

Application for Affiliation to Starting New College

1.	Details of the College	
	a) Name	
	b) Address	
	c) Taluk	
	d) District	
	e) Pin Code	
	f) Phone Number	
	g) Fax No.	
	h) Cell No.	
	i) Approval No.	Annexure [Xerox copy of the NOC obtained from the Government of Tamilnadu]
2.	Details of the Principal	
	a) Name	
	b) Nature of appointment	
	c) Qualification	
	d) Date of appointment	
	e) Approval No.	Annexure [Xerox copy of the qualification approval of the principal, issued by the University and Annexure consisting of appointment order, joining report, proof for date of birth, Xerox copies of certificates for qualification approval and service certificate for the Principal of the College.]
3.	Academic year for which affiliation is sought	
4.	Category of the College	
	a) Government / Aided / Self-Financing	
	b) Recommendation of the Collector as per Letter (MS)No.152, Higher Education (E1) Department, dt.23.6.2011 and 154, Higher Education (E1) Department, dt.23.6.2011, within 45 days from the date of receipt of application by the Collector, failing which, it will be presumed that Collector has no remarks to offer.	Annexure

	c) Recommendation of Director of Collegiate Education as per Letter (MS) No.153 & 155, Higher Education (E1) Department, dt.23.6.2011	Annexure
5.	Details of the Trust / Organization which manages the college	
	a) Name of the Trust	
	b) Address	
	c) Taluk	
	d) District	
	e) Pin Code	
	f) Phone Number	
	g) Deed of the Trust / Society (Irrevocable Trust / Society / Section 25 Company Registration Deed / Bye Laws / Memorandum of Association and Articles of Association of the Management of the College]	Annexure [Xerox copy of the documents]
	h) Details of names of the Trustees/Members, occupation, age and residential address, Phone No., Fax, E-mail.	Annexure
	i) Agreement signed in Rs.20/-(Twenty) stamped paper by all the Trustees / Members.	Annexure
6.	Details of the Chairman / Secretary / Correspondent	
	a) Name of the Chairman / Managing Trustee	
	b) Address	
	c) Taluk	
	d) District	
	e) Pin	
	f) Phone Number	
7.	Whether the Trust managed any School / College / Institution	YES / NO
	If yes, give the details	
8.	List of Governing Council	Annexure
9.	Resolution about starting the new Arts College (Indicating the name of the College specifically)	Annexure

10.	Land details:	
	a) Land requirements (as per G.O.(Ms) No.40, Higher Education (E1) Department, dated 28.02.2014 for opening new self-financing Arts and Science Colleges from the academic year 2014-2015) (Metropolitan Cities (Corporation) limit-2 acres, within the Municipal limit-3 acres, within the Town Panchayat limit/Village Panchayat limit-5 acres)	
	b) Details of land lease deed	
	c) Property Details/Value of Properties [Detailed schedule of immovable Properties viz. Land, Survey No. / Extent of Land Present Market Value/Present Value of the Building may also be given]	
	d) Topographical sketch of the land along with surrounding area with Survey No.s signed by Village Administrative Officer. (College land should be coloured in the sketch)	Annexure
	e) Enclose Documentary proof for ownership of lands exclusively earmarked for the college.	Annexure
	f) State the Land area and whether it is wet or dry land (Wet land conversion certificate issued by the Government in case if it is wet land)	Annexure
	g) Enclose the Certificate under Section 37(B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961	Annexure
	h) Enclose Legal opinion, from not below the rank of the Government Pleader on the ownership of land and extend of coverage.	Annexure
	i) Enclose Land use certificate from Collector and Land conversion certificate from the Directorate of Town & Country Planning.	Annexure
	j) Enclose Land Contiguity Certificate stating the college name with Survey nos. and Extent in Area. (signed by Village Administrative Officer)	Annexure
11.	Name of other Colleges in the District in which proposed college is to be established within a radius of 20 KM from the proposed College [List to be enclosed]	
12.	Details of population Male/Female in the District where the proposed college is located.	

