

APPLICATION FOR GRANTING AFFILIATION OF PG COLLEGE
(To be submitted in Two Sets of printed & signed along with Enclosures in **Spiral binding** and soft copy with scanned enclosures in CD/Pendrive)

FOR THE ACADEMIC YEAR: _____

Affiliation for: NEW PG COLLEGE/ PG COURSE/ PG SECTION

Name of the College:
(IN CAPITALS)

Address: H.No.
Street/Village:
Mandal:
District:

Courses	
UG	Proposed PG courses



ADIKAVI NANNAYA UNIVERSITY

Rajah Rajah Narendra Nagar, GSL Post Office,
RAJAMAHENDRAVARAM – 533296.
A.P. INDIA.

CHECK LIST

Enclose copies of the document in proof of the Information furnished in the APPLICATION in the same order as given below:

S. No.	Particulars of Enclosures	Page Nos
1	Photographs of buildings, Labs, Library, Class rooms, faculty rooms, toilets etc., (Minimum 10 photographs) to be signed with date by the Secretary& Correspondent of college or Principal if Govt.,	
2	Permission order issued by the Government / University/ APSCHE for the establishment of the College	
3	Orders of the University/APSCHE sanctioning the existing courses and courses withdrawn.	
4	Latest affiliation order for the existing courses from the University.	
5	Permanent affiliation order if any	
6	Autonomous status orders, if any	
7	UGC Recognition orders, if any	
8	NAAC Accreditation orders , if any	
9	Hostels recognition orders, if any	
10	List of the faculty appointed/identified with qualification and experience in prescribed format	
11	Staff approval copy, if approved (latest)	
12	List of the Equipment available in each lab and furniture	
13	List of the books available and purchased in the last 3 years	
14	Copy of the Invoice/cash memo for equipment and library books for the last 3 years	
15	Brief history of the society (i.e., milestones in the history of the society/college)	
16	Society/Trust Registration documents indicating members of the society/Trust and its objectives and its renewal certificate	
17	Approved Building Plans, permission order from the authorities concerned for construction of building/Buildings in which the existing courses are run, drawn to scale by a licensed surveyor and certified by the Principal of a nearby Government Degree College.	
18	Existing Governing body of the college	
19	Registered ownership deed in respect of land owned by the College.	
20	Sketch plan of the Land certified by MRO.	
21	Registered ownership / Lease Deed pertaining to the building of the Degree College.	
22	FDRs / BGs as applicable towards Corpus Fund.	
23	FDR for Financial Resources	
24	Documentary evidence for play ground /Gymnasium /Recreation /Games facilities	
25	Documentary evidence for parking area facility	
26	Sanitary Certificate	
27	Rural / Tribal Certificate from the MRO Concerned	

APPLICATION FOR GRANTING AFFILIATION OF PG COLLEGE (Existing)
FOR THE ACADEMIC YEAR: _____

I. INFORMATION ABOUT THE COLLEGE

1	Name of the College		
2	Year of Establishment of PG college		
3	Year of Establishment of UG college		
4	Address of college:	D.No: Village / Street Mandal District	
5	Website address		
6	Telephone Nos (With STD Code)		
7	E-Mail Address (off)		
8	Name of the Principal		
9	Principal	Phone No: Cell No:	
10	Principal email id		
11	Area of the College (Urban / Rural / Tribal)		
12	Status of the College	Co-Education / Women's	
		Aided (A) / Un – Aided / Govt. / Govt. (A)	
13	Status of Autonomy (UG/ PG/Both/ Professional/ Nil)		
14	Status of affiliation of PG (Temporary/Conditional/Permanent)		
15	Status of affiliation of UG (Temporary/Conditional/Permanent)		
16	UGC Status: (12B/ 2 (f) etc.,)		
17	Status of NAAC Accreditation & Year of Accreditation		
18	Hostels available (Yes/No)		
	If yes, Boys/Girls		
	No. Students accommodation for	boys:	Girls:
19	Status of Hostels recognition (Yes/No)		

II. INFORMATION ABOUT THE SOCIETY/TRUST

1	Name of the Society		
2	Address of the Society:	D.No: Village / Street Mandal District	
3	Telephone Nos (With STD Code)		
4	E-mail id		
5	Registration No. & Year of Registration of the Society		
5	Brief History of Society along with Bye-laws and members list		

6	The details of the Educational Institutions, if any managed by the Society with the years of establishment		
	Course	Name of the college	Year of establishment
	UG		
	PG		
	B.Ed		
	M.Ed		
	B.P.Ed		
	M.P.Ed.,		
	D.Ed		
	B.Pharm		
	M.Pharm		
	B.L.		
M.L.			
7	Name of Secretary of the Society Cell No E-mail id:		

III. Information regarding the PG Courses sanctioned/Withdrawn/Existing:

S. No.	Existing PG Course with group (MA/MSc/Mcom/MBA /MCA/BPharm/MPharm/BL/Engg)	Medium	Aided/ Self financed	No. of Sections	Sanctioned Intake	Year of Sanction with Proceedings No. & date	Year of withdrawal, if any, with No.&Date of Procs.	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
Ad-on/Certificate /Diploma/PG Diploma courses existing for PG students								

