

GONDWANA UNIVERSITY, GADCHIROLI

Direction No. 11 of 2018

Norms and Procedure for Grant and Withdrawal of Affiliation to College and Institution by the University, Direction, 2018.

(Issued under provision of section 12(8) of the Maharashtra Public universities Act, 2016)

Whereas, the Maharashtra Public universities Act, 2016, i.e. Maharashtra Act No. VI of 2017, has come into force with effect from 1st March, 2017;

AND

Whereas, the above said Act has been made applicable to Gondwana University, Gadchiroli with effect from 1st March, 2017;

AND

Whereas, sections 110 to 117 and 120 of the above said Act are relating to affiliation of college and recognition of the institution and withdrawal of affiliation and recognition;

AND

Whereas, sub-section (18) of section 71 of the above said Act provides that statute may be provided for the norms of grant and withdrawal of affiliation to colleges and institutions;

AND

Whereas, the university Grants Commission has framed Regulation in respect of U.G.C.(Affiliation of colleges by the universities) Regulations 2009 which was published in the Gazette of India dated 20/02/2010 in English and Hindi;

AND

Whereas, Section officer, Higher and Technical education Department, Mumbai vide letter No. sankirna 2009/(185/10)/UE-3 date 19/06/2010 has forwarded the copy of U.G.C.(Affiliation of colleges by universities Regulations, 2009 to the Registrar, Non-Agricultural universities in Maharashtra state for necessary action;

AND

Whereas, the said U.G.C.Regulations 2009, was amended by 1st amendment which is known as U.G.C.(Affiliation of colleges by universities)(1st Amendment) Regulation, 2012 which was published in the Gazette of India(Extra ordinary) part-III –section-4 dated 26th March 2012 Vide Notification No. F.1-7/2007(CPP-1/c)dated 20th April 2012 and the copy has been forwarded to the universities of the said Regulation,2012;

AND

Whereas, the Vice-Chancellor has accepted both Regulations i.e. Regulations 2009 and Regulation 2012 of the U.G.C. on behalf of the Academic Council and the Management Council under provision of section 14(7) of the Maharashtra universities Act,1994;

AND

Whereas, no statute was provided for the norms and procedure for granting affiliation to the college by the university;

AND

Whereas, the matter was required to be regulated by the statute;

AND

Whereas, preparing and passing of the statute by the senate and assented to it by the chancellor was time consuming process;

AND

Whereas, Direction No. 196 of 2016 in respect of Norms and Procedure for granting affiliation to college by the university, Direction, 2016 was issued by the Vice-Chancellor on 26/07/2016 under provision of section 14 (8) of the Maharashtra University Act, 1994;

AND

Whereas, Direction No. 196 of 2016 could not be converted into the Statute;

AND

Whereas, Direction No. 196 of 2016 was automatically lapsed in the light of provision made under the proviso of sub-section (8) of section 12 of the Maharashtra Public Universities Act, 2016;

AND

Whereas, the Vice-Chancellor had appointed a three mans' committee, for preparing application form for granting permanent affiliation u/s 116 of the Maharashtra Public Universities Act, 2016 under provision of section 12(7) of the Maharashtra Public Universities Act, 2016 on behalf of the Academic Council on 29/04/2017;

AND

Whereas, the Draft application form for permanent affiliation to college prepared and submitted by the committee has been accepted by the Vice-Chancellor under provision of section 12(7) of the Maharashtra Public Universities Act, 2016 on behalf of the Academic Council on 23/01/2018;

AND

Whereas, because of lapsed of Direction No. 196 of 2016 under the provision of the Maharashtra Public Universities Act, 2016 a fresh Direction is required to be issued by the Vice- Chancellor under provision of section 12(8) of the Maharashtra Public Universities Act, 2016. With inclusion of the application form for permanent affiliation in the said direction;

AND

Whereas, to regulate the matter to grant affiliation and to withdraw the affiliation, it is necessary to issue direction;

Now, therefore, I, Dr. N.V. Kalyankar, Vice-Chancellor, Gondwana University, Gadchiroli in exercise of the powers vested in me under provision of section 12(8) of the Maharashtra Public universities Act, 2016, do hereby issue the following Directions:-

1. This Direction may be called, "Norms and Procedure for Grant and Withdrawal of affiliation to college and institution by the university, Direction, 2018."
2. This Direction shall come into force with effect from the date of its issuance.
3. In this Direction, unless the context otherwise requires:-

- a) 'Act' means the Maharashtra Public Universities Act, 2016. (Maharashtra Act No. VI of 2017).
- b) 'Regulations' means the university Grants Commission (Affiliation of colleges by the universities) Regulations 2009 and university Grants Commission [Affiliation of colleges by universities] (1st Amendments) Regulations, 2012.
- c) Application form for permanent affiliation means the form inclusive of eleven proformas.

