

Cost of Application Rs.10,000/-

Application No.



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE - 632 115

**APPLICATION FOR AFFILIATION TO STARTING NEW COLLEGE / NEW COURSES
/ADDITIONAL SECTIONS / PROFESSIONAL COURSES/ RECOGNITION FOR
M.PHIL. AND PH.D. DEGREES / PERMANENT AFFILIATION**

1.	Details of the College	
	a) Name	
	b) Address	
	c) Taluk	
	d) District	
	e) Pin Code	
	f) Phone Number	
	g) Fax No.	
	h) Cell No.	
	i) Approval No.	Annexure [Xerox copy of the NOC obtained from the Government of Tamilnadu]
2.	Details of the Principal	
	a) Name	
	b) Nature of appointment	
	c) Qualification	
	d) Date of appointment	
	e) Approval No.	Annexure [Xerox copy of the qualification approval of the principal, issued by the University and Annexure consisting of appointment order, joining report, proof for date of birth, Xerox copies of certificates for qualification approval and service certificate for the Principal of the College.]
3.	Nature of Affiliation	New college affiliation / Fresh course affiliation / Permanent Affiliation/Recognition for M.Phil. / Ph.D. Details of courses:

4.	Academic year for which affiliation is sought	
5.	Category of the College	
	a) Government / Aided / Self-Financing	
	b) Recommendation of the Collector as per Letter (MS)No.152, Higher Education (E1) Department, dt.23.6.2011 and 154, Higher Education (E1) Department, dt.23.6.2011, within 45 days from the date of receipt of application by the Collector, failing which, it will be presumed that Collector has no remarks to offer.	Annexure
	c) Recommendation of Director of Collegiate Education as per Letter (MS) No.153 & 155, Higher Education (E1) Department, dt.23.6.2011	Annexure
6.	Details of the Trust / Organization which manages the college	
	a) Name of the Trust	
	b) Address	
	c) Taluk	
	d) District	
	e) Pin Code	
	f) Phone Number	
	g) Deed of the Trust / Society (Irrevocable Trust / Society / Section 25 Company Registration Deed / Bye Laws / Memorandum of Association and Articles of Association of the Management of the College]	Annexure [Xerox copy of the documents]
	h) Details of names of the Trustees/Members, occupation, age and residential address, Phone No., Fax, E-mail.	Annexure
	i) Agreement signed in Rs.20/- (Twenty) stamped paper by all the Trustees / Members.	Annexure
7.	Details of the Chairman / Secretary / Correspondent	
	a) Name of the Chairman / Managing Trustee	
	b) Address	
	c) Taluk	
	d) District	
	e) Pin	
	f) Phone Number	

8.	Whether the Trust managed any School / College / Institution	YES / NO
	If yes, give the details	
9.	List of Governing Council	Annexure
10.	Resolution about starting the new Arts College (Indicating the name of the College specifically)	Annexure
11.	Land details:	
	a) Details of land lease deed, (Corporation limit-3 acres, Municipal limit-5 acres, others 10 acres of land)	
	b) Property Details/Value of Properties [Detailed schedule of immovable Properties viz. Land, Survey No. / Extent of Land Present Market Value/Present Value of the Building may also be given]	
	c) Topographical sketch of the land along with surrounding area with Survey No.s signed by Village Administrative Officer. (College land should be coloured in the sketch)	Annexure
	d) Enclose Documentary proof for ownership of lands exclusively earmarked for the college.	Annexure
	e) State the Land area and whether it is wet or dry land (Wet land conversion certificate issued by the Government in case if it is wet land)	Annexure
	f) Enclose the Certificate under Section 37(B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961	Annexure
	g) Enclose Legal opinion, from not below the rank of the Government Pleader on the ownership of land and extend of coverage.	Annexure
	h) Enclose Land use certificate from Collector and Land conversion certificate from the Directorate of Town & Country Planning.	Annexure
	i) Enclose Land Contiguity Certificate stating the college name with Survey nos. and Extent in Area. (signed by Village Administrative Officer)	Annexure
12.	Name of other Colleges in the District in which proposed college is to be established within a radius of 20 KM from the proposed College [List to be enclosed]	