13.	Financial status:	
	a) State whether the Educational Agency has deposited a Cash Endowment of 20 Lakhs in Tamil Nadu Transport Development Corporation / Power Finance Corporation for a minimum period of five years, jointly in the name of the Educational Agency and the Director of Collegiate Education.	YES / NO Annexure
	b) State whether the Educational Agency has adequate Financial Resources [To provide Building/Lab/Library/Physical Education/Medical Care etc to run the College]	YES / NO
	c) State briefly with evidence, regarding the financial position/Status / stability of the Educational Agency (like Bank Account statement etc.):	Annexure
	d) Evidence for Cash Deposit for Rs.50 Lakhs:	Annexure
	e) 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 for opening New Programme	YES / NO
14.	Details of the site where the college is located	
	a) Village / Town	
	b) Taluk	
	c) District	
	d) Pin Code	
	e) Enclose Certificates from concerned authority from traffic point of view.	Annexure
15.	Is the college located in its permanent or temporary site?	
	(i) Permanent	YES / NO
	a) Area	Hectare
	b) Survey No.	
	c) Patta No.	
	d) Full Address	Annexure [Xerox copies of the original documents for the site of the college]
	e) Site Map	Annexure [Xerox copy of the VAO certificate, regarding Patta No., Survey No. & Revenue Village / Town of the site, duly issued by the VAO concerned]

	(ii) Temporary	YES / NO
	a) Area	Hectare
	b) Survey No	
	c) Patta No.	
	d) Full Address	Annexure (Xerox copies of the original documents for the temporary site of the college)
	e) Site Map	Annexure [Xerox copy of the VAO Certificate, regarding Patta No., Survey No. & Revenue Village / Town of the temporary site, duly issued by the VAO concerned]
16.	Whether permanent building for the college has been constructed in the site specified in the G.O.	YES / NO
	a) If yes, give the details of the building and enclose Documents regarding permanent building (Atleast for the first year classes with all adequate facilities).	Annexure
	b) Date of approval	
	c) Approving Authority	
	d) Approved Building Map	Annexure (Xerox copy of the Permanent Building Plan, approved by the competent Authority)
	e) Enclose Certificate from PWD Superintendent Engineer for the structural stability of the building	Annexure
17.	If the college is in temporary building, give reason for not shifting so far.	Reason: [Annexure] [Justification for not shifting the college to the permanent building]
	a) Whether the University extends permission to continue in the temporary building	YES / NO
	b) If yes, give the reference No. and date also enclose a copy of the same	R.C.No.....date..... Annexure [University letter giving extending to continue in the temporary building]
	c) If the reason for not shifting the building has been intimated to the University give the reference No. and date also enclose a copy of the same	R.C.No.....date..... Annexure [Letter to the University, explain the reason for not shifting to the permanent building]

	d) If the college is in temporary building, when will it be shifted to permanent building	Probable / Expected date
	e) If the College has been shifted already to the permanent building give the date of shifting	Date.....
	f) Whether the shifting of building has been intimated to the University.	YES / NO
	g) If yes, give the reference No. and date also enclose a copy of the same.	R.C.No.....date..... Annexure [Intimation letter to the University, regarding the shift of the College from temporary to permanent building]
18.	a) Photographs of the college (especially showing the name of the college and Ramp facilities for the differently abled).	Annexure
	b) Building sketch for existing/new Programmes (details of Rooms, Laboratories, Stores, Library, etc., for all the floors) signed by Architect.	Annexure
	c) Building plan (Blue Print) approved by the Authorities (Proposed college name and survey number should be stated)	Annexure
	d) Building sketch showing the allotment of class rooms, labs, store rooms, Principal room, Office room, room for physical education, vehicle shed, toilets	Annexure
	etc., for the existing & new Programmes, highlighted by shading them in different floors.	
	e) Building sketch showing the arrangements of work, wash basins, electrical points, computer facilities, fridges, ovens, suction pumps etc., in different laboratories for the college for existing & new Programmes.	Annexure
19.	a) Enclose Building and equipment insurance certificate.	Annexure
	b) Whether the building strength is approved by the competent authority.	YES / NO