4. For prescribing norms to grant affiliation to the college by the university, the university Grants Commission (Affiliation of college by Universities) Regulations, 2009 and University Grants Commission [Affiliation of college by universities] (1st Amendments) Regulations, 2012 have been issued which is appended herewith in consolidated form as Appendix-I of this Direction and shall hereinafter be applicable.

Provided firstly that the provisions made under U.G.C. (Affiliation of colleges by universities) (1st Amendments) Regulations, 2009 inclusive of U.G.C. [Affiliation of colleges by universities] (1st Amendments) Regulations, 2012 (Appendix-I) appended with this Direction which are not consistent with the provisions made under Sections 110 to 117 and 120 of the Act shall be treated as null and void.

Provided secondly that the terms which are not mentioned in U.G.C. (Affiliation of colleges by universities) Regulations 2009 and U.G.C. [Affiliation of colleges by universities] (1st Amendments) Regulations, 2012 (Appendix-I) shall be as per the provisions of the Act.

5. a) College/Institution desires to apply for permanent affiliation under provision of section 116 of the Act, shall have to submit the application for the said purpose provided under Appendix - II appended with this Direction.
- b) Proforma for permanent affiliation under provision of section 116 of the Act shall be as provided under Appendix - III appended with this Direction inclusive of proformas - 1 to 11.

Gadchiroli
Date : 15/05/2018


(Dr. N.V. Kalyankar)
Vice-Chancellor,

**UNIVERSITY GRANTS COMMISSION
NEW DELHI-110002**

**UGC [AFFILIATION OF COLLEGE BY UNIVERSITIES]REGULATIONS,2009
(* Inclusive of (1st Amendments) Regulations 2012)**

In exercise of the powers conferred by clauses(f) and (g) of sub-section(1) of Sectin 26 of the University Grants Commission Act;1956, the UGC hereby makes the following Regulations, namely.

1. Short Title, Application and Commencement:

- 1.1 These Regulations may be called the UGC(Affiliation of College by Universities)Regulations,2009.
- 1.2 They shall apply to all colleges seeking affiliation and already affilited to the Universities in India established or incorporated by or under a Central Act, a Provincial Act or a State Act.
- 1.3 They shall come into force with immediate effect.

2. Definations: In these Regulations:

- 2.1 "affiliation" together with its grammatical variations, includes, in relation to a college, recognition of such college by, association of such college with and admission of such college to the privileges of, a university;
- 2.2 "college" means any institution, whether known as such or by any other name which provides for a programme of study beyond 12 years of scholling for obtaining any qualification from a university and which, in accordance with the rules and regulations of the university is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification;
- 2.3 "Commission" means the University Grants Commission established under UGC Act;

- 2.4. "course" means one of the units which comprise a programme of study;
- *2.5. "grant-in-aid college" means a 'college' receiving grants from the Government for payment of salary of its employees,
- *2.6. "programme"/ "programme of study" means a higher education programme pursued for a degree specified by the Commission under Section 22 (3) of the UCG Act;
- *2.7. "Statutory/Regulatory body" means a body so constituted by a Central/State Government Act for setting and maintaining standards in the relevant areas of higher education.
- *2.8 "student" means a person admitted to and pursuing a specified programme of study;

3. Eligibility Criteria for Temporary Affiliation:

- *3.1. The proposed college seeking affiliation, at the time of inspection by the university, shall satisfy the following requirements, or the requirements in respect of any of them prescribed by the Statutory/Regulatory body concerned in the case of technical/professional courses only.
- *3.1.1 Undisputed ownership and possession of land free from any or all encumbrances measuring not less than 1.5 acres if it is located in mega cities, 2 acres if it is located in metropolitan cities and 5 acres if it is located in other cities:

Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India:

Provided further that the lesser land requirement in mega cities shall not compromise extracurricular/ extra-mural curricular activities of the college:

Provided also that the requirement of 5 acres in hilly areas could be contiguous or upto three pieces which are not separated by more than 2 kilometers.

- 3.1.2. administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University concerned for each of the higher education course/programme with adequate scope for future expansion in conformity with those prescribed by the UGC/ Statutory / Regulatory body concerned, taking care that all buildings constructed in the college are disabled friendly;

3.1.3. academic building sufficient to accommodate the faculties, lecturer/seminar rooms, library and laboratories with a minimum of 15sq.ft.per student in lecture/seminar room/library and 20 sq.ft.per student in each of the laboratories:

Provided that this sub-clause shall not apply to colleges already affiliated to the Universities in India.

