

No. 242

Rs.500/-

THE SHIVAJI UNIVERSITY, KOLHAPUR

Application Form For Natural Growth/Continuation Of Affiliation/Permanent Affiliation
Of
Bachelor of Pharmacy Course

Name of College :

Address :

Village: Taluka:

District: Pin:

Telephone: Std. Code: No..... Fax:

Outward No.

Dt:

To

The Director

Board of College and University Development,
Shivaji University, Kolhapur.

Sub: Natural growth/continuation of Affiliation//Permanent Affiliation of B.Pharm. course.

Respected Sir,

Our College has been conducting B.Pharm. course from the academic year Hereby we are submitting our application for Natural growth/continuation of Affiliation/Permanent Affiliation for II/III/IV year of the existing B.Pharm. course along with all necessary documents and the requisite fees.

Kindly consider our application for grant of stated affiliation from July..... .

Yours faithfully,

Principal

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Principal

1. Name of College:
Address:

Village: Taluka:
 District: Pin:
 Telephone: No..... Fax:
 E mail ID:..... Web site Address:

Government aid/approval i. Granted
 ii Non granted
 iii Partially granted
 iv Permanently non-granted

Courses taught in college: B.Pharm.

2. Name and Designation of the Head of the Institution (Principal / Director)

Name					
Designation	Qualification & Experience	Highest Degree	Specialization	Total Experience	
					Date of Birth:
STD Code	Phone No. (O)	Fax No.			
STD Code	Phone No. (R)	Fax No.			
E-Mail		Mobile No.			

3. Conditions laid down by previous local inquiry committee:

Sr. No	Details of conditions laid down	Status of compliance (attach proof)
	A) Academic matters:	
1.		
2.		
3.		
4.		
5.		
	B) Infrastructural matters:	

1.		
2.		
3.		
4.		
5.		
	C) Documentary matters pertaining to staff	
1.		
2.		
3.		
4.		
5.		
	D) Statutory bodies/committees functioning:	
1.		
2.		
3.		
4.		
5.		
	E) Financial matters:	
1.		
2.		
3.		
4.		
5.		

3.1) Visit date of previous local inquiry committee:

4. Affiliation history and Educational Details

A) Details of student intake/output of the college (Previous three years)

Course Year	Degree course examination	Calendar Year	Total no. of students appeared	Total no. of students passed	Percentage of students passed
I					
II					
III					
IV					

I.									
II									
III									
IV									
I									
II									
III									
IV									

B) Details of the existing B.Pharm. course classes for the year 20__ - __.

Sr. no.	Course /Class	Academic year	Approved student intake	Present student intake	Govt. approval letter no./date	University affiliation letter no./date	AICTE approval letter no./date
1.							
2.							
3.							
4.							

C) Courses/Classes for which natural growth/continuation/renewal of affiliation is sought:

Sr.No.	Course	Class	Expected student number for next year
1.			
2.			
3.			
4.			

E) Proposed Increase / Variation in intake requested in the existing affiliated course(s) during the academic year 20__ - __.

S.No.	Courses	Existing Approved Intake	Additional Intake requested	Total Intake	Accreditation Status
UG					
TOTAL					

5. Faculty Details (Information should be provided in the mentioned format only as annexure-5A and 5B should be enclosed additionally):

A) Existing faculty:

Name of the Programme	S. No.	Name (s) of the Teaching Faculty	Designation Lecturer/ Asst. Professor/ Professor	Qualifications with field of specialization			Date of Birth	Experience after eligibility in yrs a) Teaching b) Industry c) Research			Appointed (Date of Joining the Institution)	Gross total salary & Present basic / pay scales & date from which implemented.
				UG	PG	Doctorate		A	B	C		
UG												
PG												

B) Additional faculty identified / appointed for the natural growth of the college.

Name of the Programme	S. No.	Name (s) of the Teaching Faculty	Designation Lecturer/ Asst. Professor/ Professor	Qualifications with field of specialization			Date of Birth	Experience after eligibility in yrs a) Teaching b) Industry c) Research			Identified / Appointed (Date of Joining the Institution)	Gross total salary & Present basic / pay scales & date from which implemented.
				UG	PG	Doctorate		A	B	C		
UG												
PG												

C) Total number of faculty recruited during the last three years:

D) Total number of faculty resigned/left during the last three years:

E) Details of available faculty from the college for i) B.Pharm.

