

NO. : 18

Post Graduate Course

Price : Rs. 500/-

SHIVAJI UNIVERSITY, KOLHAPUR

APPLICATION CUM PROPOSAL

For / Extension/ Renewal Of Affiliation / Natural Growth (Expansion) /
Additional Branch (Course) / Variation In Intake And / Or Permanent

Affiliation For

Architecture programme

(B.ARCH / M.ARCH.)



**SHIVAJI UNIVERSITY, VIDYANAGAR
KOLHAPUR – 416 004**

Phone : (0231) 2609146, 2609091, 2609092, 2609135, 2609136, 2609089,
Fax : (0231) 2692333
Website : www.unishivaji.ac.in

Outward Reference No. _____

Date: / / 200

To,
The Registrar,
Shivaji University, Kolhapur.

Subject :- Extension of Affiliation / Natural Growth / Additional Branch / Variation in Intake / Permanent Affiliation etc.

Name of the Applicant Institution :- _____

Sir,

I hereby apply for _____

(Purpose)

The information regarding this matter is as follows :-

1. It is confirmed that the duration of last affiliation of all courses other than the applied for is not yet lapsed.
2. It is also confirmed that the student intake for courses applied under Natural Growth / Expansion will remain the same.
3. Requirement:
 - a) Extension of affiliation is required because the previous affiliation limit lapses from year 200_____.
 - b) As per the requirement of students of approved intake the natural growth is necessary.
4. The Institution is run by _____
(Management)
5.
 - a) The total number of University approved faculty is _____ and of staff if _____.
 - b) Additional faculty and staff will be appointed for natural growth or addition intake by prior permission of University.
6. The detailed information about Building, Labs, Library, Hostels, Gymkhana, Financial Position, Fees etc. is provided herewith.

The requisite amount of Rs. _____ for _____ (purpose) is paid by check / D.D. in the name of Finance and Accounts Officer, Shivaji University, Kolhapur.

D.D.No. _____ Date: / / 200

All Appendixes are attached herewith.

So the application may please be accepted for the processing and for the grant of affiliation.



Yours faithfully

Principal
(College Stamp)

Note: 1) The Proposal is to be submitted in 10 Hard copies (Paper A4 size).
2) Also soft copy of proposal on CD is to be submitted along with.

1) **Registered Name and Address of the Applicant Institution**

Name :
Address :

Pin :

Phone No. with STD Code :
Fax No :
E-mail :
Website :

2) **Details of The Management / Sponsoring Society / Trust**

Name :
Address :

Pin :

Phone No. with STD Code :
Fax No :
E-mail :
Website :
Details of Registration :
(Date, Place, Number, Act etc.)

3) **Name and Designation of the Head of the Institution (Principal)**

Name :
Designation :
Qualification :
Total Experience :
Date of Birth :
Phone No. with STD Code (Office) :
Phone No. with STD Code (Resi.) :
Mobile No. :
E-mail :

- a) Whether Regular Eligible Principal is Appointed as per AICTE Norms : Yes / No.
b) If Principal is Incharge Principal then whether University approval is taken ? : Yes / No.
If Yes, attach copy of letter.

4) **Name and Designation of the Director (If any)**

Name :
 Designation :
 Qualification :
 Total Experience :
 Date of Birth :
 Phone No. with STD Code (Office) :
 Phone No. with STD Code (Resi.) :
 Mobile No. :
 E-mail :

5) **Type of Institution (Type Yes or No) as application :**

a) Central / State Government :
 b) Government Aided :
 c) Self-financing / Not Aided :
 d) Minority :
 e) Partially Aided :
 f) Any other (Specify) :

6) **Year of Establishment :**

7) **Details of the Existing Courses :**

a) Enter branchwise details in following table –

Sr.No.	Courses	Existing Approved Intake	Year of Starting	Full time or Part time
U.G.				
P.G.				
Total				

b) **Whether all mentioned courses and intake are approved by (Yes / No)**

i) AICTE :
 ii) COA :
 iii) University :
 iv) DTE :

8) Land Availability

Land category (Rural/ District)	Area required as per Land Category (Acres)	Total Area Available (Acres)	Shortfall, if any	
			Area in Acres	Percentage

9) Building

a) Total Built up Area for the existing programme

Particulars	Area required as per norms (sq.m.)	Building with RCC Roof (sq.m.)	Building with sheet roof (if suitable for educational institution) (sq.m.)	Total area available (sq.m.)	Shortfall, if any	
					Area in (sq.m.)	Percentage
Instructional Area (Carpet Area)						
Administrative area (carpet area)						
Amenities (carpet area)						
Circulation & others (*)						
Total						

* Circulation and other areas include corridor, toilets, staircase, common area etc.

b) Instructional Area for the existing programmes

Particulars	Number of rooms			Carpet area of each room		
	Require- ment as per norms	Available in the institution	Shortfall, if any Number	Require- ment as per norms	Available in the Institution (sq.m.)	Shortfall, if any Area in (sq.m.)
Studio						
Lecture Hall						
Computer Lab						
Audio Visual Room						
Total number and area for all Laboratories and workshops						

10) Details of Laboratory & Workshop for the existing courses.

