



PONDICHERRY UNIVERSITY,
PONDICHERRY – 605 014

Application for Starting New College for the academic year 200 - 200

PART-A – BASIC INFORMATION

1.	College/ Institution a) Name & Postal Address of the College/Institution b) Telephone and Fax numbers c) E-mail and Website address d) Year of establishment of the college/Institution	
2.	Head of the Institution: (Director/ Dean/ Principal) a) Name b) Designation c) E-mail, Telephone, Fax and Cell Numbers d) Residential Address with Telephone Number	
3.	Legally authorised representative for communication (authorisation Letter to be enclosed)	
4.	Trust: a) Name & Address of the Trust / Society b) Registration Number and date of registration c) Family/ Public Trust d) Name and address of the Chairman/ e) Secretary of the Trust f) E-mail, Telephone, Fax and Cell Numbers g) Residential Address with Telephone Number	
5.	Permission letter obtained from the State Government to start the college No. and Date (Enclose copy)	
6.	Name and Address of the Members of the Managing Body constituted	
7.	a. Whether Discipline and Welfare Committee is functioning?	YES / NO
	b. Whether Registers and Records as per norms are available / maintained.	YES / NO

8.	<p>Financial Stability Financial status of the Trust to be given briefly in a separate sheet with the following details.</p> <p>a) Bankers: Branches: Account number (s): Balance amount (Rs.):</p> <ul style="list-style-type: none"> • As on 31st March of the previous year • As on Date <p>b) FDR details (Bank / Govt. / Govt. approved institutions.)</p> <p>Branch: Amount of investment: Date of maturity:</p> <p>c) Value of immovable properties (GLV # and MV #). Provide Survey No. of the land, extent of land, location and details of buildings (Certified copies to be signed by approval valuers). # GLV – Guide Line Value and MV –Market Value</p> <p>d) Whether the endowment has been created, details to be provided</p> <p>e) Income tax permanent account number .</p>	
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9.	Details of the Land earmarked for the College:			
Sl. No	Document No.	Date of registration	Survey No	Extent (acres)
			TOTAL	

Note : 1.The extent of land should be as per University norms for the course of study .

10.	Building: Blockwise – (Provide separate enclosures for the existing & proposed buildings)				
Sl. No	Description	Size LxBxH (m x m x m)	Nos.	Type of roof	Furniture / amenities detail
a)	Class Rooms				
b)	Drawing Hall				
c)	Workshop				
d)	Store				
e)	Administrative Office				
f)	Principal's room				
g)	Chairman / Secretary room				

Sl. No	Description	Size LxBxH (m x m x m)	Nos.	Type of roof	Furniture / amenities detail
h)	HOD's room				
i)	Teaching Staff rooms				
j)	Library i) Reading hall ii) Reference Section iii) Stack room Total				
k)	Physical Education				
l)	NCC / NSS / NSO / YRC				
m)	Seminar Hall				
n)	Health Centre				
o)	Bank				
p)	Cooperative stores				
q)	Canteen				
r)	Vehicle parking				
s)	Lunch and Rest room for Girls				
t)	Toilet i) Boys ii) Girls				
u)	Auditorium				
v)	Maintenance and Estate Office				

11.	Hostel: (Number of blocks)			
	a) For Men/Women			
	b) Location of the hostel –(within / outside)			
	c) Staff – Resident Warden		Numbers	
	d) Common room			
	e) Reading room			
	f) Recreation room			
	Rooms	Number	Number of students accommodated	
	g) No. of rooms available in the hostel for existing and proposed programme(s).			
	i) Single (Area in Sq.m)			
	ii) Double (Area in Sq.m)			
	iii) Triple (Area in Sq.m)			
	iv) Quadruple / Dormitory (Area in Sq.m)			
	Total			
	h) Total Built-in-area (in Sq.m)			

12.	Physical Education:	
	a) Name of Physical Director	
	b) Qualification and Experience	
	c) No. of Attenders / Markers attached to the Department of Physical Education and their names	
	d) Total area of the play ground	
	e) Details of the outdoor games available	
	f) Details of the Indoor games available	
	g) Details of gymnasium available	
	h) Fund allotted to Physical Education	
	i) Details of Sports / Games items available and their cost	

13.	Details of Staff Quarters:	
	Designation	Number
	a. Principal	
	b. Teaching staff	
	c. Non-Teaching Staff	

**Signature of the Legally
Authorised Representative**
(Name in Capital Letters)

Chairman/ Secretary
(Name in Capital Letters)

Office Seal

Office Seal

Place:

Date:

