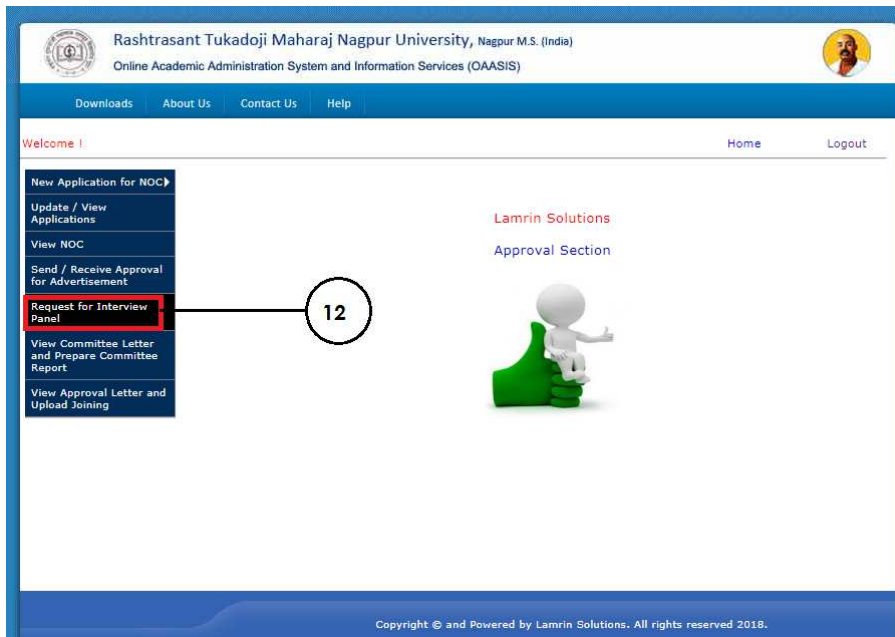
14) Upload necessary documents i.e. (Letter from BC Cell, Newspaper Advertisements for Non-Granted Colleges) , (Letter from BC Cell, Newspaper Advertisements, Letter from Director of Education, Letter from Joint Director for Granted Colleges). And fill PROFORM No. I and II.

15) In **Request for Interview Panel** Link, fill the information about the candidates applied for the Post/Subject (i.e. Candidate Name, DOB, Adhar No, Mobile No., e-Mail, Experience, Academic Information etc.). Also upload candidate's documents (i.e. their Mark sheets, Caste Certificate and Photograph etc.)

16) Fill the above information about each candidate application.

17) Send the Panel Request to the University after filling all required Information.
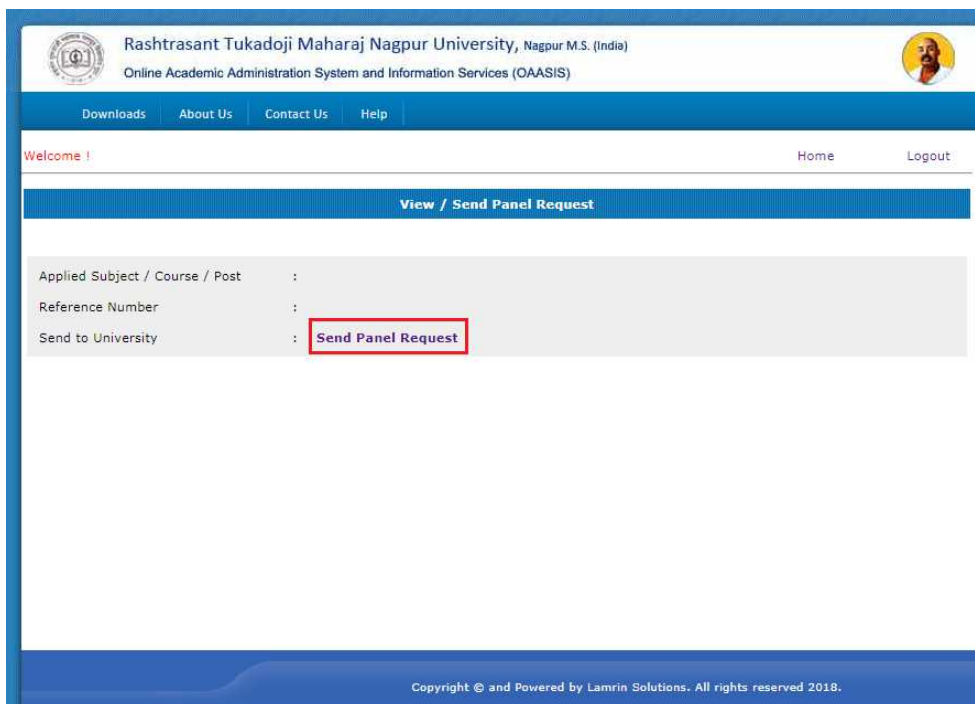
18) The Committee Letter will be received from University and can be viewed in **View Committee Letter and Prepare Committee Report** link.

19) As per the committee letter, select the Subject Expert from the given panel and invite them as the Interview Panel Member. Enter the Names of Final Panel Members in this link. Password for filling Committee report will be sent on the Mobile number of the Chairman of C.D.C / Principal of the college.

20) After Receiving Password, fill the PROFORM 'A' and also fill the PROFORM – V for each interviewed candidate and also fill their Selection Status.

21) After filling PROFORM – V for each candidate, Send Report to the University Online on the same day. After Sending Report, take the Printouts and Sign them accordingly. **Hardcopy of duly signed report must be submitted to University**.

22) The detailed proposal for approval of selected candidate/s must be send to the university with report of selection Proforma A, II, V and relevant documents of the selected candidate/s.

23) Online compliance of deficiencies **(if any)** pointed by the University.

24) You can see the deficiencies if any in '**View Compliance Letter** link (SMS will be sent on Registered Number of the College).

25) The final Approval Letter sent from university viewed in **View Approval Letter and Upload Joining** Link.
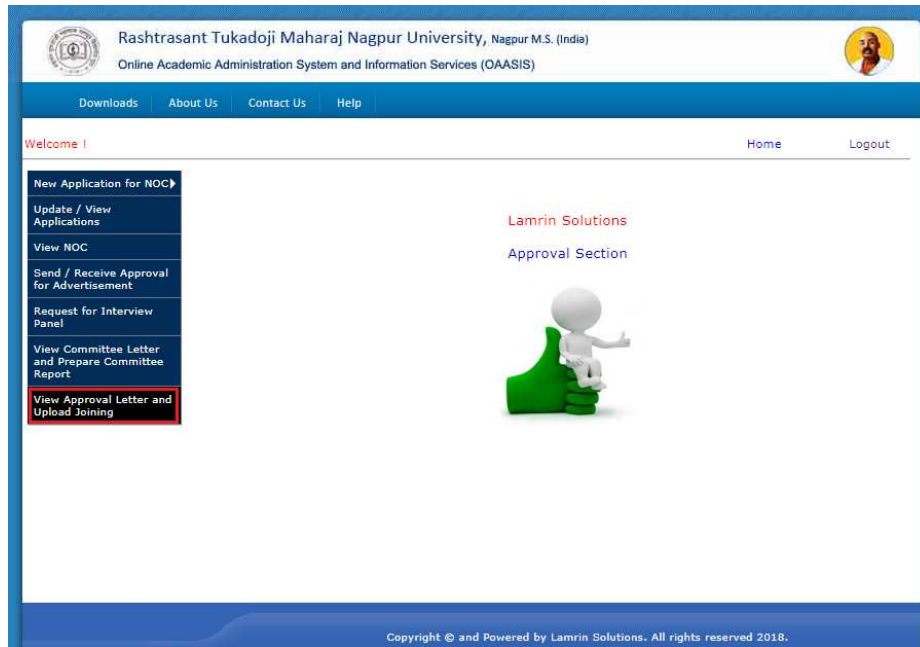
26) **Upload the Joining Letter for Each Selected Candidate Separately**. The link for uploading the Joining Letter will be available for the 30 days only from the date of receiving the Approval Letter.

27) If the joining report of approved teacher is not received / uploading with in thirty days from the issue of approval letter, approval will be treated as cancelled.