

**APPLICATION FOR ADMISSION OF COLLEGE TO THE PRIVILEGES OF THE
UTKAL UNIVERSITY**

(PROPOSAL BOOK FOR AFFILIATION)



**UTKAL UNIVERSITY
VANI VIHAR
BHUBANESWAR 751 004
ODISHA**



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004

APPLICATION FOR ADMISSION OF COLLEGE
TO THE PRIVILEGE OF THE UNIVERSITY

(For affiliation and further / additional affiliation)

1	Name of the college /Proposed College applying for affiliation			
	(a)	(i)	Revenue address:	
			(1)Name of the village /town where the college is situated	
			2) Police Station (distance from the college):	
			(3) Tahasil:	
			(4) Sub-Division:	
			5) District:	
	(ii)	Postal address with Pin Code		
	(iii)	Telephone Number with STD Code	STD Code:	
			Office:	
Residence:				

(2)

	(b)	(i)	Year of Establishment			
		(ii)	Year of first Affiliation to the University			
	(c)	Whether situated in Urban/Rural area				
	(d)	Whether situated in scheduled are				
	(e)	Co-educational/Women				
2.	Stage of affiliation					
3.	Session for/from which affiliation is sought for i.e. year of admission of student.					
4.	Stage of the College Please mention whether Government, Private (Aided) or self financing one.					
5.	(a)	(i)	Whether the College has already been affiliation to the University and if so, whether permanently or provisionally granted and year of such affiliation with the course to be mentioned.	1. Course &Stream		
		(ii)	In case the college has already been affiliation the existing number of seats in each subject and total number of seats in the course with pass and honours, if any, be separately mentioned.	2. Permanent or Provisional		
				3. Year	Subject	Sanction strength
				Total		

(3)

	(iii)	In case the college seeks new affiliation, the number of seats in each subject and total number of seats in the course with pass and Honours be separately mentioned.	Subject	No. of seats
			Total	
	(iv)	In case the college seeks affiliation to open new subjects, besides existing subjects, the Proposed subjects with number of seats in the course with pass and Honours be separately mentioned.	Subject	No. of Seats
			Total	

	(v)	In case the college seeks affiliation to increase the total number of seats in the course and subjects the total number of proposed increase of seats in each subject with Pass and Honours be separately mentioned.	Subject		No. of seats	
			Total			
	(b)	Relevant concurrence from State Govt. and approval of the concerned Central Body. Please mention the letter No. and date of such letter. (A copy of the same also be annexed to this.)				
6.	(a)	Previous application, if any, for affiliation and subject in which was sought for together with information on the manner of disposal of such application. Here the conditions laid down by the University and Government item wise be mentioned. Compliance report thereto be furnished item wise. A copy of University letter to this effect be annexed.				
	(b)	The performance of the students for the 3 consecutive years Preceding year of which affiliation is sought for.	Year	Number appeared	Number Passed	Percentage

	(c)	Is there an evidence of adoption of large scale unfair means in the University Examinations				
7.	Pledging Money for Non-Government College Per stream. Such amount be pledged in favour of Registrar, Utkal University in prescribed form for the continued maintenance of respective colleges. (Form No.4) (Original pledging Certificate with photo copy of F.D.R. valid for 10 years be annexed.)		F.D.R. No.	Date	Amount deposited	Date of Maturity
	(a)	(i) General College such as Arts/Science/Commerce etc. (Fees as applicable)				
		(ii) Law College , (Fees as applicable)				
		(iii) Engineering M.B.A., M.C.A., B.D.S. and M.B.B.S. and such other technical Professional Courses (Fees as applicable)				
		(iv) B.A.M.S., B.H.M.S., B. Pharma, B.C.A., B.B.A., B.Sc. Nursing etc. (Fees as applicable)				
	(b)	Documentary evidence of security deposit with AICTE/All India Regulatory Bodies by the management of Professional College and Technical Institutes. A copy FDR to be annexed.	F.D.R. No.	Date	Amount deposited	Date of Maturity
		(i) Engineering and Technology (Fees as applicable)				
		(ii) B. Pharma, (Fees as applicable)				
		(iii) Architecture (Fees as applicable)				
		(iv) M.B.A./M.C.A. (Fees as applicable)				
		(v) Others if any:				

(6)