3.1.4. number of teaching and non-teaching staff as per University norms;

*3.1.5. adequate civic facilities for essential like water, electricity, ventilation, toilets, sewerage, etc. in conformity with the norms laid down by the Central/State PWD.

*3.1.6. adequate measures for safety, security, pollution control, etc."

*3.1.7. a library with at least 1000 books, or 100 books in different titles on each subject, whichever is more, of the proposed programmes to include both text books and reference books, besides two journals per subject, along with a book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the UGC from time to time;

*3.1.8. Necessary laboratory equipments as prescribed by the University/Statutory/Regulatory body concerned, for each of the higher education programmes;

*3.1.9 a multi-purpose complex/an auditorium and facilities for sports, canteen, health care, separate common rooms and separate hostels for boys and girls as per the local requirements as decided by the University;

*3.1.10. appropriate furniture for lecture/seminar rooms, laboratories, library, faculty rooms, rooms for administrative staff including the Principal, multi-purpose complex/auditorium, common rooms and hostel rooms, and for other facilities;

*3.1.11. a duly constituted managing body as specified by the University.

3.2. The college, if not run by the State Government,

3.2.1. shall be managed by a duly constituted and registered Society or Trust;

3.2.2 Shall satisfy the University that adequate financial provision is available for running the college for at least three years without any aid from any external source. In particular, it shall produce evidence of creating and maintaining a corpus Fund permanently in the name of the college by way of irrevocable Government Securities of Rs. 15 lakh per programme, if the college proposes to conduct programme only in Arts, Science and Commerce, Rs.35 lakh

Per programme or as prescribed by the relevant Statutory/Regulatory body, if it proposes to offer professional programmes, or FDRs for like amounts jointly held by the college and the University for a minimum lock in period of three years. The interest accrued out of it may be utilized by the college with the prior permission of the University for strengthening its infrastructure facilities;

3.2.3. shall also provide an undertaking to the University that it has adequate recurring income from its own for its continued and efficient functioning.

3.3. The Registered Society/Trust in justified exceptional cases may be allowed to start the college for the first year of the programmes in a readily available building, with the condition that all other academic and administrative requirements are satisfied under the Regulations and the college shall complete the buildings per 4.4.6 and other requirements cited in the detailed project report by the end of the second year and the college is moved completely to the proposed permanent building by the beginning of the third year, failing which the college shall not be granted renewal of temporary affiliation until the college moves to the permanent buildings. Under no circumstances, extension of time for this movement to the permanent building shall be granted by the University beyond five years.

3.4. The Registered Society/Trust proposing the college shall execute a bond:

3.4.1. to impart instruction only in the subjects and for the course/programmes in the faculties for which affiliated has been granted by the University and shall not seek retrospective affiliation. All such courses/programmes shall follow the syllabi approved by the appropriate academic bodies of the University,

3.4.2. to comply with all the provisions of the Act, the Statutes and the Ordinances, Rules and Regulations of the University framed in this regard;

- 3.4.3 to follow the Rules, Regulations and Guidelines of the Statutory/Regulatory bodies issued from time to time;
- 3.4.4 to the effect that the number of teaching posts, the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the UGC and conditions of service shall be in accordance with the Statutes/Ordinance./ Regulations of the University/State Government/UGC, and shall ensure imparting of adequate instruction to the students in the courses/programmes of studies to be undertaken by the college and that the Student-Teacher Ratio in the college shall be as per the UGC norms;
- 3.4.5 to the effect that the members of the teaching and non-teaching staff shall be regularly and fully paid in the pay scales, along with applicable allowances as per the pay scales prescribed by the UGC/ Central/State Govt., as the case may be, from time to time;
- 3.4.6 to the effect that appointment of members of the teaching and the non-teaching staff shall be made only on considerations of merit based on qualifications and experience prescribed for them and not by demanding or accepting any donation or other consideration;
- 3.4.7 to the effect that the college shall obtain the eligibility approval of the appointed teaching staff from the University within three months of affiliation and shall report all changes in the teaching staff and all other changes that may affect the fulfillment of the conditions for affiliation to the University within a fortnight of changes coming into effect.
- 3.4.8 to the effect that all fees to be charged from the students shall be as per the fee structure approved by the University based on the norms of the UGC from time to time;
- 3.4.9 to the effect that the college shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC;
- 3.4.10. to the effect that no student shall be admitted to any programme of study by the college in anticipation of grant of affiliation or in excess of the number of seats sanctioned per programme of study by the University;
- 3.4.11. to the effect that the college shall not, without the previous permission of the University, suspend offering an already approved course/programme of study;

