

**PROFORMA FOR GRANT OF PERMANENT AFFILIATION TO THE AFFILIATED COLLEGES AS PER G.O. Ms. No.29**

1. Name of the college & address :
2. College Code Number :
3. Year of establishment (enclose copy of relevant University affiliation order/GO) :
4. Name of the College society :
5. Name of the Secretary & Correspondent :  
Phone : (O) (R)
6. Name of the Principal :  
Phone :
7. Whether pucca buildings constructed on the own land (if yes, enclose Registered Document of Land) : Yes/No
8. (a) Whether the college is having building(s) (if yes, enclose approved building plan in original and photographs of the building) : Yes/No  
(b) Details of plinth area :

S. No.	Purpose	Carpet* area provided	Building Plan No.	Room No. as shown in the plan

\*requisites are:

- |  |   |            |
|--|---|------------|
| Principal's room                           | : | 200 s.ft.  |
| Staff room                                 | : | 300 s.ft.  |
| Office room                                | : | 300 s.ft.  |
| Library & Reading Room                     | : | 900 s.ft.  |
| Games Room                                 | : | 200 s.ft.  |
| Ladies waiting room                        | : | 200 s.ft.  |
| Toilet with full facilities                | : | 200 s.ft.  |
| Lab. (Physics, Chemistry, Botany, Zoology) | : | 3000 s.ft. |
| Classrooms                                 | : | 600 s.ft.  |

9. Whether the college is having permanent teaching faculty selected by duly constituted Selection Committee and ratified by ANUR (if yes, enclose department-wise list of faculty along with their scale of pay, excluding Principal/Physical Education Instructor) : Yes/No

10. Whether the college is having 250 students in UG courses (if yes, furnish the list of students for 3 years Degree courses separately) : Yes/No

Boys				Girls				Grand Total			
SC	ST	BC	Total	SC	ST	BC	Total	SC	ST	BC	Total

11. UG Courses offered (enclose list of courses) : UG Course Intake
12. PG Courses offered (enclose list of courses) : PG Course Intake
13. Whether the college paid and cleared all the dues up to 2016-17 (if the fee is paid, furnish the details) : Yes/No

S. No.	Year	Nature of Fee paid & cleared	DD No.	Date	Amount (Rs.)

14. Enclose the list of laboratory equipment available for each laboratory separately : Yes/No
15. Enclose the list of library books available for each course (courses required for permanent affiliation) : Yes/No
16. (a) Give the details of playground available :  
(b) Enclose the list of sports & games equipment available :

17. Whether the college has fulfilled all the deficiencies pointed out by the earlier Inspection Commissions (enclose in a table the list of deficiencies pointed out and the fulfillment by the college) : Yes/No
18. Furnish the list of Members of the Governing Body including University Nominee :
19. Particulars of Endowment/ Corpus Fund (enclose details separately) :
20. Date of recent Governing Body meeting held :
21. To which course(s) and combinations required Permanent Affiliation :

Sl. No.	Name of Course & Combination	Name(s) of teaching faculty for each course selected by the duly constituted Selection Committee and ratified by ANUR	Name of the faculty & department to be ratified by ANUR

22. Whether the college has paid Registration Fee for Permanent Affiliation (not refundable) (furnish the particulars of demand draft) : Yes/No

S. No.	Nature of Fee	Demand Draft No.	Date	Name of the Bank	Amount (Rs.)

### **MOST IMPORTANT**

23. The following documents are to be enclosed along with the filled-in application and to make available at the time of visit of Inspection Commission:
- Signed colour photographs with date indicating the creation of infrastructure such as laboratories etc., as per the requirements of the University and other requirements such as classrooms, library, administrative office space, faculty room, students' common room, cafeteria and toilets etc.
  - Land documents in original along with Land Use Certificate.
  - Minutes of the Selection Committee meeting for selection of teaching faculty.
  - Proof of regular maintenance of funds.

- v. The land of the college must have been developed with clear demarcation with either by a boundary wall/barbed wire fencing and in all weather approach road to the institution.
- vi. Building complete in all respects including plumbing, electricity etc.
- vii. Equipment as per syllabus of the course must have been procured and equipment in operational stage.
- viii. All the required furniture and fixtures must be in place as per requirements. There should be adequate potable water available along with water testing report from an authorized laboratory.
- ix. Society/Trust Registration documents indicating members of the Society/Trust, its objective and renewal.
- x. Minutes of the Meetings of the Society/Trust/Governing Body.
- xi. Original land documents.
- xii. Land Use Certificate/Land Conversion Certificate.
- xiii. Original approved building plan.
- xiv. List of equipment available in all the laboratories and furniture.
- xv. Stock Register of equipment.
- xvi. Accession Register for Library Books and earmarked budget allocation.
- xvii. Copy of Invoice/Cash Memo. for equipment and library books for the years 2014-15, 2015-16, 2016-17.
- xviii. Cash books of the Society/Trust.
- xix. Composition of the Selection Committee.
- xx. Letter of appointment/Offer Letter issued to faculty.
- xxi. List of faculty appointed/identified with qualification and experience.
- xxii. Joining Report/consent of faculty members.
- xxiii. One page bio-data of Principal/Director.
- xxiv. Acquaintance Register.
- xxv. Fund position/original FDR and Bank Certificate.
- xxvi. Audited statement of accounts of the society/trust.
- xxvii. Photograph of the institution:
  - xxviii. front portion of the entire building in close view
  - xxix. back side of the entire building in close view
  - xxx. internal portion of at least one class room
  - xxxi. internal portion of computer room along with computers
  - xxxii. internal portion of entire institute with institution's name board in close view
  - xxxiii. internal portion of one laboratory
  - xxxiv. internal portion of Principal's room
  - xxxv. internal portion of library
  - xxxvi. internal portion of faculty room

If any of the above requirements are not fulfilled or any of the above documents are not submitted, the proposal shall not be considered eligible for an Inspection Commission's visit for further processing for approval and shall stand rejected.

### **CERTIFICATE**

We, the undersigned are hereby certify that the management of our college has fulfilled all the conditions stipulated by the Andhra University for grant of permanent affiliation to the courses mentioned above and the particulars furnished in the prescribed proforma are true to the best of our knowledge.

Signature of the Principal  
with office seal

(full name in block letters)

Signature of the Secretary & Correspondent  
with office seal

(full name in block letters)