8.	Payment of fees. The Bank Draft No. date and Amount to be mentioned. N.B. : (a) Statutory last date of deposit-30 th Nov. in the preceding year of admission. (b) Statutory last date of deposit with late fee Rs. 2,000/-, 31 st July in the year of admission.	Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date
(a)	Documentary evidence of payment of subject fees as prescribed by the Statute 174 & 177. (for affiliation fees as applicable per subject ,increase of seats (fees as applicable) per subject, late fee of Rs. 2,000/-for each proposal of new affiliation ,further affiliation extension of affiliation and increase of seats in each stream (to be credited in the examination fund) separate proposal be submitted for each item.				
(b)	Documentary evidence of payment of non-refundable/ academic fee for private college(to be credited in the Development fund) for opening of:				
(i)	Each of Engineering B. Pharma , M.B.A., M.C.A., B.D.S. and M.B.B.S., B.A.M.S., B.H.M.S., B.Sc. Nursing and such other technical Professional courses- (Fees as applicable)				
(ii)	Each of B.C.A. and B.B.A. course (Fees as applicable)				
(iii)	LL.B. course (Fees as applicable)				
(iv)	Each of Arts and Commerce stream (Fees as applicable)				
(v)	Science stream (Fees as applicable)				

	(C)	One time non-refundable processing fee (to be credited in Development fund for grant of No. Objection certificate (NOC) to private college for:	Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date
	(i)	Each of Engineering , B. Pharma, M.B.A., M.C.A.,B.D.S. and M.B.B.S., B.A.M.S., B.H.M.S., B.Sc. Nursing and such other technical Professional courses (Fees as applicable)				
	(ii)	Each of BCA and BBA, course – (Fees as applicable)				
	(iii)	Each for all types of general courses for each item/ stream (Fees as applicable)				
9.	(a)	<p>Has the College got it own land? (The Khatian, sale deed, up-to-date tax payment receipt and building plan be noted and copy of such records be annexed).</p> <p>(i) If so, its area with specifications</p> <p>(ii) Purchased of donated the sale or donated deed No.....and datewith a photo copy.</p>				

(8)

	(b)	(i)	Whether there is a permanent pucca building of the college.	
		(ii)	If so, the number of lecture halls / Laboratories/ Workshops etc.	
		(iii)	Measurement of such halls and Laboratories with seating capacity.	
		(iv)	Number of rooms with size.	

	(V)	Any other accommodation / facility available with specification. (Lavatory, Guest House, Conference Hall/ Auditorium) etc.	
	(vi)	If the College is providing co-education separate accommodation for common rooms, Tiffin rooms and other necessary convenience for the women students.	
	(vii)	Is there a pucca compound wall around the College?	
	(viii)	Distance between Administrative Building Class room, Laboratories and workshop to be specified if situated in different campus.	
	(ix)	Mode of conveyance from the Class room/ Administrative Building/ Laboratory/ Workshop. If they are not in one campus.	
	(x)	Please mention if the college is accommodated in a house which is rented/ leased/ otherwise. If so, a copy of agreement be annexed.	

	(c)	If there is permanent pucca building, the present accommodation with detailed specification to be furnished room wise and facilities wise.	
	(d)	If the permanent building is under construction or purposed to be constructed in near future, the specification be furnished with plans or drawing and firm date of completion.	
10.	Residence allotted to the Staff:-		Types of Residence
	(i)	For the Principal:-	
	(ii)	For other teaching staff:-	
	(iii)	For the non-teaching staff:-	
11.	(a)	Has the college got its play ground?	
	(b)	If so, specification of each field is to be given.	
	(c)	Equipment/facilities available for games and sports.	

12.	(a)	Has the college made adequate provision for residence of its students not residing with parents or recognized guardians?	
	(b)	If so, the number of hostels managed by the college.	
	(c)	The specification of the hostel building with number of students accommodated in each hostel is to be furnished.	
	(d)	Are there any approved lodgings for the students?	
	(e)	If so, specification of the building be approved lodgings with number of students accommodated in each lodge are to be furnished.	
13.	Equipment (The list of Equipment is to be furnished. An additional list of equipment procured in the Preceding academic year and cost of the same be furnished.)		
		(i) For teaching (prior to the preceding year of admission.)	

		(ii)	For teaching during the Preceding year of admission and the cost of the same.	
		(iii)	Laboratory (Prior to the Preceding year of admission.)	
		(iv)	Laboratory during the Preceding year of admission and cost of the same.	

