

Phone: 2539 9554

Fax:91-044-25360749



UNIVERSITY OF MADRAS

(Established Under the Act of Incorporation XXVII of 1857 – Madras University Act 1923) (State University)

Dr.R.Srinivasan
REGISTRAR

Centenary Building, Chepauk
Chennai – 600 005.

Date:29-12-2017

CIRCULAR

I am, by direction, to inform you that the last date for receiving application from (i) Educational Agencies for starting New Arts and Science Colleges, (ii) Professional Colleges (i.e. Management Institutions - MBA / MCA courses alone) and also, from (iii) Existing Colleges for Further Course(s) Affiliation and (iv) Existing Colleges for starting of Additional Section(s) in the existing course(s) for the Academic Year 2018-2019 is extended upto January 31, 2018.

L. J. J. J. J.

REGISTRAR.

Cost of Application : Rs.100/-

Application No:



UNIVERSITY OF MADRAS

சென்னைப் பல்கலைக்கழகம்

(Established Under the Act of Incorporation XXVII of 1857 – Madras University Act 1923) (State University)

Centenary Building, Chepauk, Chennai 600 005

Application for Fresh / Further Affiliation in Arts and Science / Professional Colleges (i.e, Management Institutions – MBA/MCA courses alone) for the Academic Year 2018-2019

1.	Name & Complete Postal Address of the college	
2.	Nature of the College	Arts & Science /Oriental / Management(MBA/MCA)
3.	a) Name &Address of the Educational Agency Which run the College	
	b) State whether it is a Registered Body. If so , whether a copy of the By-Laws /Constitutions Governing the thrust / Society is enclosed	
4.	Name of the Affiliating Body	UNIVERSITY OF MADRAS
5.	Whether Permission from Professional bodies like AICTE , if any, was obtained	YES/NO
6.	Name & Address of the Chairman of the Governing Council with Telephone Number / Mobile Number	
7.	Name & Address of the Secretary / Correspondent of the College with Telephone No/Mobile Number	
8.	Composition of the Present Governing Council of the Institution with Full Address of the Members[to be given a list as Annexure -1]	
9.	ENDOWMENT: a) State whether the Education Agency has adequate Financial Resources [to provide Buildings, Laboratories, Library, Physical Education , Medical Care etc., to run the College] b) Financial Position / Status of the Educational Agency to be given briefly in a separate sheet. It should contain the following details: 1) Cash [In Deposits] Amount. 2) Properties [Details] Value of Properties [A Detailed Schedule of immovable properties viz, Land (Survey No) extent of land, Present Value, details of building, present value may be given]	

	c) 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 at the rates prescribed by the University for opening of new courses	
10.	Names of other Colleges in the District in which the proposed college is to be established and the distance between them and the proposed college	

Name of the College [1]	Distance [2]	Sanctioned Strength [3]

11.	Names of High Schools within a radius of 15 Km from the Proposed College with details of strength of standard[+2]	
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Name of the High School [1]	Distance [2]	No. of Students studying in Standard [+2] [3]

12.	Need for the Opening of the College in the Locality[to be briefly stated]	
13.	Courses for which the Education Agency proposes to offer instructions	

Foundation Course	Combination of Subjects [Major & Allied Course]	Number of Sections Tamil Medium / English Medium
	[a] HUMANITIES i) ii) iii)	
	[b] SCIENCE i) ii) iii) iv) v)	

14.	Whether the Educational Agency undertakes to appoint Qualified Teaching, Non-Teaching and Supporting staff as prescribed by the University and Government ?	
15.	Whether the Educational Agency agrees to undertake not to collect capitation fees or donation from the students or their parents?	
16.	Whether the Educational Agency agrees to undertake to collect tuition fee and other fees at the rates prescribed for Government Colleges from time to time?	
17.	a) Whether the Educational Agency undertakes to follow the rules of reservation in force[as laid down by the Government] and changed from time to time in the matter of admission? b)If it is an existing College, whether it has been following rules of reservation in the case of admission as	YES/NO

	formulated by Government from time to time [to give break-up figures, class & Branchwise for the past three years]	YES/NO
18.	Whether the College undertakes to adopt the Roster System in the matter of Appointment of Teaching and Non-Teaching staff	YES/NO
19.	Sanctioned Strength in Each Course and the Number of students admitted	

Sl.No [a]	Course [b]	Branch [c]	Major/Allied [d]	Sanctioned Strength [e]	Number Admitted [f]

20.	Whether the College is receiving Aid [Plan Grants etc.,] from the UGC as per 2(f) and 12-B of UGC Act	
21.	Quantum of funds received from UGC during previous plan period	
22.	Whether all the funds have been utilised	
23.	RESULTS: Percentage to be given Course-wise and Branchwise [Note: A lenient view may be taken of the results of Colleges in backward areas and Colleges which cater predominantly to the Educational needs of disadvantaged groups(e.g. Socially and Educationally backward groups such as SC/ST/BC (including Most Backward Community)]	
24.	a) Subject and Courses offered[On going]	Actual intake

