Format- 'B'

To:

The Registrar
Mangalore University
Mangalagangothri- 574 199.

Sir,

I desire to submit this application for grant of / renewal of / extension of affiliation to the courses mentioned below for the year……..……in.....
.....College / Institution.

1.

New courses/ Extension of new subjects Languages / Optionals	Intake requested
1. 2. 3.	

2.

Existing courses / subjects (Give details subject-wise)	Sanctioned intake	No. of students admitted in the current year	Intake requested for the next year
1. 2. 3. 4. 5.			

I am furnishing the following information in the filled in Proforma & enclosure as required under Section 59 (3) of the Karnataka State Universities Act 2000 and its relevant Statutes.

I also give an assurance on behalf of the Society / Trust / Govt. that all the conditions imposed or proposed to be imposed by Mangalore University for the maintenance of efficiency of the college and / or the maintenance of the academic standards will be fully implemented and all the directions given by the University from time to time will be strictly observed. I also give an assurance on behalf of the Society/ Trust/ Govt. that the college will fully co-operate with the University by extending its infrastructure facility for the purpose of holding University examination, valuation and other academic and extra curricular activities.

The affiliation fee of Rs. …… paid vide Challan / D.D. / Receipt No. dated …… drawn in favour of the Registrar, Mangalore University is enclosed herewith (Cheques will not be accepted).

Yours faithfully,

Signature of the President or Secretary
of the Trust/ Society/ Govt. authority with seal

Place:
Date:

Format- 'B'

APPLICATION FORM FOR AFFILIATION TO NEW COURSES / RENEWAL / EXTENSION OF COURSES IN AN EXISTING COLLEGE

1. PARTICULARS OF THE COLLEGE:

1.1 Name and Postal address of the college :

1.2 Name of the Management/Society/Trust :
- a) Whether it is run by SC/ ST, Minority? :
- b) List of Trust/ Governing Council members (List to be enclosed) :

1.3 Name of the Principal with qualification, address, telephone No., Fax, E-mail etc. :

1.4 Whether appointment of the Principal is approved by the University? : Yes / No.

2. PARTICULARS OF COURSE/S:

Existing	Renewal	Extension

3. FACILITIES:

3.1 Existing Facilities

a) Building Own / Leased

b) Floor Area (in sq. ft):

c) Details of the following infrastructural facilities:

	No.	Dimensions (in sq. ft)
a) Class rooms		
b) Laboratory		
c) Library room		
d) Principal's room		
e) Office room		
f) Staff room		
g) Staff quarters		
h) Ladies room		

d) Availability of other facilities:

a) Toilets :

b) Water & Power Supply :

c) Sports :

d) Hospital :

e) Hotel :

f) Any other relevant facilities (specify) :

3.2 Facilities created in the preceding year :

3.3 Whether any other courses are offered in the same building? Yes/ No.
If yes, particulars of the course, area used etc.?

Course	No. of rooms	Area (in sq. ft)

4. STAFF PARTICULARS:

4.1 Teaching:

a) Existing staff with qualification and reservation details:

Sl. No.	Name and Qualification	Subject	Category	Nature and date of appointment	Salary		Mode of recruitment
					Scale of pay	Total emoluments	Either by advertisement/ Invitation

b) Staff added:

Sl. No.	Name and Qualification	Subject	Category	Nature and date of appointment	Salary		Mode of recruitment
					Scale of pay	Total emoluments	Either by advertisement/ Invitation

4.2 Non- teaching

a) Existing staff with qualification and reservation details:

Sl. No.	Name and Qualification	Category	Nature and date of appointment	Salary		Mode of recruitment
				Scale of pay	Total emoluments	Either by advertisement/ Invitation

b) Staff added:

Sl. No.	Name and Qualification	Category	Nature and date of appointment	Salary		Mode of recruitment
				Scale of pay	Total emoluments	Either by advertisement/ Invitation

4.3 Fulfillment of reservation & roster conditions:

4.4 Fulfillment of recruitment norms:

4.5 Whether full-time qualified librarian with M.L.I.S degree is appointed?

5. PARTICULARS OF FEE STRUCTURE (COURSE WISE):

6. WHETHER THE FOLLOWING REGISTERS ARE MAINTAINED?

6.1	Service Register	Yes / No
6.2	Acquittance Register	Yes / No
6.3	Attendance Register	Yes / No
6.4	Scholarship disbursement Register	Yes / No
6.5	Stock Register of equipments in case of Science Departments	Yes / No
6.6	Register of Admission and withdrawals	Yes / No
6.7	Account books	Yes / No
6.8	Register of addresses of the students	Yes / No
6.9	Marks Ledger	Yes / No
6.10	Counterfoil of fee receipt	Yes / No
6.11	Counterfoil of T.C. issued	Yes / No
6.12	Stock and issue Register of stationery supplied by the Registrar (Evaluation)	Yes / No

7. ACTION TAKEN ON THE CONDITIONS IMPOSED BY THE PREVIOUS LOCAL INQUIRY COMMITTEE:

Conditions imposed	Action taken (with documentary evidence)

8. Whether roster system has been followed in admission of students and recruitment of staff? If no, give reasons. : Yes / No

9. Whether University nominee has been appointed for the Governing Council of the College? : Yes / No

10. Whether teaching staff are recruited as per UGC norms and are paid as per UGC pay scale? Whether non-teaching staff are paid as per State scale? : Yes / No

11. Whether Board of Appointment and Cell for Prevention of Women harassment has been constituted? : Yes / No

12. Whether Human Right Cell has been constituted : Yes / No

13. Whether Student Welfare officer who is also incharge of cultural activities has been appointed? : Yes / No

14. Whether Physical Director has been appointed : Yes / No

14. ACHIEVEMENTS:

12.1 University Examination Results (course-wise):

12.2 Sports:

12.3 Details of awards, fellowships, conferences attended by the faculty members:

12.4 Any other:

15. Whether the college has participated in the inter collegiate magazine competition- last year if not give reasons.

16. ANY OTHER RELEVANT INFORMATION:

DECLARATION

I, on behalf of the Institution hereby agree to abide by all the conditions imposed or proposed to be imposed by Mangalore University for the maintenance of efficiency and academic standards and all the directions given by the University from time to time will be strictly observed. I also give an assurance that after the college is affiliated, any transference of the management, changes in the teaching staff and other alterations which result in any of the aforesaid requirement not being fulfilled or continue to be fulfilled, shall be forthwith reported to the University and to the State Government or such Authority as the Government / University may specify.

I also undertake to assure that we will make admission to course only after the grant of affiliation is communicated by the University.

Further, I do declare that the informations furnished in the application are true.

Place:
Date:

Signature
of the Principal with Seal

Note:

1) Applications are liable to be rejected if the information furnished under various columns of the Proforma is found inadequate.

2) If any false or incorrect information is given in the application, it may lead to rejection.

MANGALORE UNIVERSITY

STATEMENT SHOWING THE AMOUNT OF AFFILIATION FEES PAID TO MANGALORE UNIVERSITY FUND FOR THE YEAR .....

Name of the Institution / College	Temporary Affiliation			Permanent Affiliation		
	Courses including Speciality		Extension additional subjects	Courses	Amount remitted	Bank Challan No. / D.D. No. / Receipt No. and date
	Fresh	Renewal	Fresh			

Signature
of the Principal with Seal