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- 3.4.12 to the effect that the academic and welfare activities of the students belonging to the Scheduled Castes, Scheduled Tribes and other disadvantage groups, including minorities, wherever applicable, shall be properly taken care of by the college;
 - 3.4.13. to the effect that all registers and records, including audited statement of accounts, as required to be maintained under the Regulations/Orders of the UGC/University/Government shall be maintained and made available as and when required for inspection,
 - 3.4.14. to the effect that the college shall furnish all such returns and other information as the UGC/University/Government may require to enable it to monitor and judge the performance of the college with regard to maintenance of academic standards and shall take such action as the UGC/University/Government may direct to maintain the same;
4. Procedure for granting Temporary Affiliation:
- 4.1. The application to start a new college and to get it affiliated to an University can be submitted by Central/State Government institutions and Registered Society/Trust.
 - 4.2. If the applicant is a Society/Trust, it shall have been registered under Registration of Societies Act, the Trusts Act or any other Act of the Central/State Government on or before the date of submission of the application.
 - 4.3. The Government/Society/Trust which proposes to start the college and wishes to get it affiliated to the University in whose jurisdiction the location of college falls shall make an application within the stipulated time to the University in the prescribed proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
 - 4.4. The application shall be submitted with certified copies of the following documents:
 - 4.4.1 Registration of the Society/Trust along with details of Constitution and Memorandum of Association;
 - 4.4.2 Letter from the Competent Authority designated by the Government concerned for classification of land and its location as Metropolitan or other areas;
 - 4.4.3 Land Use Certificate from the Competent Authority designated by the Government concerned;

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- 4.4.4 Registered land/Govt. leased land documents in the name of the applicant;
- 4.4.5 Appropriate order from the Govt. permitting the Society/Trust to start the college with details of the courses/ programmes intended to be offered;
- 4.4.6 Building Plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designated by the Govt. concerned;
- 4.4.7 Registered documents by the registered Society/Trust earmarking land and buildings for the proposed college;
- 4.4.8 Details of the latest fund position along with photocopies of relevant bank accounts, including the evidence of the Corpus Fund earmarked for the purpose as specified under Clause 3.2.2.
- 4.4.9 Detailed Project Report giving
- a) background of the Society/Trust with reference to its experience in promoting, managing and operating educational institution; details of its promoters including their background; details of its activities in the social, charitable and educational spheres since its inception and its Vision and Mission;
 - b) development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty, and other support facilities, including student amenities, such as hostel, sports and recreational facilities;
 - c) architectural master plan indicating the land use pattern including those for the future;
 - d) policy with regard to faculty recruitment, retention and development;
 - e) structure of academic and administrative governance;
 - f) sources of financing of capital and operating expenditure, besides funds to be generated through students' fees; and
 - g) resource projections and their utilization schedule.

- 4.5. The University shall make a preliminary scrutiny of the application, and if found satisfactory, issue a letter of intent, within two weeks from the date of receipt of the application by the university, to cause an inspection within a period of three months for physical verification of all requirements for the grant of temporary affiliation.
- 4.6. The college shall be subjected to an inspection by the University through a committee of experts nominated by the Vice-Chancellor consisting of
- 4.6.1. One Expert for each of the subject areas proposed,
 - 4.6.2. Dean, College Development Council/an equivalent academician of the university.
 - 4.6.3. a representative of the higher education department of the Government not below the rank of Deputy Director and
 - 4.6.4. an Engineer from the PWD/CPWD-or the University not below the rank of executive engineer One of the subject experts at the level of Professor, as nominated by the Vice-Chancellor, shall be the Chairperson of the Committee.
- 4.7. The report of the inspection committee shall be submitted by the Chairperson to the University duly filled in and signed by all the members. The University shall process the report through its appropriate Bodies and decide to grant, or not to grant, temporary affiliation to the college, recording the reasons in writing for its decision within three months of inspection.
- 4.8. On the basis of the infrastructure and other facilities available at the college, the University shall decide the number of seats for each programme in the college.
- *4.9. The Syndicate/Executive Council of the University shall be the ultimate authority to decide granting, or not granting, affiliation,
- 4.10. Continuation of temporary affiliation of the programmes of study and the college itself shall be granted by the University on a year to year basis through inspection process prescribed in these Regulations.
- 4.11. If the University decides not to grant affiliation to the college for reasons, recorded in writing, of its failure to meet the conditions/requirements for getting affiliation, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