Sr. No.	Name of teacher	Designation	Educational qualification	Specializat ⁿ	University letter/date for stated designation	approval for stated
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

B. Additional Built-up Area for additional(natural growth) of classes:

Particulars (Carpet Area only)	Proposed Additional Intake	Area required as per norms	Status of availability of additional built-up area	Remarks (Already available under construction *)
Instructional Area				
Administrative Area				
Amenities				
Circulation & Others				
Total				

** Please mention the stage of construction*

C. Details of Laboratory & Workshop facilities for the additional(natural growth) of classes:

S. No.	Name of the Laboratory	Additional Carpet Area available (Sq. M.)

8. Details of Computer Facilities for the Existing and the natural growth/variation in intake

S. No.	Particulars	For existing strength	For additional strength
1.	Number of Computer Terminals		
2.	P-IV / Latest Configuration		
	P-III		
	Others		
3.	No. of Terminals on LAN / WAN		
4.	Printers		

10. A) i) Details of the Library facilities for the Existing B.Pharm. course :

S.No	Course(s)	Number of titles of the books		Number of volumes		Number of Journals				
		Required	Available	Required	Available	National		International		
						Required	Available	Required	Available	

ii) Total number of online journals subscribed in the library :

iii) Total number of computers with internet in the library :

iv) Total staff of the library :

Librarian Asst. Librarian Attendants

v) Library working hours : From _____ to _____.

vi) Is Library Networking facility available? if so, give details.

vii) Annual library budget as a % of annual student fee collected =% of fees collected.

11. A) Total investment/expenditure for the Existing course for last three years (attach copies of budget and income-expenditure statements) :

Year	Courses (UG & PG separately)	Investment on Furniture & Accessories (Rs. Lakhs)	Investment on Equipment / Machinery (Rs. In Lakhs)	Expenditure on Salary of Staff per annum (Rs. In Lakhs)		Investment on Library (Rs. In Lakhs)
				Teaching	Supporting	
TOTAL						

B) Proposed investment/expenditure for additional intake (natural growth) of classes over next next three years (attach copy of budget) :

Year	Courses (UG & PG separately)	Investment on Furniture & Accessories (Rs. Lakhs) In	Investment on Equipment / Machinery (Rs. In Lakhs)	Expenditure on Salary of Staff per annum (Rs. In Lakhs)		Investment on Library (Rs. In Lakhs)	
				Teaching	Supporting	Books	Journals
TOTAL							

C) Whether PF Scheme/ gratuity/ other retirement benefit schemes have been implemented? List the implemented schemes for teaching and non-teaching staff separately.

	PF	Gratuity	Medical Benefits	Study leave	Others specify
Teaching Staff	Yes / No	Yes / No	Yes / No	Yes / No
Non-teaching Staff	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

Account numbers/other details of the above facilities for the teaching staff and nonteaching staff:

.....

D) Whether tax is deducted at source towards income tax and professional tax?

Yes No

TAN No. Professional tax Acc. No.

E) Details of Fees structure per semester

Admission Fee Rs.
 Tuition Fee Rs.
 Laboratory Fee Rs.
 Library Fee Rs.
 University fees Rs.
 Others specify

i)	Rs.
i)	Rs.
i)	Rs.
i)	Rs.

TOTAL Rs.

12. Enlist constituted Statutory bodies/Committees and state whether these are functional.

- I.
- II.
- III.
- IV.
- V.
- VI.
- VII.
- VIII.
- IX.
- X.

13. INDUSTRY LINKAGES : List major interactions with the industry for the last 03 years.

- I.
- II.
- III.
- IV.
- V.
- VI.
- VII.
- VIII.
- IX.
- X.
- XI.
- XII.

DECLARATION:

It is certified that:

- a) Existing Courses are being conducted as per norms, standards and guidelines of the AICTE, DTE, state government and the Shivaji University.
- b) All the physical deficiencies stated in the last approval letter have been complied with.
- c) The AICTE pay scales are being paid to the faculty members.
- d) The admissions are made on merit and no capitation fee or donation of any kind is charged for admission.
- e) The teaching faculty has been recruited as per qualifications and experience laid down by AICTE and the Shivaji University.
- f) The tuition and the other fees are being charged as prescribed by the Competent Authority.
- g) No new course has been started (since the last approval by AICTE) without prior approval of AICTE and the Shivaji University.
- h) The institution is not running any courses not approved by AICTE and the Shivaji University in the premises of the AICTE and the Shivaji University approved institution.
- i) The institution is not running any courses not approved by AICTE and the Shivaji University in the premises of AICTE and the Shivaji University approved institution in collaboration with any foreign University/ Institution.
- j) The intake in any of the AICTE and the Shivaji University approved course has not been increased beyond the sanctioned intake, without prior approval of AICTE and the Shivaji University.