13.	Details of population Male/Female in the District where the proposed college is located.	
14.	Financial status:	
	a) State whether the Educational Agency has deposited a Cash Endowment of 20 Lakhs in Tamil Nadu Transport Development Corporation / Power Finance Corporation for a minimum period of five years, jointly in the name of the Educational Agency and the Director of Collegiate Education.	YES / NO Annexure
	b) State whether the Educational Agency has adequate Financial Resources [To provide Building/Lab/Library/Physical Education/Medical Care etc to run the College]	YES / NO
	c) State briefly with evidence, regarding the financial position/Status / stability of the Educational Agency (like Bank Account statement etc.):	Annexure
	d) Evidence for Cash Deposit for Rs.50 Lakhs:	Annexure
	e) Whether the Educational Agency is willing to create endowment as per the norms laid down by the University for starting a New College and Additional Endowment for opening New Course	YES / NO
15.	Details of the site where the college is located	
	a) Village / Town	
	b) Taluk	
	c) District	
	d) Pin Code	
	e) Enclose Certificates from concerned authority from traffic point of view.	Annexure
16.	Is the college located in its permanent or temporary site?	
	(i) Permanent	YES / NO
	a) Area	Hectare
	b) Survey No.	
	c) Patta No.	
	d) Full Address	Annexure [Xerox copies of the original documents for the site of the college]

	e) Site Map	Annexure [Xerox copy of the VAO certificate, regarding Patta No., Survey No. & Revenue Village / Town of the site, duly issued by the VAO concerned]
	(ii) Temporary	YES / NO
	a) Area	Hectare
	b) Survey No	
	c) Patta No.	
	d) Full Address	Annexure (Xerox copies of the original documents for the temporary site of the college)
	e) Site Map	Annexure [Xerox copy of the VAO Certificate, regarding Patta No., Survey No. & Revenue Village / Town of the temporary site, duly issued by the VAO concerned]
17.	Whether permanent building for the college has been constructed in the site specified in the G.O.	YES / NO
	a) If yes, give the details of the building and enclose Documents regarding permanent building (Atleast for the first year classes with all adequate facilities).	Annexure
	b) Date of approval	
	c) Approving Authority	
	d) Approved Building Map	Annexure (Xerox copy of the Permanent Building Plan, approved by the competent Authority)
	e) Enclose Certificate from PWD Superintendent Engineer for the structural stability of the building	Annexure
18.	If the college is in temporary building, give reason for not shifting so far.	Reason: [Annexure] [Justification for not shifting the college to the permanent building]
	a) Whether the University extends permission to continue in the temporary building	YES / NO
	b) If yes, give the reference No. and date also enclose a copy of the same	R.C.No.....date..... Annexure [University letter giving extending to continue in the temporary building]

	c) If the reason for not shifting the building has been intimated to the University give the reference No. and date also enclose a copy of the same	R.C.No.....date..... Annexure [Letter to the University, explain the reason for not shifting to the permanent building]
	d) If the college is in temporary building, when will it be shifted to permanent building	Probable / Expected date
	e) If the College has been shifted already to the permanent building give the date of shifting	Date.....
	f) Whether the shifting of building has been intimated to the University.	YES / NO
	g) If yes, give the reference No. and date also enclose a copy of the same.	R.C.No.....date..... Annexure [Intimation letter to the University, regarding the shift of the College from temporary to permanent building]
19.	a) Photographs of the college (especially showing the name of the college and Ramp facilities for the differently abled).	Annexure
	b) Building sketch for existing/new courses (details of Rooms, Laboratories, Stores, Library, etc., for all the floors) signed by Architect.	Annexure
	c) Building plan (Blue Print) approved by the Authorities (Proposed college name and survey number should be stated)	Annexure
	d) Building sketch showing the allotment of class rooms, labs, store rooms, Principal room, Office room, room for physical education, vehicle shed, toilets etc., for the existing & new courses, highlighted by shading them in different floors.	Annexure
	e) Building sketch showing the arrangements of work, wash basins, electrical points, computer facilities, fridges, ovens, suction pumps etc., in different laboratories for the college for existing & new courses.	Annexure