PART – B
PROGRAMME DETAILS

Provisional Affiliation for the academic year 200 –200

14.	Name and Address of the College/ Institution:	
15.	Name and Address of the Trust:	

16. Details of Programme(s) applied for provisional affiliation:

Programme(s) for which provisional affiliation is sought.					
Sl. No	Degree	Programme(s)	Sanctioned/ Proposed Strength	AICTE/ Ministry/ MCI/ NCTE etc. approval/ recognition No. with Date (Enclose Copy), if applicable	Remarks

17. Additional Information to be Given, If starting a New Degree Programme.

<p>i) Has an NOC been obtained from Pondicherry Government?</p> <p>a) If yes, give the date and reference letter of the order and a copy of the relevant order be enclosed.</p> <p>b) If no, when did you apply for it? Enclose a copy of your letter to the Govt. of Pondicherry.</p> <p>c) If not yet applied, when do you propose to apply for it?</p> <p>d) When do you expect to get the approval? If yes, reasons for this optimism.</p>	
<p>ii) Has Permission/ approval/ recognition been obtained from the concerned statutory body?</p> <p>a) If yes, give date and reference letter of the order and a copy of the relevant order be enclosed. A copy of the document(s) submitted to this body for obtaining recognition/permission/ approval for starting the course must be enclosed along with your affiliation application to Pondicherry University without fail.</p> <p>b) If no, when did you apply for it? Enclose a copy of your letter to the concerned statutory body and the document(s) submitted to this body as asked above.</p>	

<p>c) If not yet applied, when do you propose to apply? As and when you apply you must submit a copy of the document(s) submitted to this body to Pondicherry University also.</p> <p>d) When do you expect to get the approval? Reason for the optimism.</p>	
<p>iii). Under which School of Pondicherry University, the course will be run?</p> <p>iv). Is there a Board of Studies in Pondicherry University for the course being proposed?</p> <p>a) If not, whether a Board of Studies needs to be constituted for the course being proposed?</p> <p>b) Have you prepared a list of experts in the field for constituting the Board of Studies for the course?</p>	
<p>c) If yes, please attach the list of experts with their current professional address and telephone numbers (At least 10 experts should be listed)</p> <p>d) As and when the Board is constituted, your institution will have to bear the expenditure for constituting the Board of Studies and conduct of Board of Studies Meetings and framing the course structure and syllabi for the various courses?</p>	

<p>v).Has college already framed the syllabi for the new course/ programme semesterwise?</p> <p>a) If yes, enclose a copy of the same.</p> <p>b) If not, when will the syllabi be framed? Give definite dates. As soon as it is framed, a copy must be sent to the University immediately.</p> <p>c) Where Laboratory courses are required, details of lab. Experiment to be enclosed.</p> <p>d) For each course/Lab., a list of suggested textbooks, supplementary textbooks and reference books be listed.</p>	
<p>vi). Total amount allocated for initial expenditure to set up the infrastructure, class rooms, hostel facilities, library, laboratory equipments, chemicals, and so on for the proposed course.</p>	

18. Teaching Faculty

18 (a) Details of Director/ Dean/ Principal

Education Qualification				Specialization	Date of Birth and Age as on the date of commencement of the academic year	Date of joining in the present post	Number of years of Experience as Professor	Number of years of Experience in industry	Total years of Experience	Total pay (Basic pay + Allowance)
Degree	Year of passing	% of marks obtained	University							
UG.										
PG.										
Ph.D										
Additional										

Whether the Director/ Dean/ Principal is qualified as per UGC/ MCI/ AICTE/ DCI/ VCI/ NCTE etc. norms

YES / NO

18 (b) Details of Teaching staff (Department wise)

Name(s) of the teachers (Department wise)	Designation Regular / Visiting	Qualification	% of marks	Specialization (Degree wise)	Experience		Date of Birth	Date of joining in the present post	Scale of pay	Present Basic pay	Total emoluments (Rs.)	Signature of the Staff	University approval of the qualification (No. and date)
					Teaching/ Research	Industry/ Others							

Whether the teaching staff are qualified as per UGC/ MCI/ AICTE/ DCI/ VCI/ NCTE etc. norms

18 (c) Staff-Student ratio

Sl.No	Name of the Department	Programme(s) offered UG & PG	Sanctioned Strength	Total No. of Teaching Staff	Programme wise Staff – Student Ratio

18 (d). Additional information on Teachers for the proposed course/ programme

a) Are qualified teachers already available on your pay roll **in your college/ Institution** for teaching the course?

The University requires that qualified teachers for the course must be appointed by and for the College/ Institution exclusively.

If no new posts are proposed to be created/ sanctioned, please elaborate temporary arrangements made for teaching work of the new course(s).

b) If not, how many teachers will be appointed exclusively for this course/ programme and what will be the mode of recruitment? Please give details.

