

MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI - 627 012



NAME AND ADDRESS OF THE COLLEGE

**Application for Affiliation
(Academic year _____)**

**COLLEGE DEVELOPMENT COUNCIL
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627 012**

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MANONMANIAM SUNDARANAR UNIVERSITY

TIRUNELVELI – 627 012

Application for Affiliation for the Academic Year _____

1. College

i. Name of the College :

ii. (a) Address of the site as approved by the Govt. of Tamil Nadu :

(b) Present Address

iii. Is the college functioning at the above said-approved site? :

iv. Type of Institutions (please tick (√) the appropriate box) :

Government	Government Aided	Self Financing

v. Is the college autonomous? :

vi. Telephone Numbers :

vii. Fax Numbers :

viii. E-mail Id :

ix. Website address :

x. Year of establishment of the college :

xi. Category of the College (please tick (√) the appropriate box) :

Non Minority	Minority						
	Linguistic			Religious			Others (specify)
	Malayalam	Telugu	Sourashtra	Christian	Muslim	Jain	

xii. Number of Affiliated Programs

Programs	No. of Programs	
	Temporary	Permanent
UG		
PG		
M.Phil.		

Signature of the Principal

2. Trust / Society (provide details in case of changes took place in the Trust/Society after previous inspection)

SECRETARY
PHOTO

- i. Name of the Trust / Society :
- ii. Address of the registered office :
- iii. Registration Number :
- iv. Date of registration :
- v. Name of the Chairperson / Secretary/Correspondent :
- vi. Names of the present executive committee members :
- vii. Telephone numbers - Office :
- viii. Fax numbers :
- ix. Mobile numbers :
- x. E-mail :

Signature of the Principal

3. Principal

Affix and
Attest
passport
size
photograph

Name of the Principal :
Residential Address :
Contact Nos. : Landline : Mobile
Email :
Gender : Male / Female / TG
Community : OC / BC / MBC / SC / ST
PAN Number : Aadhaar Number :
Date of Birth and Age :
Date of joining the present post :
Date of Retirement :
Scale of pay :
Present basic pay :
Total salary :

I. Educational Qualifications: (completed only)

Programs	Discipline	Specialization Area	Year of Passing/Award	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained
UG							
PG							
M. Phil.							

I.a. Additional Qualifications

NET / SLET : (Ref.No./Date/Copy to be enclosed)

II. a. Title of Ph.D. Thesis * :
b. Faculty /Discipline/Subject in which Ph.D. was awarded :

III. a. Details of Ph.D.scholars (completed):

S.No	Name of the Scholar	Register Number	Year of completion	Name of the University

b. Details of Ph. D scholars (ongoing):

S.No	Name of the Scholar	Register Number	Date of Registration	Name of the University

c. Details of Research projects:

S.No.	Title of the Project	Name of the Funding Agency	Amount sanctioned	Amount Received	Project period

d. Publications:

IV. Academic Experience:

Name of the College	Whether Govt/Aided/S.F.	Designation	Joining Date	Relieving Date	Experience		
					Years	Months	Days
Total							

V. Administrative/other Experience:

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience		
					Years	Months	Days
Total							

Note - Principal eligibility is as per UGC norms

Signature of the Principal

4. Governing Council/College Committee (Provide details, if changes took place after previous inspection)

S. No.	Name	Position	Educational Qualification	Telephone numbers	E-mail	Residential Address
1		Chairperson				
2		Members				
.						
.						
.		University Representative				

Note: Enclose the copy of the Minutes of the recent Governing Council/College Committee meeting.

Signature of the Principal

5. Planning and Monitoring Board

Sl. No.	Name	Position (Chairperson/Member)	Category	Educational Qualification	Telephone numbers	E-mail	Residential Address
1		Chairperson	Principal of the college				
2		Member	Senior faculty member of the college				
3		Member	Senior faculty member of the college				
4		Member	University Representative				

Note: Enclose the copy of the Minutes of the recent Planning and Monitoring Board meeting.