20.	a) Enclose Building and equipment insurance certificate.	Annexure
	b) Whether the building strength is approved by the competent authority.	YES / NO
	c) If yes, enclose the proof.	Annexure [Xerox copy of the approval of the Engineer regarding building strength the permanent building]
	d) Whether the safety certificate is obtained from the competent authority.	YES / NO
	e) If yes, enclose the proof regarding Certificates for Fire / Boiler / Electrical safety from concerned authority	Annexure [Xerox copy of the safety certificate issued by the competent authorities]
	f) Enclose the Certificate from Health Inspector	Annexure
21.	Is the college/course meant exclusively for Men/Women/Co-Education?	Annexure Xerox copy of G.O.
22.	List of existing courses (subject wise) with fee structure.	Annexure [List of existing courses (subject wise) showing their fee structure per semester per student]
23.	List of New courses (Subject wise) for which affiliation is sought with fee structure.	Annexure [List of New courses (subject wise) showing their fee structure per semester per student]
24.	Workload for courses which are already being conducted	
	a) Day College courses	Annexure (Workload for Day College Courses-Existing)
	b) Evening college courses	Annexure (Workload for Evening College Courses-Existing)
25.	Enclose Master Time-Table for all courses and all sections with classroom arrangements.	Annexure
26.	List of Teaching staff (Subject-wise) for existing courses	Annexure (List of teaching staff (subject-wise) showing their qualification, designation, salary per month, date of appointment, nature of appointment, workload in hours and total teaching experience for existing courses)
27.	List of Non-teaching staff (Subject-wise for existing courses)	Annexure (List of Non-teaching staff (subject-wise) showing their qualification, designation, date of appointment and nature of appointment for existing courses)

28.	Workload details:	
	a) Workload for courses which are already being conducted.	Day College Courses: Annexure [Workload for day college courses-Existing]
		Evening College Courses: Annexure [Workload for day college courses-Existing]
	b) Workload for existing courses for which continuation of affiliation is sought.	Day College Courses: Annexure [Workload for day college courses]
		Evening College Courses: Annexure [Workload for day college courses]
	c) Workload for New courses for which fresh affiliation is sought.	Day College Courses: Annexure [Workload for day college courses]
		Evening College Courses: Annexure [Workload for day college courses]
	d) Additional workload for new courses	Day College Courses: Annexure [Continuation & Fresh Affiliation]
		Evening College Courses: Annexure [Continuation & Fresh Affiliation]
29.	a) Workload for Teaching staff for courses which are already being conducted.	Day College Courses: Annexure [Workload for staff in Day College Courses – Existing Courses]
		Evening College Courses: Annexure [Workload for staff in Evening College Courses – Existing Courses]
	b) Net additional workload for Teaching staff for Day & Evening College (Fresh & Continuation of Affiliation)	To be filled in the enclosed format.
	c) Additional workload for teachers due to new courses.	Annexure [Workload for staff in new courses in Day & Evening College]
30.	Number of teaching staff (subject wise) to be appointed / required for existing & new courses.	Annexure [Number of teaching staff (subject wise) to be appointed / required for the existing / new courses]
31.	Number of Non-teaching staff (Subject-wise) to be appointed / required for Continuation & Fresh affiliation in new courses	Annexure [Number of Non-teaching staff (Subject-wise) to be appointed / required for the new courses]
		Annexure [Proposed expenditure statement with respect to salary component for the appointment of new non-teaching staff]
32.	Class room facilities	To be filled in the enclosed format
33.	Laboratory facilities	To be filled in the enclosed format
	a) Enclose Pollution Control Board certificate (from concerned authority).	Annexure

	b) Whether the College has Provision to dispose laboratory wastage: (Enclose certificates from concerned authority).	Yes / No Annexure
	c) List of chemicals showing total worth with Xerox copies of bills passed for the purchase of chemicals for the existing courses.	Annexure
	d) List of Chemicals (Main subject only) with approximate estimate, proposed to purchase, exclusively for the new courses (Main subjects)	Annexure
	e) List of Chemicals (Allied subjects only) with approximate estimate, proposed to purchase, exclusively for the new allied subjects.	Annexure
	f) List of Chemicals with approximate estimate, already in excess, usable exclusively for the new courses.	Annexure
	g) Time limit within which they are proposed to be purchased.	Annexure
34.	Details of the Library Facilities	
	a) Size of General Library of the College	Length x Breath
	b) Size of Department libraries of the College.	
	c) Building sketch showing the arrangements of almairas and racks for different subjects, seating arrangements for readers, room for librarian etc., in the general library of the college.	Annexure
	d) Number of windows, doors, furniture etc., in General Library of the College.	Annexure
	e) Number of each item of furniture with approximate estimate, proposed to purchase, for library exclusively for the existing & new courses	Annexure