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5. **Eligibility Criteria for Permanent Affiliation:**

- 5.1. The college shall have completed at least five years of satisfactory performance after getting temporary affiliation and attained the academic and administrative standards as prescribed by the University/UGC/Statutory/ Regulatory Body concerned from time to time.
- 5.2. The college shall have completed construction of buildings and all infrastructure/ facilities as stipulated in the Regulations.
- 5.3. All the teaching and non-teaching staffs are appointed on permanent (appointed on regular basis, in case of a Government college) on the UGC/Government scales of pay.
- 5.4. The college shall have a duly constituted College Council as per the norms.
- *5.5. The College shall be accredited by NAAC or any other statutory accreditation agency by State/Central Government.

6. **Procedure for granting Permanent Affiliation:**

- 6.1. A college which wishes to get permanent affiliation shall apply to the University any time after completing five years of temporary affiliation in the proforma along with the prescribed fee in the form of Demand Draft drawn in favour of the Registrar of the University.
- 6.2. The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the Regulations.
- 6.3. If the University decides not to grant permanent affiliation to the college for reasons, to be recorded in writing, of its failure to meet the conditions/requirements for getting such affiliation, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

7. **Eligibility to apply for addition of new programmes of study:**

- 7.1. Any proposal for adding new programmes shall be considered by the University only after ensuring equitable distribution of facilities for higher education, having due regard, in particular, to the needs of the unserved, underdeveloped, rural, hilly, tribal and backward areas within its jurisdiction.
- 7.2. Any proposal for raising the existing under-graduate college to post-graduate studies level shall be considered by the University only after satisfactory completion of two years of the under-graduate

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programme and the proposed buildings, qualified faculty and other infrastructure facilities are fully created as per the Regulations.

- 7.3. Each application for addition of a new programme or for upgrading the existing programme to post-graduate level shall be accompanied by the prescribed fee in the form of Demand drafts drawn in favour of the Registrar of the University.
- 7.4 The procedure for according temporary affiliation to additional programmes of study or for upgrading the existing programmes in the college shall be the same as prescribed under the Regulations for temporary affiliation.

8. Withdrawal of affiliation:

- 8.1. The privileges conferred on a college by affiliation may be withdrawn in part or in full, suspended or modified, if the college, on due enquiry, is found to have failed to comply with any of the provisions of the Act, the Statutes, the Ordinances, the Rules and Regulations or any other direction or instruction of the UGC/University/Statutory/Regulatory body concerned, or failed to observe any of the conditions of affiliation, or has conducted itself in a manner prejudicial to the academic and administrative standards and interests of the University.
- 8.2. If an affiliated college ceases to function or is shifted to a different location or is transferred to a different Society, Trust, individual or a group of individuals without the prior approval of the University, the affiliation granted to the college shall lapse automatically on such ceaser, shifting or transfer, as the case may be, and it shall be treated as a new college for the purposes of future affiliation. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.
- 8.3. Without prejudice to the Regulations, the Commission on its own, or on the basis of any complaint or any other information or report from any other source, can cause an enquiry by the University in respect of a college, and after giving the college a reasonable opportunity of being heard, may pass an order under Section (12A) (4) of the UGC Act prohibiting such college from presenting any student then undergoing such specified course/programme of study therein to an university for the award of the qualification concerned and the affiliation of the college shall stand terminated as per Section (12A) (5) of the UGC Act.

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8.4 If the University decides to withdraw the affiliation of the college, or the affiliation stands terminated by the order of the University, temporarily or permanently, such decision shall not affect the interests of the students of the college who were on its rolls at the time of issue of the order till they pass out the normal duration of programmes to which they are registered at that time. The University/Government shall have the duty to alleviate the educational future of the affected students in an appropriate manner as per its decision.

9. Penalties on the Universities granting affiliation to sub-standard college or failure of University/colleges to comply with the Regulations of Commission:

9.1. If any University grants affiliation to a college which does not fulfil the conditions/requirements for affiliation as per the Regulations, or if the University grants affiliation in contravention of the relevant provisions of the UGC Act and Regulations, the Commission may take such action as it may deem fit, including that of withholding the grants to the University and/or delisting the said University from the list of universities maintained by the Commission under Section 12B of the UGC Act.

*9.2. If any college included under Section 2 (f) and receiving UGC Grants under Section 12(B) is found guilty of violation of the Regulations, the Commission may take such action as it may deem fit, including that of withholding that grant to the college and/or delisting the said college from the list of college maintained by the Commission under Section 2(f) and /or 12 (B) of the UGC Act,"



Gondwana Univesity, Gadchiroli.