Signature of the Principal

6 . i) Anti- Ragging Committee (UGC Norms)

Sl. No.	Name	Position (Chairperson/ Member)	Category	Present Designation/ Occupation	Telephone numbers	E-mail	Residential Address
1		Chairman	Principal				
2		Member	Asst. Commissioner/ Police Inspector				
3		Member	Revenue / Taluk / Civil / Officers				
4		Member	Official of NGO				
5		Member	Representatives of parents				
6		Member	Representatives of Students				
7		Member	Representatives Non-Teaching				

6. (ii). Discipline and Welfare Committee (as per UGC Norms)

Sl. No.	Name	Position	Category	Present Designation/Department	Telephone Numbers	E-mail	Address
1		Chairperson					
2		Member					
3		Member					
4		Member					
5		Member					
6		Member					
7		Member					
8		Member					

7. i. Complaints cum Redressal Committee

Sl. No.	Name	Category	Present Designation/ Department	Telephone numbers	E-mail	Address

Norms for composition:

- *50% of the membership of the committee should be represented by ladies*
- *A third party either a NGO or an outside activist who is familiar with the issue of sexual harassment in work place*

7. ii. Women's Redressal Committee

Sl. No.	Name	Category	Present Designation/ Department	Telephone numbers	E-mail	Address

- *Should be headed by a senior lady member*
- *50% of the membership of the committee should be represented by ladies*
- *A third party either a NGO or an outside activist who is familiar with the issue of sexual harassment in work place*

Signature of the Principal

8. Bank details of the College:

i. Savings Bank / Current Accounts

Sl. No.	Nature of Account Savings Bank / Current account	Bank Name	Branch	Account number	IFSC Code

ii. Endowment in the College

Sl. No.	Created with	Amount (Rs.)	Deposited in the bank (name)	Branch	FD No. and date	Date of maturity
	UGC					
	University					
	State Govt.					
	Others					

Signature of the Principal

9. i) Land Area details of the College (in acres) :

Government of Tamil Nadu Norms:

Sl. No.	Area in which site located	Requirement of Land	Deficiency if any
1.	Within the Metropolitan Cities limit (Corporation)	2 acres	
2.	Within the Municipal limit	3 acres	
3.	Within the Town Panchayat/Village Panchayat limit	5 acres	

9. ii) Details of Land earmarked for the college:

Sl. No.	Address of the Land and Survey Number	Area	Registration Number/ Name of the person/ Society	Date of registration	Deficiency If any

Signature of the Principal

10. i) Details on Accreditation Status (Proof to be enclosed)

Sl. No.	Name of the Institution	Accreditation by NAAC			Inclusion under sections 2(f) and 12(B) of the UGC Act, 1956				No. of Cycles Accredited
		Whether Accredited / Not Accredited	Period of accreditation, if accredited	Letter No. and date	Section 2(f)		Section 12(B)		
					Included / Not Included	Letter No. and date, if included	Included / Not Included	Letter No. and date, if included	

10. ii) Mention other Accreditation Agencies Accredited the college/program:

Sl. No.	Programme / Programs	Any other Accreditation / recognition (AICTE/NBA,....)

Signature of the Principal

11. Existing Affiliated programs

(i). Details of the existing programs for continuation of the approval of the sanctioned intake

Sl. No.	Department	Degree	Programs	Year of introduction	Nature of affiliation (Permanent/ Provisional)	Sanctioned intake for the preceding three academic years of the program			Students admitted as on roll		
						2014-15	2015-16	2016-17	Third year	Second year	First year

(ii). Details of the Existing Programs for variation of intake / Closure

(iii) State whether Closure / Reduction or increase in intake / Continuation of Provisional Affiliation is sought for the academic year 2017 - 18

- *Grant of approval from AICTE is mandatory for MBA / MCA programs.*

Signature of the Principal

12. Additional New Program(s) for which approval is sought for the academic year 2017-18

Sl. No.	Degree	Program	Intake sought	SCAA limit

Note:

The request for approval for additional programs will be considered for the academic year 2017-18 only if the following condition is satisfied:

- 1. Approved Syllabus and Curriculum should be available at the time of submitting the Application for Affiliation to the University.*