Year	Designation	No.	Minimum qualification, expertise & experience required for each designation *	Permanent/ Temporary/ Ad hoc	Pay scale/ Salary/ wages
I Year					
II Year					
III Year					

c) Steps already/ to be taken to fill up these posts.

d) If teachers are available, give information on them in the same format as in 18 (b).

If it is proposed to carry on the work with the existing staff, a note as to how this additional work load can be handled with the work load by the staff for existing courses may be given in an elaborate manner.

Please enclose a copy of Time-table for existing courses and new courses separately.

e) Work load prescribed and followed for the existing teaching staff

a) Professor including Principal b) Readers and c) Lecturers

f) Detailed bio-data of the staff in position in the Department where the proposed new courses are to be started with their specialisation.

g) Additional supporting and other non-teaching staff (cadrewise) proposed/ sanctioned for the new course(s)

* Do these conform to the norms of the Statutory bodies like AICTE etc.

19. Laboratories and Equipment:

19 (a). List of equipment						
Sl.No	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

19 (b). List of equipment to be procured for the new programme						
Sl.No	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

20. Lecture rooms for new programme.

<p>How many additional lecture class rooms and laboratories are needed for this course? (Floor space and required furniture. Give the basis on which this estimate is made.)</p> <p>First Year:</p> <p>Second year:</p> <p>Third year:</p>	
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<p>Are these class rooms already available? If yes, give a building plan and indicate the rooms to be allocated for this course:</p> <p>If No, when will the additional floor space with necessary furniture will be created? Give a building plan as well as a time bound project plan for its completion with the amount of funds allocated or will be allocated</p> <p>If you have not already created additional infrastructure for this course, why should you seek permission from the University to start this new course?</p>	
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21. Network Connectivity

	<p>Give the details of network connectivity: Bandwidth:</p> <p>Number of terminals with internet access</p>	
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22. Computing Facility

Sl. No	Department	Degree	Programme(s)	Sanctioned Strength	No.of Terminals

<p>What are the licensed softwares installed in the computer centre? Give a list of such software with details on type of license (site license, stand alone etc.)</p> <p>Are updates being acquired periodically?</p> <p>Do you intend to provide additional computers for the new course?</p> <p>List the additional software proposed to be acquired for the new course?</p>	
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23. Library facility

i).	Total Area of the Library (in Sq. meters)
ii).	Name of the Librarian
iii).	Qualification and experience of the Librarian
iv).	Names and designation of other staff in the library
v).	Are any special facilities available in the Library? If so, give details (eg. Photo copying, Internet connection etc.)

vi) Sl.No	Department	Degree	Name of Course(s)	No. of Books	No. of Indian journals/ Periodicals (give titles)	Names of foreign Journals/ periodicals (furnish brief titles)	No. of Reference Books

<p>vii). Has the library been automated:</p> <p>System for borrowing books by the student: Cataloguing system being followed: Photocopying facilities available:</p> <p>Library timings: Holidays for library:</p> <p>viii). Have the books suggested in 17 viii (d) already been procured by the Library? If not, how soon these will be procured? Give definite dates. Would the Library order multiple copies of the text books for this course? If yes, how many multiple copies for each text will be ordered for the required student strength?</p> <p>Number of additional books proposed to be acquired exclusively for the new course: Number of additional journals proposed to be subscribed for the course:(Give a detailed list of journals/magazines proposed)</p> <p>ix). Proposed expenditure for this purpose for the first year & subsequent years.</p>	
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24. Indicate the facilities available for students:	Boys	Girls
a) Common room		
b) Reading room		
c) Recreation room		
d) Drinking water		
e) Toilets/Urinals		
f) Facilities for cultural activities		
g) Fine arts		
h) N.C.C		
i) N.S.S		
j) Rest room		
k) Canteen		
l) N.S.O		
m) Y.R.C		
n) Medical service attention (Names of Doctors with qualifications and specialization and their address details of part time & full time Doctors)		
o) Placement and training cell		

p) Audio-Visual Education Facilities and teaching aids (Mention available equipment)	
q) Names of Association/Clubs for Students	
r) Alumni Association	
s) Student-counseling facilities	
t) Telephone facility including STD/ ISD/FAX	
u) Word processing & Photocopying facility	

25.	Non-Teaching Staff Details:						
a) Details of technical staff (Laboratory wise)							
Name	Designation	Educational Qualification	Date of birth	Date of joining	Scale of Pay	Total emoluments (Rs.)	Signature of the Staff
b) Details of ministerial staff							
Name	Designation	Educational Qualification	Date of birth	Date of joining	Scale of Pay	Total emoluments (Rs.)	Signature of the Staff

