

**Department of Higher Education
Project Monitoring Unit (UUCMS)
Affiliation Process 2024-25,
Frequently Asked Questions (FAQs)**

User: College Admin login

Version 1.0

- 1. What is the first process in affiliation?**
Uploading existing programs of (before 2020-21 – combination and 2023-24 programs, equivalent combination to 2023-24 sanctioned discipline) data in Request intake screen
- 2. Where is the Request intake screen?**
Once you login in college admin login- affiliation- SEP Request intake will visible for update
- 3. What do you mean by “Existing Program Intake Approved as on 2021-22 with Combination” in SEP Request intake?**
Affiliated programs – Only B.A and B.Sc programs with combinations for the academic year 2021-22 will be displayed
- 4. What is to be entered in “Existing Program Intake Approved as on 2021-22 with Combination” in SEP Request intake?**
Only intake (Student strength) as per the affiliation order 2021-22 and save
- 5. What is meant by Combination Request by the college for the subject which are sanctioned under NEP scheme (2023-24) in SEP Request intake and which programs should be uploaded.**
 - College has to select for relevant combinations for BA and BSC programs based on sanctioned disciplines in the year 2023-24 under NEP scheme (Ex: NEP sanctioned subjects are History and economics, relevant combination may be HEP/HEK/HES.. etc.)
Note: For three major B.A. and B.Sc programs, it is must and should select combination not the disciplines
 - Existing programs without combinations like B.Com, B.B.A , B.V.A etc., or subject specific (Single subject) programs like B.A (Economics), B.Sc(Artificial Intelligence), etc., for the academic year 2023-24 will be displayed and college has to enter intake based on affiliation order 2023-24/latest affiliation order and upload the document
- 6. When does the college admin click on final submit in Request intake screen?**
 - First step- Enter the combination intake in 2021-22 screen and save
 - Second step- NEP scheme (2023-24)- enter the data as mentioned in FAQ -5, upload the respective document and proceed to click on final submit
- 7. What is NA in University intake approved column in SEP request screen, after submission?**
Means CDC of university not yet approved.
- 8. When does the college start the affiliation process –Part-1?**
After Request intake approved by CDC (University)
- 9. How does the college get to know about the CDC approval?**
SEP request intake Screen- University intake approved column – Intake (number) should be displayed, if not approved, display as NA – not approved as explained in FAQ-7
- 10. Whom should we contact for CDC approval?**
CDC of the respective university CDC director/Concerned staff
- 11. How many parts to be filled in college admin login and which are mandatory?**
Total- 6 and all are mandatorily fill for completion of application.
- 12. What is Program update and Program intake screen in part-1?**
Program update – College will select existing programs approved in request intake and new programs with the type of affiliation and save.
For new programs –need to select temporary affiliation and application type for intake sought.
Programs intake – Programs entered in program update screen will be displayed here, college has to choose lab based/Non lab based and enter the related information and click on calculate (calculated sum will be reflected in part-6-Pay affiliation fees)
Note: Programs entered in program update screen should be equal to programs entered in program intake screen and then only other tab will be enabled for further process.
- 13. Error displaying as “University fee not set up” in Program intake screen**
It means University has not set up the fees for particular affiliation type applied for, so please contact the University for Fee set up.
- 14. If the required combinations/disciplines are not displaying in the drop down(Request intake- 2023-24 NEP Screen), Whom should we need to contact?**
Please contact university nodal officer to map the required combinations/disciplines in university admin login(University admin login-academics-Program details- existing program list-map combination/discipline)