Signature of the Principal

13. A. Details of students presently studying in all the programs

Sl. No.	Program	Total Students			Number of students - religion wise								Number of students – community wise										No. of Students – Nationality						
													Hindus					Muslims		Christians									
		Hindus		Muslims		Christians		Others		SC		ST		MBC		BC		OC		OBC		OBC		Indian	NRI	Foreign			
		B	G	T	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B	G	B				G		

- i. No. of Transgender students
- ii. No. of Physically challenged students

B - Boys, G – Girls, T – Total

13 a. Details of students admitted under minority quota (applicable for Minority Status Colleges only)

Sl. No.	Program	Total Students		
		B	G	T
Total				

Signature of the Principal

14. Faculty- Qualification and Experience

Name of the Department :

Name of the faculty member :

Present Designation :

Residential Address :

Contact Nos. : Landline : Mobile
Email :

Gender : Male / Female / TG

Community : OC / BC / MBC / SC / ST

PAN Number : **Aadhaar Number** :

Date of Birth and Age :

Date of joining the present post :

Date of Retirement :

Scale of pay :

Present basic pay :

Total salary :

Affix and
Attest
passport
size
photograph

I. Particulars of Educational Qualification: (Awarded only) Ref.No./Date/Copy to be enclosed

Category	Name of the Degree	Specialization	Year of Passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained
UG							
PG							
Ph.D.							

I.a. Additional Qualification :

NET / SLET :

- II. a. Title of Ph.D. Thesis :
 b. Faculty/Discipline/Subject in which Ph.D. was awarded :

III. a. Number of Ph.D scholars completed:

S.No	Name of the Scholar	Register Number	Year of completion	Name of the University

b. Number of Ph. D scholars registered under Guidance (University wise):

S.No	Name of the Scholar	Register Number	Date of Registration	Name of the University

c. Number of projects received from various funding agency:

S.No.	Name of the Funding Agency	Amount sanctioned	Amount Received	Under which Plan

IV. Academic Experience:

Name of the College	Whether Govt/Aided/S.F.	Designation	Joining Date	Relieving Date	Experience		
					Years	Months	Days
Total							

V. Administrative/other Experience:

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience		
					Years	Months	Days
Total							

VI. Other Relevant Information :

It is certified that all the information provided are true to the best of my knowledge.

(Endorsement by the Principal)

Signature of the Faculty

15. i) Teaching staff details (Department wise):

S.No.	Name of the staff	Designation	Qualification	Date of Appointment	Date of Retirement
A	Under Graduate Programs				
1.					
2.					
B	Post Graduate Programs				
1.					
2.					
C	M. Phil. Programs				
1.					
2.					

15. ii) Student Details (Department wise)

S.No.	Name of the Student	Register Number	Aadhaar Number	Contact Number
A	Under Graduate Programs			
1.				
2.				
B	Post Graduate Programs			
1.				
2.				
C	M. Phil. Programs			
1.				
2.				

16. Non-Teaching Staff details

i. **Technical staff:** Provide the information separately for each Department.

Sl. No.	Laboratory	Name of the staff	Department	Designation	Qualification	Date of joining the present post	Date of birth and age	Scale of pay	Total emoluments

ii. **Library and Physical Education Department**

Sl. No.	Department	Name of the staff	Designation	Qualification	Date of joining the present post	Date of birth and age	Scale of pay	Total emoluments

iii. **Ministerial staff**

Sl. No.	Name of the staff	Place of work	Designation	Qualification	Date of joining the present post	Date of birth and age	Scale of pay	Total emoluments

Signature of the Principal

17. **Laboratory:** Provide Program-wise details separately

a) **Space available:**

Name of the Department:

Lab Area : 20 sq.ft. per student (*UGC Regulations for affiliation 2009*):

Sl. No.	Name of the Laboratory	Area of the laboratory available (sq.ft.)

b). **Laboratory Equipments available:**

(Provide the information in the format given below for each laboratory program separately in respect of all the semesters concerned for the UG, PG & M. Phil programs applied for in the Department)

(Refer requirements of laboratory equipments in **Manonmaniam Sundaranar University, Tirunelveli** Website www.msuniv.ac.in)

Degree :

Program :

Semester :

Regulation :

Name of the Laboratory Subject :

List of equipments required for a batch of 30 students for U.G. / 25 students for P.G. given in Annexure:

- 1.
- 2.
- 3.
- 4.