APPLICATION

For Permanent Affiliation

(Under Section 116 of Maharashtra Public University Act, 2016)

Instructions :

- (i) The application college desires of applying for permanent affiliation under Section 116 of Maharashtra Public University Act, 2016 shall use application form.
- (ii) Application shall be submitted in three copies.

To,

The Registrar,
Gondwana University,
Gadchiroli.

Sir,

I hereby apply for permanent affiliation of the college for the Subject / course / faculty The requisite amount to be paid for permanent affiliation Rs. is paid by D.D. No. of the Bank of Dated

I have gone through the norms prescribed for granting permanent affiliation and I am submitting all the required informations in the prescribed proforma / enclosures.

.....
(Signature of the Principal) with seal

Date :

Place :

(Note:- The prescribed fee for permanent affiliation is as per the Recommendation of affiliation fee committee and approved by Management Council in its meeting dated 28/04/2017 vide item No. 10. or As per the notification of the university for fees of permanent affiliation issued from time to times.)



GONDWANA UNIVERSITY, GADCHIROLI.
Proforma For Permanent Affiliation
Under section 116 of Maharashtra Public Universities Act. 2016

- 1 Name of the society/Governing Body
- 2 Year of Establishment of the Society
- 3 Registration No. of Society under Bombay
Public Trust Act and the Society Registration
Act. Attach constitution of the Society.
(Encl. 1)
- 4 Name and address of the present office
Bearers of the society. Attach the list of the
Office bearers duly certified by the Charity
Commissioner / Asstt. Charity Commissioner
(Encl. 2)
- 5 Name of the College
- 6 Address of the College
- 7 Establishment year of the College
- 8 The year in which the first affiliation
is granted. Enclose the copy of the letter
form University/Maharashtra Government
regarding first the affiliation
(Encl. No. 3)
- 9 Courses/Subjects taught in the college under (various faculties and for which affiliation is)
granted. Give details in Proforma No. 1.
- 10 Mention the subjects/courses/
Faculties for which permanent
Affiliation is required.
- 11 Information about Physical facilities:
 - (i) How Much land is available ?
 - (ii) Whether land is owned by the
College/Society/Trust or on
Lease?

- (iii) Give title clearance certificate i.e. 7/12 Utara and map of the land from patwari in 'C' sheet. (Encl.4)
- (iv) Whether land is NA, if yes enclose copy of NA. (enclosure no. 5)
- (v) Give the development Plan approved by the competent authority in Encl. No. 6.
- (vi) Whether there is fencing or Compound wall to the land of the college ?
- (vii) Whether there is a gate to the College Premises ?
- (viii) Whether play ground is developed ?
- (ix) Give separately details of each play ground developed, namely Football, Volleyball, Handball, Cricket, Kabaddi, Kho Kho etc., and any other in the Encl. No. 7 Details should be furnished with size of the each play ground and stage of development.
- (x) If play grounds are not developed give reasons in Encl. No. 8

12. Building :

Give detailed information of the building / buildings in Proforma No. 2.

- 13. (i) Whether the college has its own hostel for boys and girls separately ? if yes, give the total number of rooms alongwith details of size of the rooms, dining hall recreation hall etc. in Encl. No. 9
- (ii) Number of boys and girls students admitted in the hostel during of current year. Accommodation capacity and other facilities provided in the hostel . Give in information in Encl. No. 10

14. Give details of furnitures available with the college in Proforma No. 3.

15. What are the facilities for drinking water? Give description.
Encl. No. 11

16. Details of Toilet facilities provided for staff and students separately. (Encl. No. 12)

17. Whether the College is NAAC/NBA Accredited or Not? If yes, enclose the certificate (enc. No 13)

ACADEMIC STANDARD

18. (A) Give the information of the following staff in proforma No. 4 :

- i) Principal
- ii) Librarian and
- iii) Director of Physical Education.

(B) Give details of workload for all course taught in the college class wise and Subject wise in proforma No. 5.

(C) Give details of the teaching staff in Proforma No. 6.

(D) Whether college has appointed non-teaching staff as per staffing pattern prescribed by the govt. of Maharashtra? if yes, give informations in Proforma No. 7.

If college has not appointed non-teaching staff as per prescribed staffing pattern, give reasons.

(E) Whether College has sponsored teachers for participation in orientation, refresher courses, Seminar, Workshop Conference symposium? If yes, give the details of the each teacher in the (enclosure. No.14)

(F) Give the details of the books in the Central Library in the proforma No. 8 (A)

(G) Give the details of the books in the Department library in Proforma No. 8 (B)

(H) Give the details of the journals and periodicals subscribed in Proforma No. 9

(I) Give details of the results of University examinations for the last three years in Proforms No. 10.