		Intake
	b) Subject and Courses sought [New]	
	c) Previous Application if any, for affiliation or Approval in the same subjects and Courses and their disposal	

25.	a) Expected /Actual Work Load of Each Branch	
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Year	Theory	Practical	Correction etc	Administrative
I Year				
II Year				
III Year				
IV Year				

	b) Total Work Load of Branch	
	(i) No. of Teachers Required	
	(ii) No. of Teachers Appointed	
	(iii) No. of Technical Staff Required	
	(iv) No. of Technical Staff Appointed	
	(v) No. of Sub-Staff Required	
	(vi) No. of Sub Staff Appointed [Give details of Office Staff, Technical Staff Sports Staff] ,Library Staff	

26. Details of Teaching Staff						
Names of the Teachers Facultywise [a]	Age [b]	Designation [c]	Scale of pay [d]	Present Salary [e]	Weekly Work load Hrs [f]	Signature of the Staff [g]

27. a) Details of Technical Staff						
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Name of the Technical Staff Facultywise [a]	Age [b]	Designation [c]	Scale of pay [d]	Present Salary [e]	Signature of the Staff [f]

b) Details of Administrative Staff						
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Sl.No [a]	Names of the Administrative Staff Non -Teaching [b]	Age [c]	Designation [d]	Scale of pay [e]	Present Salary [f]	Mode of payment Cash/Cheque [g]	Remarks [h]

28. Details of Sub-Staff						
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Sl.No [a]	Names of the Sub-Staff Attenders/Peon/ Sweepers/Scavenger/ Markers etc. [b]	Age [c]	Designation [d]	Scale of pay [e]	Present Salary [f]	Mode of payment [g]	Remarks [h]

29.	Physical facilities available at present	
	a) Minimum requirement for academic Purpose as per the University Rule:[the land should be in a Contiguous Stretch] b) Land available for the College and Registered in the Name of the College Site, Survey No. Extent in Hectares[Copy of the documents assigning the land of the College to be enclosed]	

	a) Buildings: Blockwise[Area-wise]	
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Sl.No	No of Class Rooms	No. of Lab Work-Shop/Store Rooms	Staff Room	Library	Admin.Office	Phy.Edn,NCC etc	Student Common Room	Toilet	Canteen	Total Area
[a]	[b]	[c]	[d]	[e]	[f]	[g]	[h]	[i]	[j]	[k]
Total										

30.	HOSTEL [If available]	
	a) Location of the Hostel for Men	
	b) Location of the Hostel for Women	
	c) Name of the Warden of the Hostel for Men/Women	
	d) Name of the Dy.Warden/Visiting Warden Etc.,	
	e) Name of the Staff in the Hostel	
	Warden	
	Dy.Warden	
	Manager	
	Store-Keeper	
	Cook	
	Gardeners	
	Scavengers	
	Watchman	
	Sweeper	
	Others	
	f) Rooms available in the Hostel	
	(i) For one (Single Room)	
	(ii) For two (Double Room)	
	(iii) For three (Rooms for three persons)	
	(iv) For four (Rooms for four Persons)	
	g) Total Area	
	h) Total Built-in-Area	

	i) Proposed Room rent for each student per month	
	j) Proposed other charges (Electricity etc.,)from each student per month	
	k) Anticipated Mess Fee for each student per month	
	l) Proposed Caution Deposit from each student	

31	Details of the Staff Quarters[If Available]	
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Sl.No	Designation	Description	Area
1.	Principal		
2.	Teaching Staff		
3.	Non-Teaching Staff		

32	a) Fee Structure for the Student (Branch Wise)	
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Sl.No	Branch	Tuition Fee per Term	Special Fee per Term	Any other Fee Collected	Total Collection per student perAnnum
[a]	[b]	[c]	[d]	[e]	[f]

	b) Facilities available for Students:	Men	Women
	i) Common Room		
	ii) Reading Room/Library		
	iii) Recreation Room		
	iv) Drinking Water Points		
	c) Facilities available for Students: [Contd.]		
	i) Toilets /Urinals		
	ii) Facilities for Cultural Activities		
	iii) Fine Arts		
	iv) N.C.C		
	v) N.S.S		
	vi) Medical Service Attention [Names of Doctors Assigned to this and their address are to be given]		
	vii) Canteen		
	viii) Facilities for Special Coaching		
	ix) Audio-Visual Education Facilities		
	x) Co-curricular Facilities		
	xi) Names of Association/Club for Students		
	xii) Students Counselling Facilities		