Signature of the Principal

18. Central Computing Facility**(a). Area**

Area required (sq.ft)	Area available (sq.ft.)
Minimum 2000 sq. ft. upto the strength of 1000 students	

(b). Terminals and LAN / WAN connections:**Norms for number of terminals:****Terminal: Student**

UG programs	1:2
PG programs.	1:2
M. Phil programs	1:1

(c). Softwares

Software required	Name of the software available
System software	1.
	2.
Application software	1.
	2.
	3.

(d). Network connectivity

Bandwidth	:
Number of nodes with Internet connection	:

Signature of the Principal

19. Library**(a). Area: 20 sq. ft per student (Refer UGC norms)**

Area required (sq.ft.)	Area available (sq.ft.)

b) Books

	UG programs		PG programs		M. Phil programs	
	No. of Titles	No. of Volumes	No. of Titles	No. of Volumes	No. of Titles	No. of Volumes
Required						
Available						

*** Refer UGC Norms (minimum 100 books per program)**

c) Journals (Refer UGC norms):

Sl. No.	Degree	Program	No. of National journals		No. of International journals	
			R	A	R	A

No. of Online Journals subscribed

Sl. No.	Degree	Program	No. of Online Journals (National)		No. of Online Journals (International)	
			R	A	R	A

Signature of the Principal

20. Class Rooms availability in the whole college

Refer UGC Norms (UGC Regulations for Affiliation 2009)

Area (sq.ft) per student

15

Capacity

Refer SCAA norms

- (a). **Name of the Block** :
- Buildup area in sq.ft (type of roof)** :
- Number of Class Rooms** :
- Allotment of Class Rooms** :

Sl. No.	Room Number/ Room Code	Class Room area (sq.ft.)	Allotted to which Dept.	Allotted to which program	Allotted to I/II/III year	Students strength
1						
2						
.						
.						
.						

Signature of the Principal

21. Conference Hall

Number of Conference halls required

Sl. No.	Programs	Numbers available	Area of the each Conference Hall required (sq.ft.)	Area of the Conference Hall available (sq.ft.)
1				
.				

Signature of the Principal

22. Other building space

(a). Administrative Area

Sl. No.	Building space for	Carpet Area required (sq.ft) *	Available (sq.ft.)
1.	Principal / Director office	350	
2.	Board Room	220	
3.	Office all inclusive	1600 / 3200	
4.	Department offices	100	
5.	Cabins for Head of Departments	100	
6.	Faculty Rooms	50	
7.	Central Stores	350	
8.	Maintenance	100	
9.	Security	100	
10.	Housekeeping	100	
11.	Pantry for staff	100	
12.	Examinations Control office	350	
13.	Placement office	350	

(b). Amenities

Carpet Area (sq.ft.) required

Sl. No.	Building space for	One Program (sq.ft.)	More than one Program (sq.ft.)	Available (sq.ft.)
1.	Toilets (Ladies & Gents)	1600	3800	
2.	Boys Common Room	75	100	
3.	Girls Common Room	75	100	
4.	Cafeteria	1600	1600	
5.	Stationery Store & Reprography	100	100	
6.	First Aid cum Sick room	100	100	
7.	Principal's quarters	1600	1600	
8.	Guest House	350	350	
9.	Sports Club / Gymnasium	1100	2200	
10.	Auditorium / Amphi Theater	2700	4300	
11.	Boys Hostel	Adequate	Adequate	
12.	Girls Hostel	Adequate	Adequate	

23. Hostels

Distance between the location of the college and the city:

Norms

	<u>Carpet Area (sq.ft.)</u>
Triple seated room	220

i. Boys Hostel

Norms

- For the students a maximum of three in a room should be provided.
- Accommodation for 120 students is to be considered as one hostel unit.