Sr. No.	Name of the Laboratory / Workshop	Requirement as per norms (carpet area in sq.mt.)	Carpet area available (sq.mt.)	Shortfall, if any Area in (Sq.ft.)	Percentage
A)	WORKSHOP				
1	Carpentry				
2	Plumbing				
3	Model Making				
B)	LABS				
1	Environmental Lab				
2	Geology lab				
3	Strength of Material				
4	Concrete Technology Lab				
5	Survey Lab				
C)	CO-CURRICULAR SPACES				
1	Workshop Yard				
2	Art Room				
3	Documentation Center				
4	Material Museum				
5	Exhibition				
6	Research Cell				
7	Consultancy Cell				
8	Faculty Cell				
9	Conference / Auditorium				
10	Canteen / Common Room				
11	Students Centre				
12	Stationary Store				
13	Administration				
14	Circulation area & others				
D)	OTHER				
1	Computer Centre				
2	Training & Placement Cell				
3	Gymkhana				
4	Alumini				
5	Watchman Cabin				
6	Xerox / Stationary				
7	Ladies waiting room (staff)				
8	Canteen				
9	Generator room				
10	Toilets				

- 11) Whether the Institution is sharing its facilities / premises as with any other Institution?
Yes / No

If Yes, give details

1. Name of the other Institution, which is sharing the facilities

12) Faculty available for existing courses

Faculty Position for the existing programmes (Department wise)

Name of the programme	Sanctioned intake	Total number of faculty	Details of faculty			Nature of appointment	
			Professors	Assistant Professor / Readers	Lecturers	Visiting faculty	Total number of faculty permanent & approved by University
							Total number of faculty on ad-hoc basis

13) Faculty details (Information to be provided in the below mentioned format)

Proforma : C

a) Type branchwise details in the following table

Sr. No.	Name of the faculty	Designation	Qualification	Date of Birth	Date of Joining	Gross total salary & present basic / pay scale	Nature of appointment (Permanent/ Ad-hoc / CHB / Visiting)	University approval No. / Date of present Post

- b) Whether any faculty having P.G.Teacher approval if Yes, Give details.
- c) Whether Faculty: student ratio is maintained according to COA Norms. If not then mentiond the branchwise shortfall and vacancies to be filled very clearly.
- d) Visiting Faculty workload –
- 1) Design
 - 2) Construction

14) Details of Non Teaching Staff:

- i) Administrative Staff :
ii) Technical Supporting Staff :
iii) Library Staff :
iv) Non Teaching Supporting Staff :

(Give the cadrewise details in table similar to faculty details)

15) Library for the existing programmes

Sr. No.	Particulars	Requirement as per norms	Availability	Shortfall, if any	
				Number	Percentage
1	No. of Titles of the Books				
2	No. of Volumes of the Books				
3	No. of Technical / Professional Journals (National + International)				
4	Stacking / Seating capacity				
5	Reprographic Facility		Xerox, CD, Writer, Scanner		

Whether regular Librarian is appointed?

Yes / No

16) Hostels :

Give separate details of boys and girls hostels. Give the Report of Rectors and / or Wardens along with norms, signatures for present academic year.

- a) Intake
- b) Rent (with all charges)
- c) Mess
- d) Other specific details (if any)

17) Gymkhana:

- i) Whether regular Physical Director is appointed?
- ii) Attach Physical Directors Report of last years special achievements of the Degree students in sports.

18) Computer Facilities for the existing programmes.

Sr. No.	Particulars	Requirements as per norms	Availability	Shortfall, if any	
				Number	Percentage
1	No. of computer terminals				
2	Hardware specification				
3	No. of terminals of LAN/WAN				
4	Relevant Legal Software		Application System		
5	Peripheral(s) / Printers				
6	Internet Accessibility (in kbps & hrs.)				

19) Result of last 3 years:

(Mention special achievements / Rank / Prices won if any)

Sr.No.	Course	Class	Appeared	Passed	Failed	Percentage of passing
				With ATKT	Clear pass	