I/We solemnly declare that no information has been withheld and all the information provided in this application form is correct.

Date:

Place:.....

(Signature of Principal of the Institution with Name)

CHECK - LIST OF ENCLOSURES

Annexure	Contents	Checklist
I	Processing Fee of Rs...../- in the name of Shivaji University, Kolhapur.	
II	10 copies of application for affiliation (01 original + 09 copies).	
III	01 softcopy of the application on a compact disc.	
IV	Proof of Faculty and Staff recruited (Copies of advertisement, selection committee (duly constituted) minutes, appointment letters of the Faculty Members and other Staff of the Institution along with the terms and conditions of appointment, joining letters and one page biodata with passport size photograph of all the faculty members which are already existing and identified for the natural growth/variation in intake of the course.	
V	Proof of creation of Built-up space for the natural growth/variation in intake of the course..	
VI	Proof of additional Library, Computers, Equipments, Laboratory facilities created.	
VII	Proof of Income-expenditure: Copies of budget, audited finance statements and fee receipts for last three years.	
VIII	Copies of the agenda of the last year meetings of the local management committee, college students council and other functional statutory bodies/committees.	

(Signature of Principal of the Institution with Name)

Acknowledgment

F. No. Date:

From:
The Director
BCUD
The Shivaji University,
Kolhapur.

To,
The Director / Principal (To be filled by the applicant)

Sir,

This is to acknowledge the receipt of your application dated for natural growth / continuation / renewal of affiliation / permanent affiliation of existing B.Pharm. course.

Yours faithfully.

.....
Shivaji University, Kolhapur.

The Norms and Standards for B.Pharm. programme

Land requirements: 2.5 acres at District HQ/Corporation/Municipality limit and 0.5 acre at Metros.

Built Up Area : 03 class rooms with an area of 75 sq.m each (04 classrooms of 90 sq.m. each desirable), Principal's chamber – 30 sq.m., administrative office – 60 sq.m. 04 HOD rooms – 20 sq.m. each, teachers room for each teacher – 10 sq.m., library – 150 sq.m., animal house – 80 sq.m., museum, herbal garden (desirable), one computer room - 75 sq.m. [with 01 computer per 10 student of the total student strength (ie 25 computers for 250 students), one printer per 10 computers, 01 multimedia projector], auditorium to seat a minimum of 250 students, girls common room – 60 sq.m., boys common room – 60 sq.m., gents toilets, ladies toilets, drinking water on each floor of the building. Hostel facilities and power backup desirable.

Laboratory facilities : Laboratory for the branch of Pharmacy for which application is made must be well equipped for first year of the programme with a minimum area of 75 Sq.m. per lab, Total of 10 laboratories required for the 04 yr course out of which a minimum of 04 should be functional at the time of application for ne college. Labs must be well equipped and should have all equipments as per the practical syllabus requirements.

All the Laboratories should be well lit & ventilated, with efficient drainage and provided with basic amenities and services like exhaust fans, fume chamber and fire extinguishers wherever necessary. The work benches should be smooth and easily cleanable preferably made of non-absorbent material and the water taps should be non-leaking and directly installed on sinks. Balance room should be attached to the concerned laboratories.

Library: 150 titles and 1500 books covering all the topics in the syllabus must be present at inception. 10% addition in number of titles and books is essential. Photocopying, scanning and internet facilities must be available in the library. A librarian, assistant librarian and 02 attendants are essential.

Faculty :- Minimum of 01 principal and 05 teaching staff members required for the first year of B.Pharm. course. A minimum total of 17 teaching staff members will be required for the four years of the B.Pharm. course. Professor : Assistant professor : lecturer ratio of 1:2:5 is desirable.

Educational Qualifications: Principal: Professor with doctorate and 10 yrs of teaching experience, **Professor :** Professor must possess Ph.D in related discipline with at least 5 years approved teaching experience at the level of Assistant Professor, **Asst. Professor :** M.Pharm with first class either at B.Pharm. or at M.Pharm. and at least 5 years of teaching or equivalent industrial experience after attaining eligibility qualifications. **Lecturer :** M.Pharm. with first class either at B.Pharm. or at M.Pharm.