A. Details

i. Boys Hostel (Y/N)

ii. Hostel building (please tick (√) the appropriate box)

Owned	Rental / Lease
<input type="checkbox"/>	<input type="checkbox"/>

iii. Location of the hostel (please tick (√) the appropriate box)

inside the campus	outside the campus
<input type="checkbox"/>	<input type="checkbox"/>

iv. Distance of the college from the city (please tick (√) the appropriate box)

Within 20 Km	Beyond 20 Km
<input type="checkbox"/>	<input type="checkbox"/>

Sl. No.	Block number	Carpet area of room (sq.ft.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
Total					

B. Summary

Total hostel capacity required for boys (refer norms given above)	Total hostel capacity available for boys

**ii. Girls Hostel
Norms**

	<u>Carpet Area (sq.ft.)</u>
Triple seated room	220

Norms

- For the students a maximum of three in a room to be provided.

A. Details

B. Girls Hostel (Y/N)

C. Hostel building (please tick (√) the appropriate box)

Owned	Rental / Lease

D. Location of the hostel (please tick (√) the appropriate box)

inside the campus	outside the campus

E. Distance of the college from the city (please tick (√) the appropriate box)

Within 20 Km	Beyond 20 Km
<input type="checkbox"/>	<input type="checkbox"/>

Sl. No.	Block number	Carpet area of room (sq.ft.)	Room capacity (a) (refer norms given above)	Number of rooms (b)	Capacity per Block (c) = (a) x (b)
Total					

B. Summary

Total hostel capacity required for girls (refer norms given above)	Total hostel capacity available for girls

iii. Other related building areas

Sl. No.	Description of the area	Required carpet area (sq.ft.) per hostel unit of 120 students	Projected area required (sq.ft.)	Available carpet area (sq.ft.)
1.	Common Dining Hall	2200		
2.	Indoor games cum Common hall	1600		
3.	Medical room (for all hostels)	550	550	
4.	Canteen	550		
5.	Warden office	200		
		Additional four rooms of 100 sq.ft. each within the blocks		

6.	Guest rooms	200 (2 nos.)		
		Additional four rooms of 100 sq.ft. each within the blocks		
7.	Toilets	800		

Signature of the Principal

24. Physical Education

Sl. No.	Description	Details
1	Total area of the play ground	
2	Details of the outdoor games available	1.
		2.
		3.
		4.
3	Details of the Indoor games available (also mention the total area allocated for each game in sq.ft.)	1.
		2.
		3.
		4.
4	Details of gymnasium available	1.
		2.
		3.
		4.
5	Fund allotted to Physical Education/year	

Signature of the Principal

25. Training and Placement Cell

i) Details of the members of the Placement Cell

ii) Details of Training Programmes organized

Sl. No.	Name	Designation	Department

ii. Facilities available

Sl. No.	Item	Available (Y/N)
1	Conference hall	
2	Interview room	
3	LCD projector	
4	Audio visual facilities	

Signature of the Principal

26. Alumni Association

Is alumni association functioning in the college? Y / N

- **Details of last 3 Alumni Association meetings and its outcome**

Is Parents Teachers Association functioning in the College ? Y / N

- **Details of last 3 Parents Teachers Association meetings and its outcome**

27. Other Amenities

i. Health Centre

Sl. No.	Name of the staff	Designation	Qualification	Specialization	Experience

Signature of the Principal

ii. Others

Sl. No.	Amenity	Available (Y / N)
1.	Drinking water facility	
2.	Electric Supply	
3.	Generator (min. 25 KVA)	
4.	Sewage Disposal	
5.	Telephone facility	
6.	Vehicle parking stand	
7.	Website	
8.	Barrier free built Environment for disable	
9.	Safety Provisions (Fire and others)	
10.	General Insurance for assets	
11.	All weather approach road	
12.	Notice Boards	
13.	Public announcement System	
14.	ERP for student – Institution, Parent interaction	
15.	Transport facilities for staff and students	
16.	Bank / Extension counter facility / Post	
17.	CCTV Security	
18.	LCD in class rooms	
19.	Group Insurance for employee	
20.	Group Insurance for students	
21.	Staff Quarters	
22.	Rain Water Harvesting Structures	
23.	Facilities for Differently abled	
24.	Internet Facility	