(J) Give the subjectwise details of Laboratories in Proforma No. 11.

(K) Give brief report on co-curricular and extra-curricular activities like N.S.S., N.C.C. Population Education Club, Women Education and Service Centre, Game's and Sports for the last three years and distinguished contribution of the college in these activities. (Enclosure - 15)

FINANCIAL STANDARD

(i) Whether salaries are paid regularly to all the employees of the college ? If yes, give details Enclose salary statements in (enclosure-16). If not give reasons.

(ii) Whether the amount of GPF deposited in the G.P.F. or DCPS account of the employees regularly? Give GPF/DCPS statement of employees of (enclosure no. - 17) of last year.
.....

(iii) Whether college deposits the amount of tuition fee regularly in the salary account of the college as per rules ? If not give reasons,

- (iv) Whether the college is utilizing the amount of scholarship and other funds/grants received from government or other agencies properly for the purpose for which they are received ? If not, give reasons.
- (v) How much UGC grants received by the college during the last five years plan ? Give Utilizations. Certificate.(enclosure No. 18)
- (vi) Whether the college has deposited full amount of reserve fund with the University? If no, how much amount is deposited? What are the Reasons for shortfall.
- (vii) Whether all the fees collected on behalf of the University have been regularly deposited with the University? Give No dues Certificate of University for last three years (enclosure- 19)
- (viii) Whether accounts of the advance received from the university for conducting examinations have been submitted to the University immediately after the end of the University examination? Give details for the last 3 years.
- (ix) Whether the college submits the scholarship forms of the students to the concerned authority regularly? If not, give reasons.(enclosure- 20)
- (x) Whether college has maintained regularly Cash Book, Ledger Book, Stock Book and all accounts?
- (xi) Whether the Government orders in financial matters are followed regularly? If not, give reasons.
- (xii) Please enclose audited a statement of Income & expenditure and Balance sheet for the last three years. (enclosure-21)

ADMINISTRATIVE STANDARD

- (i) Whether the College Development Committee (CDC) is formed? If yes, give name of the CDC members with their tenure. Give number and the dates of the meeting held during the last years. (enclosure No. 22)
- (ii) Whether the College has a College Examination Committee to evaluate regularly the academic performance of the students in the college examinations? If yes, give the dates of the meetings held during the last 3 years.
.....
- (iii) Whether the service books of employees are maintained upto date ? If not, give reasons.
.....

OTHER CONDITIONS

- (i) Whether the college has fulfilled all the conditions laid down by previous Local Enquiry Committee ? If not, give details and reasons for non-compliance.
.....
- (ii) Whether Colleges has fulfilled all the conditions mentioned in Sections 114 (1) of the Maharashtra Public University Act, 2016 regarding continuation of affiliation or recognition If not, give reasons.
.....
- (iii) Give and undertaking on 100 /- rupees Stamps as required and section 114 (1) of the Maharashtra Public Universities Act, 2016 with the signature of the Principal and the Chairman or the Secretary of the management.
- (iv) Whether College has followed Government orders/ University orders issued from time to time in regard to the reservation policy of the government for the appointment of staff as well as for the admissions of the student in the college? If not give reasons.
.....
- (v) If there is any backlog against reserved post / posts, give satisfactory explanation.
.....
- (vi) Any other information not covered above which the college desires in support of their application.

PROFORMA. - 1

Information regarding courses and Faculties taught in the College.

Sr. No.	Name of the Faculty	Subject taught in the facultys	Whether the subjects are grant basis, if on grant basis, % of grant or whether it is on no grant basis.	Whether the University has granted affiliation If yes, give letter No. & Date.	Remarks
1	2	3	4	5	6
1	Mention Name of faculty as per New University act.				
2					

3					
4					

PROFORMA - 2

INFORMATION REGARDING BUILDING

(As per NGC 2012/247/12/coll. Edn 4/dated 2 Sept. – 2013 given in Proforma 'A' on given at the bottom. For Professional Colleges norms will be as per competent authorities (AICTE, NCTE, PCT etc.)