25. Additional Information required.

<p>a) Procedures proposed for monitoring the progress of students during the course (Given details)</p> <p>b) Do you have reservation for students: Scheduled Castes/Tribes: Most Backward Classes: Backward Classes: Management quota:</p> <p>c) Would you give special help for academically weak students? If so, describe what you propose to do?</p> <p>d) Details of scholarships, free tuition, fellowships, and other financial support system available for students of this college now?</p> <p>e) If yes, this would be also extended the students of the new course?</p>	
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- f) What are the facilities available for academically competent but economically weak students being admitted to the new course
- g) Will they be given admission, if qualified?
- h) Are there any financial support or loan facilities available for such students?
- i) If yes, describe the scheme in detail.
- j) If no, do you propose to introduce such a scheme for the benefit of student who might enroll in the new course?
- k) What kind of transparency College/institution is practicing in the “internal” assessment of students, if the system of internal assessment exists for the courses offered by the College?
- l) Will the same system be applied to this new course? If not, give details of the new system.
- m) Did students ever agitate for any reason during the last three years?
If yes, give reasons.
How the problems was tackled/solved?
- n) Did the non-teaching staff ever agitate for any reason during the last three years?
If yes, give reasons.
How the problems was tackled/solved?
- o) Did teachers ever agitate for any reason during the last three year?
If yes, give reasons.
How the problems was tackled/solved?
- p) Give an itemized details of fees, funds, donations, etc to be charged from students to be admitted in the course. (**Indicate numbers and do not say “as per Govt. norms” etc.**)
- q) Fees for the students admitted in the Government Quota:
- r) Fees for the students admitted in the management quota:
- s) Attach a copy of your audited annual accounts for the last three years:
- t) Attach a copy of your budget for the current academic years and for the next year.
- u) Attach a copy of your annual report for the last year.

This is to certify that the information given above is factual as of the date given below. Each page has been initialed by the authorized person of the College/ Institute. Any change in the information given above at a later date shall be informed to the University immediately.

The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College immediately.

**Signature of the legally
authorised representative**
(Name in Capital Letters)

Place:

Date:

Office Seal

Declaration by the Management

1. Shri/Smt _____ Son/daughter of
Shri _____ on behalf of the trust, viz.,
_____ hereby declare that the particulars furnished above are true and correct to the best of my knowledge. Programme(s), applied for, will not be started without the prior approval of the Ministry/ AICTE/ MCI/ NCTE/ etc and the grant of affiliation by Pondicherry University. All the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.
2. The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College/ Institution immediately.
3. It is understood and agreed by the Management of the College/ Institution that if the affiliation is granted by Pondicherry University, the College shall observe all rules and regulations and other conditions, if any, of Pondicherry University. It is also understood and agreed that any violation of these rules etc. **may result in a heavy penalty as determined by the University or withdrawal of the affiliation by the University.**

Place:

Date:

Chairman/Secretary
(Name in Capital Letters)

Office Seal

PART –C

27. **The originals** of the following are to be produced for verification at the time of inspection to the inspection committee members (**Copies need be enclosed along with application**)

Sl.No	Certificate
1.	Irrevocable Trust/Society Registration Deed and resolution of the Trust/Society for starting and continued maintenance of the College
2.	Village field map / field measurement book sketch
3.	College site map / plan , Building sketch [details of Rooms, Laboratories, Stores, Library etc, for all the floors duly approved by the Planning Authority of Government
4.	Documentary proof for ownership of lands exclusively earmarked for the College.
5.	Legal opinion from the Govt. Pleader on the ownership of land and extent of coverage.
6.	Land use Certificate from an appropriate authority and Land conversion certificate from the Department of Town & Country planning. Certificate from the Revenue Authority that the Land for the College does not come under the Land Ceiling Laws.
7.	State Government permission for starting the College. NOC / Essentiality certificate from the State Government
8.	Ministry/AICTE/ MCI/ NCTE etc. approval for the course(s).
9.	Documents showing the financial viability of the College [details of financial budgeted revenue and expenses statement (Current year) (indicate source of revenue for running the College)
10.	Composition of the Managing Body.
11.	Master Time – Table for all courses and all sections with class room arrangements.
12.	Audited statement of the of accounts of the Trust/College college for the past three years.
13.	Certificate for fire safety from Fire Service Department .
14.	Pollution control Board’s approval with compliance status of conditions if any
15.	Permission from local Panchayat/Municipality with compliance status of conditions if any
16.	Permission from Hydro Geologist state ground water unit with compliance status of conditions if any
17.	Permission from state Electricity Department with compliance status of conditions if any
18.	Certificate from Health Inspector.
19.	Certificate from PWD Superintending Engineer for the structural stability of the building.
20.	Building and equipment insurance certificate.
21.	Identified /Appointed Dean, Principal, faculty with full details of qualification, experience, Photo, signature emoluments, Mode of payment of salary and probable date of regular appointment
22.	Details of Teaching Physical & Infrastructural facilities made available .
23.	Minority status certificate if applicable