

No. 193

Post Graduate Course
Rs.500/-

SHIVAJI UNIVERSITY, KOLHAPUR

Application Form For Natural Growth/Continuation of Affiliation
And
for Affiliation of Additional M.Pharm. Course (S) In The Existing Institution

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 / affiliation of
additional PG course.

Respected Sir,

Our college has been conducting M.Pharm. courses in
..... from the academic year Hereby we are submitting
our application for natural growth/continuation of Affiliation / permanent affiliation / affiliation of
additional PG course(s) in
along with all necessary documents and requisite fees.

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

Yours faithfully,

Principal

1. Name of College:

Address:

Village:

Taluka:

District:

Pin:

Telephone: Std. Code: 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. ☐

Branches of M.Pharmacy:

i) Pharmaceutical Chemistry ☐ ii) Pharmaceutics ☐
iii) Pharmacology ☐ iv) Biopharmaceutics ☐
v) Quality Assurance ☐ vi) Pharmacognosy ☐

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

Name				
Designation	Qualification & Experience :	Highest Degree	Specialization	Total Experience
STD Code	Date of Birth:			
	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.		

6.		
	B) Infrastructural matters:	
1.		
2.		
3.		
4.		
5.		
6.		
	C) Documentary matters pertaining to staff	
1.		
2.		
3.		
4.		
5.		
6.		
	D) Statutory bodies/committees functioning:-	
1.		
2.		
3.		
4.		
5.		
6.		
	E) Financial matters:	
1.		
2.		
3.		
4.		
5.		
6.		

3.1) Visit date of previous local inquiry committee:

4. Affiliation History and Educational Details

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

Course Year	Degree course examination	Calendar Year	Total number of students appeared	Total number of students passed	Percentage of students passed
I					
II					
III					
IV					
I					
II					
III					
IV					
I					
II					
III					
IV					

B) Details of the existing & proposed UG and PG course(s).

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.							
5.							
6.							

C) PG Courses/Class for which Catural Growth/Continuation of Affiliation / Permanent Affiliation is sought:

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

D) Details of existing university affiliated PG courses in the college:

Sr.No.	Course/Branch	Class	Duration of affiliation
1.			
2.			
3.			
4.			

E. Additional PG Course(s) proposed to be introduced during academic year 20__ - __.

Sr.No.	Name of Courses	Proposed Annual Intake

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

A) Existing faculty at UG and PG:

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

B) Additional faculty identified / appointed for the proposed growth / additional courses:

Name of the Programme	Sr. No	Name (s) of the Teaching Faculty	Designation Lecturer/ Asst. Professor	Qualifications with field of specialization			Date of Birth	Experience after eligibility in yrs			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	Specialization	University approval letter/date for stated designation
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

A) i) Details of basic amenities present for the existing course(s):

Sr.No.	Amenities	Yes	No	Area in sq. m.
1.	Whether building is owned?			
2.	Principals cabin			
3.	Independent administrative office			
4.	Give number of classrooms available. (give area of each)			
5.	Teachers rooms			
6.	Library and reading room.			
7.	Ladies room			
8.	Boys common room			
9.	Existence and execution of an academic calendar and time-table (attach copies)			
10.	Store rooms for chemicals and stationary			
11.	Gymkhana (Annual Expenditure)			
12.	UG laboratories (give area of each)			
13.	PG laboratories (give area of each)			
14.	Total number of computers in administrative sections (give no. under area)			
15.	Total number of computers in laboratories (give no. under area)			
16.	Total number of computers in laboratories (give no. under area)			

17.	Total number of computers with internet (give no. under area)			
18.	Total number of computer printers (give no. under area)			
19.	Total number of computers in PG laboratories (give no. under area)			
20.	Total number of computers with internet in PG laboratories (give no. under area)			
21.	List of softwares for PG research			
22.	Total number of fire extinguishers (give no. under area)			
23.	Ladies toilets			
24.	Gents toilets			
25.	Own playground			
26.				
27.				
28.				

B. Additional Built-up area created/under construction for proposed PG courses:

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*

B. iii) Details of Laboratory facilities for the Proposed Additional Course(s) / Increase in intake

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

8. Details of Computer Facilities for the Existing and the Proposed Additional Course(s) / Increase in intake

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

9. List of major equipments/Machinery available :

[illegible]

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

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

B) Details of the Library facilities for the proposed increase in intake / additional courses:

Sr. No	Course(s)	Number of titles of books		Number of volumes		Number of Journals			
		Requ red	Avail able	Requ red	Avail able	National		International	
						Requ red	Avail able	Requ red	Avail able

11. A) Total investment/expenditure for the Existing courses 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	Books	Journals

B) Proposed investment/expenditure for the proposed courses/increase in intake over next three years (attach copy of budget) :

Year	Courses (UG & PG separately)	Investment on Furniture & Accessories (Rs. In 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	Books	Journals

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	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 ☐

PAN 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, Internet, 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 of affiliation / affiliation of additional course(s) / permanent affiliation of Post-Graduate level courses of Pharmacy in in the existing institution.

Yours faithfully.

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Shivaji University, Kolhapur.

The Norms and Standards for M.Pharm. programmes

Before application for a new PG course, two undergraduate batches of students in the relevant discipline must have passed out and norms/standards for UG programme must be 100% fulfilled.

Built Up Area :- 2 class rooms with an area of 40 Sq.m each, individual staff room facilities for faculty with area of 40 Sq.m. Seminar room with OHP/LCD, 100Sq.m, Hostel facilities are preferable.

Laboratory facilities : Laboratory for the proposed branch of Pharmacy for which application is made must be well equipped for first year of the programme with an area of 100 Sq.ms, which at the end of the first year must be improved with facilities for second year to take up the project work. Even if laboratory class is not stipulated in the curriculum, well equipped laboratory must be available for doing the project work, MOU with Central Research Laboratories or Higher Level Education Institutions such as IITs, IISc etc for undertaking the project by the post graduate students may be entered or signed. Sufficient No. of Computers with internet facilities should be available.

Library:

Research Journals - 1 no. in each of specialization.

100 titles and 500 books covering all the topics in the syllabus. At least 2 books and 2 reference books in each of the topics.

25% of the books must be of the latest publication i.e. after the year 2000.

Photocopying facility, video projection facility must be available in the library.

Funding - Rs. 10 lakhs per annum for Recurring expenditure apart from Salary of the Staff.

Faculty : 2 Professors, 2 Assistant Professors and 4 Lecturers (Sharing UG load)

Or 1 Professor, 3 Assistant Professors and 4 Lecturers (sharing UG load)

Educational Qualifications: Professor : Professor must possess Ph.D in related discipline with at least 5 years of experience in PG teaching. **Asst. Professor :** M.Pharm with first class and at least 5 years of Teaching Experience or equivalent industrial experience after fulfilling eligibility qualification. **Lecturer :** M.Pharm. with first class either at B.Pharm. or at M.Pharm.. and at least 2 years of Teaching Experience.

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.