		(v)	Workshop (prior to the Preceding year of admission)	
		(vi)	Workshop during the Preceding year of admission and the cast of the same.	
14.	(a)	Has the college a Library?		
		Is there a separate reading room?		
	(b)	Accommodation for library available including reading room.		
	(c)	The total number of books available before the Preceding year of admission. (to be mentioned subject-wise)		

(d)	<p>The total number of books available during the Preceding year of admission and the cost thereof.</p> <p>(To be mentioned subject-wise.)</p>	
(e)	<p>The total number of journals and periodicals available before the Preceding year of admission.</p>	
(f)	<p>The total number of journals and periodicals available during the Preceding year of admission and the cost of the same.</p>	
(f)	<p>Annual financial provision for purchase of books, journals and periodicals.</p>	<p>For Books Rs.</p>
		<p>For Journals Rs.</p>
(g)	<p>Detailed staff position appointed for the library with qualification of the Librarian and Assistant Librarian.</p>	

15.	(a)	Number of student in the college.	Students	BOYS	GIRLS	TOTAL
			General			
			SC			
			ST			
			Grand Total			
(b)	Number of students in each class (Boys, Girls, SC,ST and Others) (A separate sheet be annexed).					
(c)	Student's admission: Whether advertised in News papers and method of selection of students. (A copy of College Calendar and or College admission prospectus be annexed.)					
(d)	Fees charged received from the students on different heads. (Separate sheet be attached)					
16.	Teachers of the College					
	(a)	Detailed information in respect of all teachers of the college including the Principal is to be furnished as per Form No. 3 appended (Subject-wise).				
	Note:					
	1.	The appointment letters issued to the teaching and non-teaching staff be made available to the Inspectors for verification (Photo copies be annexed).				
	2.	The under qualified teachers should not be included in the list and be replaced.				
	3.	Visiting faculties shall not be considered as teaching staff of the College in terms of provisions of the Acts and Statutes.				

	(b)	Photo copies of certificate and mark sheet of the teachers duly attested by the Principal be annexed.	
	(c)	Whether the teachers have been registered as the college teachers of the University as per provision under Statue 102? If so, the registration number of each teacher be furnished in column No. 8 in form No. 3 appended.	
17.	(a)	Working Hours of the College.	
	(b)	Copy of the advertisement inviting applications for teaching and non-teaching posts.	
	(c)	Time table of work allotted to each of the above teachers (Work load statement is to be annexed).	
18.	Financial provision made for proper maintenance of the College.		
	(a)	Detail of permanent / endowment fixed deposits, if any.	
	(b)	Details of undertaking given by a person or body for provision for adequate financing of the college.	
	(c)	Details of current monthly or annual financial provision along with fees proposed.	
	(d)	Sources of income in detail.	

	(e)	Financial provision made per annum.	
	(i)	Capital Expenditure on Building.	
	(ii)	On Equipment.	
	(iii)	On continuing maintenance of the College (like Building, Laboratory, Workshop, Sports & Games).	
	(f)	Amount of Capitation / Donation collected from the students, If any.	
19.	(a)	Whether the College is being managed by a duly constituted Governing Body? If so, a copy of Registration of Governing Body under the Society Registration Act is to be annexed.	
	(b)	<p>If so, the name of members of the Governing Body in terms of statute of Utkal University / Central Regulatory Body/ State Government is to be furnished.</p> <p>Please mention the letter No. and date in which the composition of the Governing Body has been approved by the Director.</p> <p>Letter No.....dt.....</p>	<p>1.President:</p> <p>2.Secretary:</p> <p>3.Principal:</p> <p>4.Teacher Representative</p> <p>5.Teacher Representative</p> <p>6.V.C.' s nominee</p> <p>7.D.H.E.'s nominee</p> <p>8.Women</p> <p>9. S.C. / S.T.</p> <p>10.Others</p> <p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p>

20.	(a)	Whether the College has a duly constituted College Council.	
	(b)	If so, the name or names of the teaching staff as representative in the College Council to advise the Principal as per statute 181 (2) (ii).	
21.	Whether the college is maintaining under mentioned records:- (Records to be placed before the Inspectors at the time of Local enquiry.)		
	1.	A register of admission and withdrawals.	
	2.	A register of attendance.	
	3.	A register of permanent and local address of students: and also on transfer and migration.	
	4.	A register of members of the staff showing their qualifications, previous experience, salaries, number of house of work allotted to each teacher together with the classes and subjects taught.	
	5.	A register of fees showing dates of the payments.	
	6.	A counterfoil fee receipt book (Counter foil number of the last receipt on the day proceeding of the date of submission of application.)	
	7.	A register of scholarship and concessions of all kinds whether tuition, boarding or lodging.	
	8.	A counterfoil book of transfer certificate (Counterfoil number of the last certificate issued on the day preceding of the date of submission of application.)	
	9.	A register showing the report from time to time of medical inspection of students.	
	10.	A register of marks obtained by each student at the college examination.	