	f) Time limit within which they are proposed to be purchased	
35.	Details of the Physical Director	
	a) Name	
	b) Qualification	
	c) Date of Appointment	
	d) Approval No.	Annexure
	e) Area of the Play ground	
	f) List of materials associate with different games, maintained in the Department of Physical Education showing total worth with Xerox copies of bills passed for the purchase for existing courses	Annexure [List of materials in the Department of Physical Education, showing total worth with Xerox copies of bills passed for the purchase of them]
	g) List of materials with approximate estimate, proposed to purchase for physical education due to increased strength with new courses	Annexure
36.	National Service Scheme	
	a) Number of NSS units in operation	
	b) Name of the NSS Officer	
	c) Qualification	
	d) Date of Appointment	
	e) Approval No.	Annexure
	f) Number of volunteers registered in NSS (unit-wise)	
	g) List of materials associated with NSS activities of the college.	Annexure [List of materials in different NSS units]
37.	NCC	
	a) Name of the NCC Officer	
	b) Qualification	
	c) Date of Appointment	
	d) Approval No.	Annexure
	e) Number of cadets registered in NCC	
	f) List of materials associated with NCC activities of the college.	Annexure [List of materials in NCC]

38.	Hostel facilities	
	a) Number of Hostels available for Men	
	b) Number of Hostels available for Women	
	c) Building sketch showing plinth area and number of rooms, Toilets etc., in different floors in different Hostels if available	Annexure
39.	List of Teaching Aids available	
	a) Xerox Machine	
	b) Electronic Boards	
	c) TV Sets	
	d) LCD Projectors	
	e) OHP with screen	
	f) CD Player	
40.	Details of canteen facilities	Annexure
41.	Latest audited statement	Annexure
42.	Whether there is any Writ Petition or other cases filed by the institution against university which is progress	YES / NO
43.	Pending enquires if any	
44.	Whether the institution is sharing its facilities / premise with any other institution or running any unapproved Programmes	YES / NO
45.	Justification and Potential for the new course being applied.	
46.	Full minutes of the college committee / Governing Council	
47.	a) Whether all the conditions prescribed by the University for the affiliation of existing courses have been fulfilled.	YES / NO
	b) If yes, give details	
48.	Whether the college Management has any dues payable with the University (If yes, please give details)	
49.	Whether the course has Board of Studies approved syllabus	YES / NO

50.	Details of Financial Resources for running the course(s) Enclose Documents showing the financial viability of the college (details of financial budgeted revenue and expenses statements for current year).-----19	
	Estimated Facilities	Source of Funds Amount (Rs)
	a) Building	
	b) Laboratories	
	c) Library Books	
	d) Furniture and Fittings	
	e) Hostel	
	f) Others	
	Grant Total Amount (Rs.)	
51.	Whether the college/Trust has given any advertisement mentioning "Subject to affiliation" so far	YES / NO
52.	Whether your college has obtained NOC / G.O. from Govt. of Tamil Nadu	YES / NO
53.	a) Whether the Application is made in the prescribed format	YES / NO
	b) Whether the Affiliation Processing fee remitted. (Per Course Rs.5,000/-)	YES / NO
	If Yes, D.D. Amount (Rs.)	
	D.D.No.	
	Date	
	Name of the Bank with Place	
54.	Details of application fee remitted	
	a) Demand Draft Amount (Rs.)	
	b) Demand Draft No.	
	c) Name of the Bank with Place	
	d) Date of Demand Draft	

Availability of other facilities:		
S.No.	Parameter	Available / Not Available
1.	All weather approach road (cemented / kuchha)	
2.	Potable water supply system (own bore well / corporation / Municipal)	
3.	Electrical Generator (5 KV, 5-10 KV, more than 20 KV)	
4.	Students' Canteen	
5.	Students' Common Room (Boys / Girls)	

6.	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution.	
7.	Toilet facilities	
8.	Parking facilities	
9.	Medical facilities (Full-time / Part-time doctor / Dispensary)	
10.	Insurance facilities	
11.	Telephone Booth	
12.	Gymnasium / Indoor / Outdoor Games facilities	
13.	Rainwater-harvesting facilities	
14.	Post office facility	
15.	Bank facility	
16.	Transport facility for day scholars	
17.	Reprographic facilities in the Institution	
18.	Barrier free environment for physically challenged	

I hereby declare that the particulars furnished above are correct and the new course(s) will not be started without getting affiliation from the University, the prior consent of the Director of Collegiate Education / AICTE, New Delhi will be obtained for the course(s) for which such permission is required.