(Note: Attach a Separate Sheet if needed)

Previous Year Examination Centre

a) Theory:
b) Practical:

c) English Lab:

VI. Details of Lab equipment provided for each science subject at UG & PG level
(Note: Non-recurring items whose cost exceeds Rs. 5000/- only to be furnished)

S. No.	Course	Name of the equipment	Make	Cost in Rs.	Sl. No./ Page No. of stock Register in which entered
UG Courses					
PG Courses					

(Note: Attach a Separate Sheet if needed)

VII. DETAILS OF FACULTY MEMBERS

S. No.	Name	Qualifications	Subjects teaching	Permanent / Temporary / Part – Time / Contract	Date of appointment	Scale of pay	Total Years of Service	Whether appointed through University selection committee
At UG Level								
At PG Level								

(Note: Attach a Separate Sheet if needed)

VIII. DETAILS OF OWN LAND

a	Whether the details of own land in the name of society for the Degree college. (copies of the registered sale deed or gift deed documents may be enclosed). Leased land will not be considered. (Yes/No)			
b	Whether sketch plan of the land drawn by a licensed surveyor giving dimensions and details of survey/patta numbers, name of the place, District., etc., certified by concerned MRO is enclosed ? (Yes/No)			
c	Particulars of land		As Mentioned in Regd. Document	As Mentioned in Sketch Plan
	1	Extent of the Land in acres		
	2	Village / Mandal		
	3	District		
	4	Survey No.		
	5	Registered in the Name of (Society / Individual)		
d	Distance of land from the proposed college building (in Km.)			

IX. DETAILS OF BUILDING ACCOMMODATON

a	Status of the College Building (whichever is applicable)	:	Own / Leased		
b	Registered in the name of as per the Registered document showing the title of the ownership in the Name of the society)	:			
c	Details of the Building as per the Regd. Ownership / Leased Deed and Building Plan				
			Own	Leased	Building Plan
	Survey No.	:			
	D.No.	:			
	Village / Locality	:			
	Mandal	:			
	District	:			
	Type of Roof	:			
Total Carpet Area	:				
Period of Lease Deed	:	Not Applicable		Not Applicable	
d	Building Plan drawn to scale by licensed Architect and permission for construction of the Building approved by the authorities of (whichever is applicable	:	Municipal Corporation / Municipality / Gram Panchayat		
e	Working Plan is attested by	:			
f	Photographs of the Building are attested by	:			

g. Particulars of the Building Accommodation (Enclose Separate Sheet, if required giving full details)

S. No.	Building Door No. / Floor	Room No.	Dimensions (in feet)	Carpet Area (in sft.)	Purpose for which it is used
UG courses					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
PG courses					
14					
15					
16					
17					
18					
19					
Grand Total					

(Note: Room Nos and total carpet area mentioned here shall be reflected in the approved building plan)

h. In case new / Separate buildings are shown for additional accommodation, whether copy of the building plan certified by the Principal of a nearby Government Degree College is enclosed (Yes/No):

i. Details of other institutions and the total carpet area and plinth area allotted to each institution including existing UG and PG colleges

S No	Name of the Institution	Permission accorded by	Total carpet area	Total plinth area	Details of common facilities	Remarks

X. DETAILS OF CORPUS FUND DEPOSITED

S. No.	Installment	Amount	Period (From – To)	FDR/Bank Guarantee No.	Date	Name, Code No. & Address of the issuing Nationalized / Scheduled Bank	Date Maturity	Date of Renewal
For UG courses								
1.	First							
2.	Second							
3.	Third							
For PG courses								
1.	First							
2.	Second							
3.	Third							

XI. DETAILS OF FINANCIAL RESOURCES

S.No.	Amount	Period (From – To	FDR No.	Date	Name, Code No. & Address of the issuing Bank
1.					
2.					
3.					

XII. PLAY GROUND FACILITIES

1.	Extent of Playground facility provided (Documentary evidence to be produced)	
	▶ If Provided in Same Premises (in sft.)	
	▶ If Provided within 5kms distance from the college (in sft.)	
2.	Place where such facility is provided	
3.	Designation of the competent authority with whom alternative arrangements are made	
4.	Whether transportation facilities are provided to take the students to the playground	YES / NO

XIII. PARKING AREA

1.	Extent of parking area provided (minimum 20% of total built-up area) (Documentary evidence to be produced)	
	▶ If Provided in Same Premises (in sft.)	
	▶ If Provided within 100mts. From the college (in sft.)	

XIV. Sanitary Certificate

1.	Name of the Sanitary Certificate issuing Authority	
2.	Designation	
3.	Address:	

XV. FIRE SAFETY CERTIFICATE

1.	Name of the Fire Safety Certificate Issuing Authority	
2.	Designation	
3.	Address	

XVI. OTHER INFORMATION, IF ANY

a	Any other relevant information that the management of the college would like to provide in support of the Affiliation.	
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DECLARATION

I.....(Name of the Secretary/Correspondent)..... of(Name of the College)..... hereby declare that the details given above are true and correct to the best of my knowledge.

I also understand that in case the particulars furnished in the applicant are found incorrect at any stage, the permission given may be withdrawn without giving any reasons.

Place:

Date:

Signature of Secretary / Correspondent of the Society