	11.	Account book showing the financial transactions of the college as separate from those of management.	
	12.	A general cashbook (the closing balance on the Preceding date of submission of the application.	
22.	The number and name of the feeder institutions (Junior Colleges or Higher Secondary Schools) Imparting Higher Secondary Education in cases of newly proposed degree Colleges with their distance from the proposed College and the communication facilities.		
Sl. No	Name of the feeder Institution	Distance from the proposed College in Kms.	Communication facilities
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Certified that the information furnished on different items in the application are correct to the best of my knowledge and belief.

Date.....

Place.....

Signature of Person or Body
Authorized to make application

(Designation with sell)

STATEMENT OF TEACHERS OF THE COLLEGE

Sl No.	Subject and Designation	Name of the teachers	Detailed qualification with marks of all exams. from secondary to post graduation with % of marks	Salary now drawing with scale of pay	Temporary or substantive appointment and date of joining	Whether selected by selection committee after due advertisement and interview	Registration number as Regd. College Teacher of the University
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Form No. 4.

**SPECIMEN LETTER OF PLEDGING FROM THE BANK WHEREIN
THE COLLEGE HAS KEPT FIXED DEPOSIT**

(IN THE LETTERPAD OF THE BANK)

To,

The Registrar,
Utkal University, Vani Vihar
Bhubaneswar-751004

Sub: Pledging Certificate.

Sir,

I am to inform you that the
Collegehas deposited a sum of
Rs.....(Rupees.....
.....)Vide T.D.R. / F.D. R. No..... . Fixed deposit
Receipt No.....Dated..... For ten years which is
due on..... Duly pledged in favour of the Registrar, Utkal University,
Vani Vihar, Bhubaneswar for opening of
.....course.

Necessary record has been noted in the Bank not to allow the College to enjoy the face value of the Fixed Deposit except to allow the College to get the interest accrued out of the investment.

Further it is be mentioned here that the College shall not be allowed to encase or to get loan against the face value without the production of permission letter from the Utkal University.

Date.....

Seal and Signature of
Authorized Person of the Bank

C.C.:- The Secretary.....
College.....for information
and necessary action.

Date.....

Seal and Signature of
Authorized Person of the Bank

Form No. 5.

**WORK LOAD ASSIGNED TO TEACHERS AS PER REGULATION OF THE
UNIVERSITY PER WEEK IN DEGREE COURSES**

1 ST Year	ANCILLARY AND FOUNDATION 2 Classes per week Arts and Science (Pass)
Core-1 ENGLISH and M.I.L.	
1 st Year	2 General Classes 1 Tutorial Class per 16 students
2 nd Year	2 General Classes 1 Tutorial Class per 16 students
3 rd Year	3 General Classes 1 Tutorial class per 16 students
CORE-II & III	
(a) Non- Practical bearing Subjects	
1 st Year	3 General Classes 1 Tutorial Class per 16 students
2 nd year	6 General Classes 1 Tutorial class per 16 students
3 rd Year	
(b) MATHEMATICS	
1 st Year	4 General Classes 2 Tutorial Class per 16 students
2 nd year	8 General Classes 2 Tutorial class per 16 students
3 rd Year	
(c) PRACTICAL BEARING SUBJECTS	
1 st Year	3 General Classes 1 Tutorial Class per 16 students
2 nd year	4 General Classes 2 Tutorial class per 16 students
3 rd Year	

HONOURS SUBJECTS:- (a) Non- Practical bearing Subjects 1 st Year 2 nd year 3 rd Year	8 General Classes 1 Tutorial Class per 16 students 10 General Classes 2 Tutorial class per 16 students
(b) MATHEMATICS 1 st Year 2 nd year 3 rd Year	8 General Classes 2 Tutorial Class per 16 students 12 General Classes 3 Tutorial class per 16 students
(c) PRACTICAL BEARING SUBJECTS 1 st Year 2 nd year 3 rd Year	8 General Classes 1 Tutorial Class per 16 students 12 General Classes 2 Tutorial class per 16 student
PASS ANCILLARY & FOUNDATION CORE-1 ENGLISH & ECONOMOICS 1 st Year 2 nd year 3 rd Year	COMMERCE 2 Classes per week 2 General Classes 1 Tutorial Class per 16 students 10 General Classes 2 Tutorial class per 16 students
CORE-II & III 1 st Year 2 nd year 3 rd Year	3 General Classes 1 Tutorial Class per 16 students 6 General Classes 2 Tutorial class per 16 students
HONOURS 1 st Year 2 nd year 3 rd Year	8 General Classes 1 Tutorial Class per 16 students 12 General Classes 2 Tutorial class per 16 student

N.B. : A general class consisting of 128 students or less.