Sr. No.	Head	Constructed area required as per UGC State Govt.	Actual Constructed area	Short fall	Remarks
1	2	3	4	5	6
1	Principal's Office				
2	Administrative Office				
3	Staff Room				
4	(a) Library (b) Reading room for students (c) Cubunai for staff				
5	Ladies Common Room				
6	Games & Sports Room				
7	N. S. S. Room				
8	N. C. C.				
9	Class Room (given the number of total class room with its size)				
10	Any other Building				
11	Laboratory :				

Total Constructed area in Sq. ft

Attach " प्रपत्र अ "

शासन निर्णय क्रमांक एनजीसी २०१२/(२४७/१२)/मशि४, दिनांक: २ सप्टेंबर, २०१३
परिशिष्ट ब मधील अ.क्र. १२(अ) व (ब) साठी कक्षनिहाय किमान आवश्यक क्षेत्रफळ

अ. क्र.	कक्षाचे नाव	नग	क्षेत्र प्रति नग	एकुण क्षेत्र	कला/विधी / शिक्षणशास्त्र	वाणिज्य	विज्ञान	कला + वाणिज्य	कला + विज्ञान	वाणिज्य + विज्ञान	कला वाणिज्य विज्ञान
१	प्राचार्य कक्ष	१	२०x २५	५००	५००	५००	५००	५००	५००	५००	५००
२	कार्यालय	१	३०x २०	६००	६००	६००	६००	६००	६००	६००	६००
३	इलेक्ट्रॉनिक/संगणक व प्रयोगशाळा	१	२०x ३०	६००	६००(०)	६००(०)	६००(०)	६००(०)

४	रसायणशास्त्र प्रयोगशाळा	१	३०x४०	१२००	१२००	१२००	१२००	१२००
५	पदार्थविज्ञान प्रयोगशाळा	१	३०x४०	१२००	१२००	१२००	१२००	१२००
६	जिवशास्त्र प्रयोगशाळा	१	३०x४०	१२००	१२००	१२००	१२००	१२००
७	ग्रंथालय	१	२०x३०	६००	६००	६००	६००	६००	६००	६००	६००
८	एनसीसी रूम	१	२०x१५	३००	३००(०)	३००(०)	३००(०)	३००(०)	३००(०)	३००(०)	३००(०)
९	एन.एस.एस.रूम	१	२०x१५	३००	३००(०)	३००(०)	३००(०)	३००(०)	३००(०)	३००(०)	३००(०)
१०	लेडीज रूम	१	१०x१५	१५०	१५०	१५०	१५०	१५०	१५०	१५०	१५०
११	रेकॉर्ड रूम	१	१०x१५	१५०	१५०	१५०	१५०	१५०	१५०	१५०	१५०
१२	नॅक रूम	१	१०x१५	१५०	१५०(०)	१५०(०)	१५०(०)	१५०(०)	१५०(०)	१५०(०)	१५०(०)
१३	स्टाफ रूम	१	२०x३०	६००	६००	६००	६००	६००	६००	६००	६००
१४	सभागृह	१	४०x३०	१२००	१२००	१२००	१२००	१२००	१२००	१२००	१२००
१५	मोटे व्याख्यान कक्ष	३/६ /९		९००	२७००	२७००	२७००	५४००	५४००	५४००	५४००
१६	टॉयलेट ब्लॉक	४	१०x१५	६००	६००	६००	६००	६००	६००	६००	६००
१७	व्हरांडा		किमान ५ फुट रूंद		२१००	२४००	३३००	३०००	३८००	४१००	४६५०
	एकुण (किमान आवश्यक क्षेत्रफल)			१०२५०	९२००	९५००	१४०००	१२८००	१७२००	१७५००	२०७५०

PROFORMA No - 3

DETAILS OF FURNITURES

Sr. No.	Head	Number	Price
1	2	3	4
1	Class Room Furnitures		
	Desks Bench Chairs Fans		

	Others		
2	Office Furnitures Chairs Table Almirahs Computer Fans Photo Copier Any other items		
3	Library Furnitures Desks Chairs Almirahs Racks Fans Any other items		
4	Laboratory Furnitures Give Details of the items subject wise with Price:		
5	Physical Education Development Furnitures		
6	Extension Service Department Furnitures		

PROFORMA No - 4

INFORMATION OF PRINCIPAL, LIBRARIAN, DIRECTOR OF PHYSICAL EDUCATION

Sr. No.	Designation	Name in full	Date of Appointment	Qualifications	Letter No. of the University Granting Approval	Date of Confirmation
1	2	3	4	5	6	7
1	Principal					
2	Librarian					
3	Director of Physical Education					

PROFORMA No - 8 (B)
 DETAILS OF THE DEPARTMENTAL LIBRARY

Sr. No.	Name of the Subject	No. of Books	Total Price
1	2	3	4

PROFORMA No - 9
 DETAILS OF THE JOURNALS AND PERIODICALS

Sr. No.	Name of the Journals / Periodicals Subscribed in the College	Annual Subscription
1	2	3