33	LIBRARY	
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	a) Area of the Library	
	b) Name of the Librarian	
	c) Qualification of the Librarian	
	d) Names and Designations of other staff in the Library	
	e) Library Books cost in Thousands	
	i) Titles	
	ii) Books	
	f) Journals: Number	Cost
	g) Total Number of Books and journals Available	

Sl.No [a]	Department [b]	No. of Text Books [c]	No. of Reference Books [d]	No. of Journals [e]	Cost [f]
(List of Books and journals Departmentwise to be enclosed)					
h) Annual Expenditure on Books and journals in the last three years[this statement is to be signed by the Librarian, if already appointed]					

34.	PHYSICAL EDUCATION:	
	a) Name of the Physical Director	
	b) Qualification	
	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 the Gymnasium Available	
	h) Funds allotted to Physical Education	
	i)Details of Sports / Games item available and their cost [i.e. Foot Ball, Volley Ball ,Cricket Bat, Hockey Bat, Boot, Mat, Net etc.,]	
	j) Achievements in sports [This Statement is to be signed by the Physical Director. If already appointed]	

Enclosures to be sent along with the Application for Affiliation

1. College Site Plan
2. a) Building Plan Existing
b) Building Sketch [with details of Rooms, Laboratories, Stores, Library Etc, for all the Floors]
3. Building Plan Proposed
4. Copies of Documents as Proof of Lands exclusively meant for the College

5. Government Permission
6. Permission from Professional Bodies if any
7. Copies of Documents showing the financial stability of the College [with details of Financial Assets]
8. List of Members of the Governing Council / Educational Agency /College Committee
9. List of Names, Qualifications and Salaries of Teaching and Non-Teaching Staff
10. List of Class Rooms, Laboratories Etc.,
11. List of Equipment's available & proposed (Annexure 4 & 5)
12. List of the Books & Journals bought and available and proposed

Note: As per the guidelines of the University Grants Commission, in the beginning the library should have atleast 100 books in different titles on each subject. It may be raised to 200 with in a period of three years. 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 3000/- per subject per year for books They may be reviewed whenever prices of books go up.

13. List of the Physical Education materials available and proposed to buy
14. Sketch showing the Class Room / Lab Arrangement
15. Master Time-Table for all Courses and all Sections with Class Room Arrangements
16. List of Teaching Aids available / proposed to purchase [Duplicating, Photocopier Facilities, Electronics Boards, TV/VCR/VCP etc,]
17. List of Co-Curricular & Cultural Activities for which facilities are available
18. Detail of the Hostel Facilities / Canteen Facilities etc,
19. Non-Residential Common Room Facilities
20. 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
21. Latest Audited Financial Statement of the College
22. List of Furnitures Available [Annexure – 6]

ANNEXURE – 2

BUILDINGS

Sl.No	Items	Nos	Type of Roof	Carpet Area	Plinth Area	Remarks
1.	Class Rooms					
2.	Drawing Hall					
3.	Laboratories Store					
4.	Administrative Main Office					
5.	Principal's Room					
6.	Correspondent's Room					Separate Annexures are to be enclosed for the Temporary existing & Proposed Buildings.
7.	Professor's[HOD] Rooms					
8.	Teaching Staff Room					
9.	Seminar Hall / Other Students Amenities					Plan of the Class/Lab Arrangements are to be shown Separately
10.	[Health Centre , Bank Extn Counter, Co-op. Stores , Canteen , Vehicle parking Shed, Generator Room]					

ANNEXURE – 3

BUILDINGS [Contd]

Sl.No	Items	L x B In Sq.Ft	Total Area	No. of Rooms Labs Etc.,	Additional Area to be Provided	Remarks
1.	Class Rooms					
2.	Laboratories					
3.	Library					
4.	Store Room					
5.						
6.						

Note: Add all other Rooms /Labs in the Building with descriptions of the use to which they are part

ANNEXURE – 4

List of Equipment: Department Wise

[FORMAT FOR EQUIPMENT]

Sl.No	Name of the Department	Quantity [Nos]	Approximate Cost
Total			

ANNEXURE – 5

EQUIPMENT [Contd.]

List of Equipment Lab –Wise must be furnished [Format Enclosed]

Sl.No	Name of Laboratories	Cost of Equipment in Thousands
	Physics:	
	Chemistry:	
	Etc.,	

ANNEXURE – 6

FURNITURE

Class Room / Office / Laboratory / Hostel

Sl.No	Items of Furniture	Quantity
	Desk-Dual Desk-Wooden Stool	
	Drawing Desks	
	Drawing Boards	
	Long Table	
	Stools	
	Teapoy	
	Chairs	
	Benches	
	Library Racks	
	Board	
	Almirah, Etc	

DATE:

SIGNATURE