20) Financial Data of Institution :**a) Fee structure of the Institution**

Sr. No.	Fixed by the State Fee Committee and Being charged by the Institution			CET quota	Management quota
1	Admission Fee				
2	Tuition Fee				
3	University Fee (Examination fee, Registration fee, etc.)				
4	Hostel Fee (Rent etc.)				
5	Laboratory fee				
6	Library fee				
7	Any other				
	Total fee				

b) Financial Position

Whether applicant has opened a bank account in the name of the Institution / Society / Trust for the existing Institution. Yes ☐ No ☐

c) Source of Income & expenditure during the last year

Sr. No.	Source of Income	Rs. (in lakhs)	Expenditure during the last year	Rs. (in lakhs)
1	Central Government		Salary of Full-Time Faculty	
2	State Government		Salary for visiting / adjunct faculty	
3	University Grants Commission		Salary for Non-Teaching Staff	
4	Other Central / State Govt. Bodies		Library	
5	Loans			
6	Private Trust		Computer Centre	
7	Donations		Equipments Labs and Workshops	
8	Student Fees		Building	
9	Internal Revenue Generation		Other (Please specify)	
10	Other (Please specify)			
	Bank Interest and Other			
	Total			

d) Details of Operational Funds

Sr.No.	Name of Bank with Branch and full address	Account No.	Cash Balance (in lakhs)	FDR, if any	Total Amount (in lakhs)

21) Details of Members of the Management, Faculty, Students

Name of the Institution :

Name of the Society / Trust :

a) Members of the Management

Sr. No.	Name of the Members	Designation in the Society / Trust / Institution

b) Members of LMC of the Institution

i) Listing of LMC members according to University Act, 1994 (attach copy)

c) Student Council of the Institution :

Sr. No.	Name	Class	Signature

22)

a) Total No. of students placed by the Institution through its Placement Cell (Discipline wise)

Year	Discipline	Total no. of students passed out	Total no. of students placed through placement cell

b) Provide details of companies / industries visited the institute for campus placement during last year.

Sr.No.	Year	Name of the company / industry	Number of students placed

23) Whether following statutory committee are formed in the Institution for smooth working of other activities yearly.

Sr. No.	Name of the committee	Formed		Remarks
		Yes	No	
1	Local Management Committee			
2	Students Council			
3	Special cell standing committee for welfare of BC candidates			
4	Purchase committee			
5	Library committee			
6	Gymkhana committee			
7	Grievance redressal and coordination			
8	Internal Quality Assurance Cell			
9	Right to information – information officer / appeal officer			
10	Industrial/Educational Tours, Visits, Excursions, Nature Club			
11	Hostels and Health care			
12	Parent / Teacher			
13	Anti Ragging & Student's Discipline			
14	Cultural activities, Youth festival, Art circle			
15	ISTE chapter			
16	Staff Academy / Staff Welfare			
17	Sexual Harassment Prevention Committee			
18	Training and Placement			
19	Alumni Association and Career, vocational and competitive exam guidance			
20	Academic Calendar			
21	Disaster Management			

- 24) a) Latest Affiliation / Permission Granted by University
Letter No., Date etc. (Attach copy)

- b) Proforma – A (for the earlier affiliated other courses)

Sr. No.	Course/ Branch	Class	Sanctioned Intake	Govt. Approval Letter	University affiliation Letter No. / Date

- c) Proforma : B

details of the course for which affiliation is sought for:

Sr. No.	Course/ Branch	Class	Last Govt. approval letter	Last University affiliation Letter No. / Date

- 25) Details of the last / earlier LIC Committee Visit

- a) Date of the visit :

Sr. No.	Names	Designation (Chairman/Member)

- b) State Conditions laid down by the earlier committee under which affiliation was granted and the fulfillment status –

status of compliance of specific conditions of last extension of affiliation

Sr. No.	Specific Condition	Compliance Report

- 26) Availability of the facilities for the following parameters:

Sr.No.	Parameter	Availability
1.	College Office	
2	Principal's Cabin	
3	Confidential / Rest room	
4	Strong room for Examination	
5	Study room for students	
6	N.S.S. / N.C.C. room	
7	All Weather approach road	
8	Potable water supply system	
9	Electrical Generator	
10	Students Canteen	
11	Students common room	
12	Principal's Quarters	
13	Digital Library	
14	Quarters for faculty	
15	Guest House	

16	Parking facility	
17	Medical Facility / Health Care (parttime doctors etc.)	
18	Insurance facility	
19	Telephone Booth	
20	Bank facility	
21	Play Ground	
22	Auditorium	
23	Hostels	Boys Girls
24	Toilets	Boys Girls

27) DECLARATION (I) :

It is certified that :

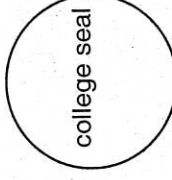
- Existing Courses are being conducted as per norms, standards and guidelines of the University / AICTE.
- All the physical deficiencies stated in the last approval letter have been complied with.
- The AICTE / University pay scales are being paid to the faculty members.
- The admissions are made on merit and no capitation fee or donation of any kind is charged for admission.
- The teaching faculty has been recruited as per qualifications and experience laid down by AICTE / University.
- The tuition and the other fees are being charged as prescribed by the Shikshan Shulka Samiti.

I solemnly declare that no information has been withheld and all the information provided in this application form is correct. If any information is found to be incorrect or false, I understand that proposal shall be liable for rejection.

Date :

Place :

Head of the Institution



(College Stamp)

Details of Faculty / Staff Appointments According to Roster

[illegible]