Signature of the Principal

28. Registers and Records

Sl. No.	Name of Register / Record	Is it maintained? (Y / N)
1.	Department wise faculty profile	
2.	Department wise Non-Teaching Staff Profile	
3.	Register of attendance and assessment record (program wise)	
4.	Attendance for teaching and non-teaching staff	
5.	Advertisement for recruitment of faculty members	
6.	Minutes of the meeting of Staff Selection Committee	
7.	Appointment / offer letters issued to faculty members	
8.	Joining report of staff members	
9.	Record of students (program wise)	
10.	Academic performance record of students (program wise)	
11.	Record of student projects (UG, PG & PhD)	
12.	Register of attendance and assessment record (program wise)	
13.	Record of scholarships / fellowships / financial assistance for students	
14.	Book of Transfer certificate (including counterfoils)	
15.	Copy of Regulations, curriculum and syllabi (program wise)	
16.	Record of Research / Consultancy / Extension activities (Department wise)	
17.	Record of Achievements, Award and Recognition (Department wise)	
18.	Master time table and Academic calendar	
19.	Accession register for library	
20.	Stock register for equipment	
21.	Stock register for consumable	
22.	Stock register for furniture	
23.	Stock register for tools and plants	
24.	Minutes of the meetings of the Governing council/College Committee of the college	
25.	Minutes of the meeting of the Planning and Monitoring Board	
26.	Minutes of the meetings of the Registered Society / Trust of the college	
27.	Year-wise audited statement of accounts of the college and also in the format specified by the University	
28.	Cash book of the college	
29.	Acquaintance register	
30.	Fee receipt books (including counterfoils)	
31.	Funds position / bank certificates / FDR copies to indicate financial stability	

Signature of the Principal

29. Certificates

The **originals** of the following are to be produced for verification at the time of inspection to the inspection committee members (**copies need not be enclosed along with application for the existing affiliated colleges**). The new colleges should submit a copy of the following documents duly attested by the chairman of the trust along with the application:

Sl. No.	Certificate	Available (Y / N)
1.	Village field map / Field measurement book sketch	
2.	College site map / plan.	
3.	Existing building plan.	
4.	Building sketch [details of Rooms, Laboratories, Stores, Library etc. for all the floors]	
5.	Building plan proposed.	
6.	Irrevocable Trust Registration Deed.	
7.	Documentary proof for ownership of lands exclusively earmarked for the College.	
8.	Legal opinion from not below the rank of the Govt. pleader on the ownership of land and extent of coverage.	
9.	Land use Certificate from an appropriate authority (RDO) and Land conversion certificate from the Directorate of Town & Country planning.	
10.	# Certificate under Section 37 (B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961.	
11.	# State Government permission for starting the College.	
12.	Documents showing the financial viability of the college [details of financial budgeted revenue and expenses statements (Current year)].	
13.	Composition of the Governing council/College Committee.	
14.	Audited statement of accounts of the college for the past three years.	
15.	Certificates for fire/boiler/electrical safety from competent authorities.	
16.	Certificate from Health Inspector.	
17.	Certificate from PWD Superintendent Engineer for the structural stability of the building	
18.	Building and equipment insurance certificate.	

The application for affiliation will be considered without prejudice to the right of the University requiring the production of certificate under Section 37B of Tamil Nadu Land Reforms (LC) Act 1961 and the permission of the Government to establish the college subject to the verdicts of the Hon'ble High Court of Madras [W.A.M.P. No.5740 of 2002].

Signature of the Principal

30. Declaration by the Management

I, Thiru. / Tmt. _____ son / daughter of Thiru. _____ on behalf of the Trust, viz., _____ hereby declare that the particulars furnished in the application are correct to the best of my knowledge. No programme(s) / program(s) will be started and students admitted without the prior approval / affiliation of UGC / NBA / Manonmaniam Sundaranara University, Tirunelveli for the academic year concerned and all the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

Chairman / Secretary
(Name in Capital Letters)

Seal

Place:

Date: