

Form No.:

SARDAR PATEL UNIVERSITY

VALLABH VIDYANAGAR

FOR THE YEAR -



APPLICATION FOR AFFILIATION

1. Application form for affiliation for New Institution is available on Payment of Rs.25,000/- (Rs. Twenty Five thousand only) in cash or by Demand Draft in favour of Registrar, Sardar Patel University, Vallabh Vidyanagar-388 120.
2. Dully filled in application forms in duplicate (original) should be forwarded to the Registrar, Sardar Patel University, Vallabh Vidyanagar.

Form No.:
FOR THE YEAR - _____

SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR
APPLICATION FOR AFFILIATION

1.	Name of the Trust / Foundation:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
2.	Date of Registration:	<hr/> <hr/>
3.	Registration under which Act.:	<hr/> <hr/> <hr/>
4.	Whether the Trust / Foundation is applying:	<hr/>
	1. For the First Time (NEW), or	<hr/> <hr/>
	2. In addition to Previously granted affiliation (Existing)	<hr/> <hr/>
5.	Affiliation for: (Name of the course)	
	Is it New Course / Programme in a New Institution:	<u>YES/NO</u> <hr/>

9.

Name of Executive Authorities	Address	Position	Total Professional Experience	
			Years	Capacity

10.	Total Funds Available as on the Date: (Bank Statement be attached)	_____

11.	Total Land Available as on the date: (Substantive documents be attached)	_____

	No. of acres:	Place of Land
12.	Any other Infrastructure available: (Please furnish details)	
	Sr.No.	Particulars
	How it will be utilized	
	1.	
	2.	
	3.	
	4.	
	5.	
13.	Future Plan of the Trust:	
	1.	
	2.	
	3.	
	4.	
	5.	

14. If the trust is already conducting any course the following details be provided.

Name of the Faculty:	ATTACHED SEPARATELY
Qualifications:	
Designation:	
Pay Scale:	
Subject & Workload:	
Approval of Syndicate (Lt. No. & Date):	
If conditional (Pl. mentioned):	
Year of Course/Institute Started:	
Principal Appointed:	Yes/No.

Signature of Trustee with stamp

Sardar Patel University

Vallabh Vidyanagar

Rules & Regulations for Affiliation

1. A governing body concerned desiring to seek fresh affiliation/additional affiliation/ continued affiliation to the University shall be required to make a written application in triplicate in an appropriate form available with the University for the purpose.
2. The University shall take into account information related to the number of students, the number of colleges existing under the faculty concerned, the number of students studying in them, the programmes and courses they offer, the number of seats approved in them for admissions, and the needs of the society, in order to facilitate an appropriate decision on the application.

The Local Inquiry Committee shall take into account the number of existing colleges in the area, the number of students studying in them, the higher secondary schools existing in the area, and the number of students who would be appearing at the HSC Examination while reporting to the University their findings in order to facilitate the University in taking appropriate decision on the student intake in the proposed college.

3. The management of such an institution shall appoint permanent full-time teachers as may be required to shoulder 80% of the total workload on a given programme, allowing for only a maximum of 20% being assigned to visiting ad hoc faculty.
4. The management concerned shall ensure that they appoint non-teaching and technical staff as per the rules and regulations prescribed by the Government of Gujarat in force at the time of deciding on the granting of affiliation.
5. The management concerned shall ensure that they have title clearance of a minimum area of land (free land) as per the following provisions while applying for affiliation to the University:

Particulars	Rural Area	Urban Area
	3 acres	2 acres

6. A fixed deposit with the following particulars shall be made in a scheduled bank in Vallabh Vidyanagar/Anand immediately in the joint name of the Registrar, Sardar Patel University and the Chairman/Trustee of the college management for the self-financing academic programmes run in the University or those for which a college may be seeking a fresh affiliation, and the receipt of such a fixed deposit shall be in the custody of the University as soon as it is affiliation by the University. If, for some reason, a college management fails to pay their teaching and non-teaching staff as per the rules

in force, then the amount due will be deducted from such fixed deposit to pay to the employees concerned their dues.

- a) A management concerned that wishes to establish a new college as per the UGC norms shall make a fixed deposit of Rs.15.00 lac and one wishing to start a new course shall make a fixed deposit of Rs.2.50 lac in the joint name of the Registrar, Sardar Patel University and the Chairman/Trustee of the college management.
- b) They shall also follow the norms of the Government of Gujarat with regard to a fixed deposit of Rs.6.00 lac as a requirement.
- c) The provisions laid down in (a) above shall not apply in case of organisations wishing to establish professional colleges as per AICTE, MCI or Pharmacy Council of India as they would be required to deposit a hefty sum of money as fee with such regulatory bodies for obtaining permission for the purpose.
- d) The provisions laid down in (a) above shall also not apply in case of the Vocation Oriented Courses sanctioned by the University Grants Commission.