	c) If yes, enclose the proof.	Annexure [Xerox copy of the approval of the Engineer regarding building strength the permanent building]
	d) Whether the safety certificate is obtained from the competent authority.	YES / NO
	e) If yes, enclose the proof regarding Certificates for Fire / Boiler / Electrical safety from concerned authority	Annexure [Xerox copy of the safety certificate issued by the competent authorities]
	f) Enclose the Certificate from Health Inspector	Annexure
20.	Is the college/Programme meant exclusively for Men/Women/Co-Education?	Annexure Xerox copy of G.O.
21.	List of New Programmes (Subject wise) for which affiliation is sought with fee structure.	Annexure [List of New Programmes (subject wise) showing their fee structure per semester per student]
	a) Day College Programmes	Annexure (Workload for Day College Programmes-Existing)
	b) Evening college Programmes	Annexure (Workload for Evening College Programmes-Existing)
22.	Number of teaching staff (subject wise) to be appointed / required for new Programmes.	Annexure [Number of teaching staff (subject wise) to be appointed / required for the existing / new Programmes]
23.	Class room facilities	To be filled in the enclosed format
24.	Laboratory facilities	To be filled in the enclosed format
	a) Enclose Pollution Control Board certificate (from concerned authority).	Annexure
	b) Whether the College has Provision to dispose laboratory wastage: (Enclose certificates from concerned authority).	Yes / No Annexure
	c) List of chemicals showing total worth with Xerox copies of bills/receipts passed for the purchase of chemicals for the existing Programmes.	Annexure
	d) List of Chemicals (Main subject only) with approximate estimate, proposed to purchase, exclusively for the new Programmes (Main subjects)	Annexure

	e) List of Chemicals (Allied subjects only) with approximate estimate, proposed to purchase, exclusively for the new allied subjects.	Annexure
	f) List of Chemicals with approximate estimate, already in excess, usable exclusively for the new Programmes.	Annexure
	g) Time limit within which they are proposed to be purchased.	Annexure
25.	Details of the Library Facilities	
	a) Size of General Library of the College	Length x Breath
	b) Size of Department libraries of the College.	
	c) Building sketch showing the arrangements of almairas and racks for different subjects, seating arrangements for readers, room for librarian etc., in the general library of the college.	Annexure
	d) Number of windows, doors, furniture etc., in General Library of the College.	Annexure
	e) Number of each item of furniture with approximate estimate, proposed to purchase, for library exclusively for the existing & new Programmes	Annexure
	f) Time limit within which they are proposed to be purchased	
	g) List of books for each subject with copies of bills/receipts.	
26.	Hostel facilities	
	a) Number of Hostels available for Men	
	b) Number of Hostels available for Women	
	c) Building sketch showing plinth area and number of rooms, Toilets etc., in different floors in different Hostels if available	Annexure
27.	List of Teaching Aids available	
	a) Xerox Machine	
	b) Electronic Boards	

	c) TV Sets	
	d) LCD Projectors	
	e) OHP with screen	
	f) CD Player	
28.	Details of canteen facilities	Annexure
29.	Whether there is any Writ Petition or other cases filed by the institution against university which is progress	YES / NO
30.	Pending enquires if any	
31.	Whether the institution is sharing its facilities / premise with any other institution or running any unapproved Programmes	YES / NO
32.	Full minutes of the college committee / Governing Council	
33.	Details of Financial Resources for running the Programme(s) Enclose Documents showing the financial viability of the college (details of financial budgeted revenue and expenses statements for current year)-----19	
	Estimated Facilities	Source of Funds Amount (Rs)
	a) Building	
	b) Laboratories	
	c) Library Books	
	d) Furniture and Fittings	
	e) Hostel	
	f) Others	
	Grant Total Amount (Rs.)	
34.	Whether the college/Trust has given any advertisement mentioning "Subject to affiliation" so far	YES / NO
35.	Whether your college has obtained NOC / G.O. from Govt. of Tamil Nadu	YES / NO
36.	Whether the Application is made in the prescribed format	YES / NO
	The Affiliation Processing fees & Inspection Fees should be remitted directly to the University Account maintained in favour of the Registrar, Annamalai University, ICICI Bank, Annamalainagar Branch, Chidambaram - 608002 (IFSC Code No. of ICICI Branch: ICIC0006212), (MICR Code No.608229009), (SB Account No.621201159593) by way of RTGS/NEFT and CBS mode. The existing colleges should mention the college code in the remittance challan.	
	The following details of remittance to be noted:	
	Nature of Fees - Affiliation Fees / Total amount Remitted	
	UTR No./Date of Remittance:	

	Name of the Bank with Place in which the remittance made	
37.	Details of Application Fee remitted	
	Fees should be remitted directly to the University Accounts maintained in favour of the Registrar Annamalai University, ICICI Bank, Annamalainagar Branch, Chidambaram - 608002 (IFSC Code No. of ICICI Branch: ICIC0006212), (MICR Code No.608229009), (SB Account No.621201159593) by way of RTGS/NEFT and CBS mode. The existing colleges should mention the college code in the remittance challan.	
	The following details of remittance to be noted:	
	Nature of Fees - Affiliation Fees / Total amount Remitted	
	UTR No./Date of Remittance:	
Name of the Bank with Place in which the remittance made		