I undertake to state that the college has provided all necessary infrastructures for all the existing courses and will provide the necessary facilities required for the proposed new courses before 31st March, 2012.

I declare that the management will not require the students or their parents to make donations to the college or any trust as a pre-requisite for admission.

Date:

Place:

SIGNATURE OF THE SECRETARY / CORRESPONDENT

ENCLOSURES TO BE SENT ALONG WITH THE APPLICATION FOR AFFILIATION

1. Copy of the Trust Deed.
2. Land Documents exclusively meant for the College.
3. Land use certificate from Collector and Land conversion certificate from the Directorate of Town and Country Planning.
4. College Site Plan
5. Building Sketch (with details of Rooms, Laboratories, Stores, Library etc for all the Floors signed by Architect.
6. Documents regarding permanent building (atleast for the first year classes with all adequate facilities for starting new college).
7. Topo Sketch of the Land along with surrounding area with Survey nos. – signed by the VAO.
8. Land Contiguity Certificate stating the college name with Survey nos. and Extent in Area. (signed by VAO)
9. Certificate from PWD Superintendent Engineer for the Structural Stability of the Building.
10. Building plan (Blue Print) approved by the competent Authorities (Proposed college name and survey number should be stated).
11. Copy of the Resolution for starting of new Arts and Science College (indicating the name of the college specifically).
12. Photographs of the college (especially showing the name of the college and Ramp facilities for the differently abled).
13. Copy of the Endowment of Rs.20 (A&S) Lakhs F.D. Bond. (Joint Account for a minimum period of five years in the name of the Educational Agency and the D.C. Education).
14. Government Permission (G.O.)
15. Affidavit in 10 Rupees Stamp Paper (for accepting Government rules from time to time).
16. No encumbrance Certificate for Permanent Land.
17. Permission from Professional Bodies if any [i.e. NCTE / AICTE]
18. Evidence for financial stability (like bank account etc., for Rs.50 lakhs)
19. List of Members of the Governing Council / Educational Agency / College Committees
20. Master Time-Table for all courses and all sections with classroom arrangements.
21. Certificates for fire/boiler/electrical safety from competent authorities.
22. Certificate from Health Inspector.
23. Provision to dispose laboratory wastage (Certificate from concerned authority).
24. List of Names, Qualifications and Salaries of Teaching and Non-Teaching Staff
25. Copy of the staff appointment orders, proof of qualifications of Teaching and Non-Teaching staff.
26. List of Class Rooms, Laboratories Etc.
27. List of Equipments available & Proposed

28. List of Books & Journals bought, available and proposed

[Note: - As per the guidelines of the University Grants Commissions, in the beginning the library should have at least 100 Books in different titles on each subject. It may be raised to 200 within a period of three year. The Library should have adequate number of books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure should be not less than Rs.3,000/- per subject per year for books. They may be reviewed whenever prices of books go up]

29. Copies of bills for purchase of Library books.

30. List of the Physical Education materials available and proposed to buy

31. Sketch showing the Class Room / Lab Arrangements

32. Master Time-Table for all Courses and all Sections with Class Room arrangements

33. List of Teaching Aids available / proposed to purchase [Duplicating, Xeroxing Facilities, Electronics Boards, TV / VCR / VCP etc]

34. List of Co-Curricular and Cultural activities for which facilities are available

35. Details of the Hostel Facilities / Canteen Facilities etc.

36. Non-Residential Common Room Facilities.

37. If Additional Courses / Sections are sought. Proof of the Additional Class Room / Laboratory facilities provided must be furnished. Similarly, the number and names of Additional Teaching / Non-Teaching Staff appointed are to be; given in a statement.

38. Latest Audited Financial Statement of the College

39. List of Furniture Available