Note: The managements concerned shall be required to follow all the provisions made by the Government of Gujarat for bringing about parity among the Universities in the State from time to time.

7. Applications made by the management to the Government of Gujarat, UGC, AICTE, NCTE, or any other concerned council or body for courses shall also have attached with them complete relevant details along with the application seeking affiliation for these courses to the University.
8. Any application seeking affiliation for new courses shall contain details of the arrangements made for creating the necessary working fund for such courses.
9. Any organisation applying for affiliation of a proposed college shall necessarily be required to be approved, i.e., be a registered organisation, and shall be required to have its constitution, and clearly defined administrative norms. It shall be required to attach its registration certificate with the application for affiliation.
10. It shall be essential for an organisation wishing to establish a college to have with it the necessary financial provisions for classrooms, laboratory, library, necessary equipment and materials, furniture etc. Over and above this, an organisation wishing to establish a college under the Faculties of Science, Home Science, and Pharmacy shall have a provision of Rs.2 crore for laboratory equipment; an organisation wishing to establish a College of Engineering or a Medical College shall have a provision of Rs.5 crore; and an organisation wishing to establish a college a College of Homoeopathy shall have a provision for Rs.4 crore. The committee shall give its report in this regard.

11. (1) Only one educational institution shall operate from any given building so as to ensure that it is able to fulfil the needs in keeping with the provisions made by the University and discharge its duties competently as an academic institution. No other college or colleges shall function in the same building.
- (2) The University shall not permit the operation of academic programmes under more than two faculty disciplines in a single college.
- (3) It shall be considered necessary for a college to have a separate, independent building constructed with complete facilities as a part of the conditions governing the affiliation. No new college shall be permitted to be established in a building from which a school is being run. It shall be considered necessary for it to have all facilities even if the premises have been taken on rent.
- (4) The following minimum provisions shall be fulfilled in case of each college building as per the norms operable in the University. There shall be:
 - (a) study rooms measuring 8 sq ft per student considered appropriate for academic purposes.
 - (b) classrooms and rooms for tutorials.
 - (c) a staff common room with appropriate provisions made for fans, furniture, toilets and urinals for the use by teachers.
 - (d) an arrangement whereby every teacher can be given facilities to sit and evaluate the class work done by his/her students. There shall be a provision for a locker or a cupboard for each of the teachers on the staff.
 - (e) a common room for male students that can accommodate at least 10% of the total male students enrolled in the college.
 - (f) a common room with attached toilets, washbasin etc for lady students that can accommodate at least 30% of the total lady students enrolled in the college.
 - (g) a fully furnished and equipped reading room/library-cum-reading room with a capacity to seat at least 30% of the total students in a faculty discipline, with a space of at least 8 sq ft per student on an average.
 - (h) a separate room with an attached toilet and urinal for the Principal of each college.
 - (i) a room with facility for clean and pure drinking. (Provision of a water cooler is desirable).
 - (j) Adequate facility for toilets and urinals.

12. It shall be considered essential for a college to make provision for a playground as well as an additional open area for further expansion of the college.
13. The organisation administering a college shall provide free residential quarters for the principal of the college as close as possible to the college building, and for free residential quarters for the rector/superintendent of the college hostel as close as possible to the hostel building in accordance with the norms laid down by Sardar Patel University.
14. The organisation shall provide for a building to house the hostel for a college wherein a minimum of 25% of its college students can be accommodated. Generally speaking, shall be considered essential for a room for single occupancy to have an area of 100 sq ft, 160 sq ft for two, and 210 sq ft for three.
15. The monthly salary of every teacher shall be deposited in a scheduled bank by the 7th of every month.
16. The organisation shall be required to give a guarantee with regard to the provision of giving the teachers in their college a prevalent Pay-scale, Dearness Allowance, House Rent Allowance, Provident Fund, and other benefits and rights as decided by the University in accordance with the provisions laid down by the University.
17. The Governing Body of a college shall also give a guarantee that it would make up for any loss it incurs in the administering the institution.
18. It shall be considered essential for a college to provide facilities for imparting teaching and instruction on the academic programmes it offers by making provision for a fully equipped library and laboratory as specified in the notification of affiliation and in accordance with the provisions laid down by the University.
19. It shall be essential for a college to follow the norms prescribed by the University in the appointment of teachers as well as to ensure that the workload of a teacher does not exceed the limit prescribed by the University.
20. The institution shall send to the Registrar, Sardar Patel University a report giving details of the compliance of all the conditions laid down by the University.
21. Such a report of full compliance of these conditions governing affiliation as well as those others that may be prescribed from time to time shall be submitted by the institution in the month of May every year without fail.

