

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

**Board of Colleges and University Development – Academic Section
Guidelines for Online Application Management System –Extension Proposal 2017-18**

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) **The Affiliated College will have to fill in separate Application Form for each UG/PG Type of Proposal.**
- 3) **Processing Fees Structure for Extension Proposal :**

1.	Information Booklet Fees (only once for College)	:	₹ 1000.00
2.	Application Fees (per UG/PG Type of Proposal)	:	₹ 1000.00

- 4) All the above Fees can be paid by **Cash** at the **Cash Counter, Main Building, DR. BAMU, Aurangabad.**
- 5) Take a printout of Application Form for Extension Proposal 2017-18 given below in this guideline and then fill in the **Basic Information Form for Extension Proposal** in English attached herewith and submit the same in person at the **Application Receiving Counter** at **OAASIS Section, Besides Academic Section, DR. BAMU, Aurangabad.**
- 6) Pay **Information Booklet Fees, Application Fees** (per proposal) at the **Dr. BAMU Cash Counter, Aurangabad.**
- 7) Produce the Original payment receipts of **Application Fees** (per proposal) and **Information Booklet Fees** (for verification purpose) along with the filled in **Application Form** for Extension Proposal & a **copy of receipt** at the Login ID/Password Issue Counter at **OAASIS Section, Besides Academic Section, DR. BAMU, Aurangabad.**
- 8) Once the same is verified as per Sr. No. 7, the **Link Activation Letter shall be issued and respective link will activate within 24 hours.** 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.
- 9) After the **Link Activation Letter** 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 (Parishishta-A), Parishishta B, Parishishta K (if applicable), Parishishta D (if applicable), Adva Takta, Statement of Affiliation Fees, Bank Challan/RTGS Form, Index Page** separately.
- 15) Pay the proper **Affiliation Fees** (refer **Affiliation Fees Structure** available in **Download** link on **Home** page).

- 16) The **Affiliation Fees** can be paid by **Cash** at the **Cash Counter, Main Building, DR. BAMU, Aurangabad**.
- 17) You can also make the Fees payment by **N.E.F.T. / R.T.G.S.** in the **Bank of Maharashtra Branch No. 152 IFSC Code No. MAHB0000152** A/c No. **60145330323**.
- 18) Put necessary seal and signature on the printed Application Form and physically forward **Two copies** to the University along with the **necessary documents** as listed in **Parishishtha B and Parishishtha K / D (if applicable)**. **Also attach the original receipts of Affiliation Fees Paid** with the Application Form.
- 19) The list of the mandatory documents is listed in the **Parishishtha B and Parishishtha K/D**.
- 20) Kindly note that timing of the **DR. BAMU Cash Counter, Aurangabad** to receive the fees is between **10:30 am to 3:00 pm** during University Working days.
- 21) Incomplete application in any respect will be rejected.

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Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
Board of Colleges and University Development – Academic Section
Online Application Management System – Extension Proposal Request
for the A.Y. 2017-18

Important Dated / Timings & Holidays

Society/Trust/ College Online Registration	:	25/10/2016 to 31/10/2016 (during Univ. working hours)
Online Application Forward to University	:	25/10/2016 to 31/10/2016 (during Univ. working hours)
Last date of Physical Receipt of Application	:	31/10/2016
Printouts		(during Univ. working hours)

Helpdesk Details (only for Technical Queries) :

Phone Nos.	:	7722065281, 7722065282 (available on all working days from 10 am to 6 pm)
email ID	:	support@oasisbamu.org

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 Dr. BAMU, Aurangabad website <http://bamu.ac.in>
2. Use the link **BCUD -> Online Affiliation of Colleges**
3. The necessary guidelines shall be available for download in the **Proposal Guidelines 2017-18** section on the home page.
4. Also the **Guidelines, Fees Structure, Important GRs/Circulars** are available for download in the **Download** link of **Home** Page.

Alternatively

1. Access the online BCUD website <http://affiliation.oaasisbamu.org>
2. The necessary guidelines shall be available for download in the **Proposal Guidelines 2017-18** section on the home page.
3. Also the **Guidelines, Fees Structure, Important GRs/Circulars** are available for download in the **Download** link of **Home** Page.

Application Form for Extension Proposal for the A.Y. 2017-18

- 1) OAASIS College Login ID : _____
- 2) College Name: _____
- 3) Extension Proposal For: *(Please Tick ✓ any one of the following)* :

Note :- Apply Separately for Each Type of UG/PG Proposal

	Additional Courses
	Additional Division

- 4) Select Type of Faculties currently available in College: *(Please Tick ✓ whichever is applicable)*

	Arts		Law
	Science		Management Science
	Commerce		Fine Arts
	Social Science		Engineering & Technology
	Education		Physical Education

- 5) Select Type of Course (UG/PG) applying for : *(Please Tick ✓ any one of the following)*

	UG
	PG

- 6) Applying for Shift: *(Please Tick ✓ any one of the following)*

	Regular Shift
	Second Shift
	Night Shift

- 7) Mobile No.(For SMS Alerts): _____
- 8) MICR Account Number : _____
- 9) Information Booklet No. : _____
- 10) Information Booklet Receipt No. : _____ Date: _____
- 11) Application Fees Receipt No. : _____ Date: _____

Sign and Seal of College Authority