Availability of other facilities:		
S.No.	Parameter	Available / Not Available
1.	All weather approach road (cemented / kuchha)	
2.	Potable water supply system (own bore well / corporation / Municipal)	
3.	Electrical Generator (5 KV, 5-10 KV, more than 20 KV)	
4.	Students' Canteen	
5.	Students' Common Room (Boys / Girls)	
6.	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution.	
7.	Toilet facilities	
8.	Parking facilities	
9.	Medical facilities (Full-time / Part-time doctor / Dispensary)	
10.	Insurance facilities	
11.	Telephone Booth	
12.	Gymnasium / Indoor / Outdoor Games facilities	
13.	Rainwater-harvesting facilities	
14.	Post office facility	
15.	Bank facility	
16.	Transport facility for day scholars	
17.	Reprographic facilities in the Institution	
18.	Barrier free environment for physically challenged	

I hereby declare that the particulars furnished above are correct and the new Programme(s) will not be started without getting affiliation from the University, the prior consent of the Director of Collegiate Education / AICTE, New Delhi will be obtained for the Programme(s) for which such permission is required.

I undertake to state that the college has provided all necessary infrastructures for all the existing Programmes and will provide the necessary facilities required for the proposed new Programmes before 31st March.

I declare that the management will not require the students or their parents to make donations to the college or any trust as a pre-requisite for admission.

Date:

Place:

SIGNATURE OF THE SECRETARY / CORRESPONDENT

ENCLOSURES TO BE SENT ALONG WITH THE APPLICATION FOR AFFILIATION

1. Copy of the Trust Deed.
2. Land Documents exclusively meant for the College.
3. Land use certificate from Collector and Land conversion certificate from the Directorate of Town and Country Planning.
4. College Site Plan
5. Building Sketch (with details of Rooms, Laboratories, Stores, Library etc for all the Floors signed by Architect.
6. Documents regarding permanent building (atleast for the first year classes with all adequate facilities for starting new college).
7. Topo Sketch of the Land along with surrounding area with Survey nos. – signed by the VAO.
8. Land Contiguity Certificate stating the college name with Survey nos. and Extent in Area. (signed by VAO)
9. Certificate from PWD Superintendent Engineer for the Structural Stability of the Building.
10. Building plan (Blue Print) approved by the competent Authorities (Proposed college name and survey number should be stated).
11. Copy of the Resolution for starting of new Arts and Science College (indicating the name of the college specifically).
12. Photographs of the college (especially showing the name of the college and Ramp facilities for the differently abled).
13. Copy of the Endowment of Rs.20 (A&S) Lakhs F.D. Bond. (Joint Account for a minimum period of five years in the name of the Educational Agency and the D.C. Education).
14. Government Permission (G.O.)
15. Affidavit in 10 Rupees Stamp Paper (for accepting Government rules from time to time).
16. No encumbrance Certificate for Permanent Land.
17. Permission from Professional Bodies if any [i.e. NCTE / AICTE]
18. Evidence for financial stability (like bank account etc., for Rs.50 lakhs)
19. List of Members of the Governing Council / Educational Agency / College Committees
20. Certificates for fire/boiler/electrical safety from competent authorities.
21. Certificate from Health Inspector.
22. Provision to dispose laboratory wastage (Certificate from concerned authority).
23. List of Class Rooms, Laboratories Etc.
24. List of Equipments available & Proposed

25. List of Books & Journals bought, available and proposed

[Note: - As per the guidelines of the University Grants Commissions, in the beginning the library should have at least 100 Books in different titles on each subject. It may be raised to 200 within a period of three year. 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.3,000/- per subject per year for books. They may be reviewed whenever prices of books go up]

26. List of the Physical Education materials available and proposed to buy

27. Sketch showing the Class Room / Lab Arrangements

28. List of Teaching Aids available / proposed to purchase [Duplicating, Xeroxing Facilities, Electronics Boards, TV / VCR / VCP etc.]

29. List of Co-Curricular and Cultural activities for which facilities are available

30. Details of the Hostel Facilities / Canteen Facilities etc.

31. Non-Residential Common Room Facilities.

32. Latest Audited Financial Statement of the College

33. List of Furniture Available