22. The Local Inquiry Committee shall make a close scrutiny of all the issues covered in the above provisions, satisfy itself with regard to the compliance of these provisions and submit a detailed report to the University Office, specifying very clearly (in writing) any additional conditions that it deems necessary.
23. A Governing Body wishing to establish a new college shall pay a fee of Rs.2.50 lac (one-time) to the University while applying for affiliation for an academic programme to take care of the extra administrative burden arising out of it and this shall be refundable in case the request of the concerned institution for affiliation is turned down or the educational institution is unable to operate the academic programme as planned.
24. In case of withdrawal of affiliation of any course in any college/institution, affected students studying on such courses shall be accommodated in other colleges/institutions/university.
25. An application for starting any P.G. programme directly by a Trust/Foundation, without having U.G. Programmes, shall not be entertained.

REGISTRATION FORM FOR AFFILIATION

Under Ordinance 42 (Stage:2) Registration for Affiliation

1.	Name of Trust	:	
2.	Date of Registration	:	
3.	Objects of Trust (as stated in the Deed or constitution)	:	

4. Names of Trustees

	Name	Address	Present Occupation	Total Experience in what capacity
1				
2				
3				
4				
5				
6				
7				

5. Name of Executive Authorities of the Trust

	Name	Address	Position held in the trust	Experience in what capacity
1				
2				
3				
4				
5				
6				
7				

6.	Total Fund Available	Rs.	
6a	Type of Funds: (Please give details)		1
			2
			3
			4
			5
			6
			7
			8
			9

7.	Total land Available (in acres)	Acres	Place of land	Land Survey No.: _____ to _____
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8.	Any other Infrastructure available (Please give Details)	1.	
		2.	
		3.	
		4.	
		5.	

9.	Future Plan of the Trust	1.	
		2.	
		3.	
		4.	
		5.	

10. Track Record of the the applicant in terms of Technology/Non-Professional /Professional Institution run/managed by the Society/Trust.

Name and Add. of the Inst.	Courses Conducted	Duration of Course	Whether Diploma/ Degree (UG/PG)	Annual Intake Capacity Against which admissions made	Year of Establishment	Whether approved by AICTE/ UGC/ State Govt./ Board/ Other Council of Body

11. Whether the Applicant Society has submitted copy of the proposed institution simultaneously to :

(a) Concerned Regional Office of AICTE/ NCTE Yes

No.

Not applicable

(b) Concerned State Government Yes

No.

Not applicable

- (c) Concerned Council or Body or UGC or State Board/Director of Technical Education (Proposal for diploma Institutions) Yes
 No.
 Non Applicable

12. Courses (s) proposed to be conducted from the academic year: _____

Course Title Class/ Subject Division	Duration of Course	Entry level Qualification	Diploma/Degree (UG/PG)	Proposed Annual Intake Capacity

13. Proposed curriculum attached herewith.: Yes
 No.

14. **Infrastructure facilities available:** (Attach approved map with area enclosed)

(1) **BUILDING:**

Sr. No.	Details	If available mentions area in Sq.M.
A.	Class Rooms (Nos.)	
B.	Library	
C.	Reading Room	
D.	Laboratories (Nos.)	
E.	Work Shop	
F.	Common Room	
G.	Boys Room	
H.	Girls Room	
I.	Male Staff Room	
J.	Female Staff Room	
K.	Play Ground	
L.	Canteen	
M.	Staff Quarters (Nos.)	
N.	Principal Bungalow	
O.	Boys Hostels (No of Rooms)	
P.	Girls Hostels (No of Rooms)	
Q.	Administrative Office	
R.	Principal Room	
S.	Auditorium	
T.	Conference Room	

U.	W.C. Male (Nos.)	
V.	W.C. Female (Nos.)	
W	Other Facilities	
	Examination Room (Please Specify)	

(2) STAFF: (Also attach list of Names & Designations with Syndicate approval)

		Full-time/ Part-time/ Ad hoc	No. of Position	Subject	Pay-Scale
Principal/Director/Other					
Teaching:					
Professor	- A				
	- B				
	- C				
Reader	- A				
	- B				
	- C				
Lecturer	- A				
	- B				
	- C				
Technical	- A				
	- B				
	- C				
Non-Teaching	- A				
	- B				
	- C				

(3) Laboratory:

1.	No. of Laboratories		Area in Sq.M.
	- A		
	- B		
	- C		
2.	Equipment/Tools		
3.	Other		

(4) **Library:**

Number of Books:	
Total Amount Rs.:	

15. Fees paid for Registration :

Rs.:	Rec. No.:	Date:
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Date: _____

Place: _____

Signature with Seal of Trustee

TRUST MAHITI OF NEW AFFILIATION

Trust Name:

Trust Registration No.:

College Name:

Subject:1) _____ 2) _____

_____ 3) _____ 4) _____

Sr.No.	Particulars	Yes/No
1	Registration Forms & Fee	
2	Trust deeds	
3	Trust Funds/Accounts/Balance Sheet/IT Return	
4	Trust Resolution with Signature of Trustee	
5	Land Area Sq.Mtr Acre: Building Rented/Own	
6	Building Map with Office Seal	
7	Approval Body AICTE/NCTE/Council	
8	Trustee List	