

**FORMAT OF APPLICATION FOR PERMANENT AFFILIATION**

(Please write ‘Not applicable’ if any information is not applicable to your college)

**GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
|  | Name of the college /Institution | : |
|  | **Course for which Permanent affiliation is sought** | List out all the courses along with the existing No. of seats. (Enclose the previous affiliation notification and apex body approval letters, if any) |
|  | Whether the college is established by State Government/ Central Government / University/ Autonomous Body/ Trust or Society  (Copy of the document to be enclosed) | : |
|  | Name & Address of Trustees/Board of Directors | : |
|  | Status of the college (Independent institution or a wing of another college) | : |
|  | Address of the college | : |
|  | Address of the Registered office | : |
|  | Website details | : |
|  | 1. Year of starting the college 2. Registration No. & Date | :  : |
|  | Name of the Head of the College/ Institution  Address:  Telephone:  Fax:  Mobile:  E-mail ID: | : |
|  | NAAC Accreditation details  No. of years |  |
|  | Whether the details furnished as per Annexures 1 to 6 |  |
|  | Whether undertakings furnished as per clause 14.6 of the Statutes on a stamp paper |  |
| **Particulars of fee paid** | | |
|  | 1. Permanent affiliation fee 2. Security Deposit amount | |  |  |  | | --- | --- | --- | | Transaction ID | Date | Amount | |  |  |  | |  |  |  | |  |  |  | |

Any other information:-

**SIGNATURE OF THE DESIGNATED OFFICER**

**OR HEAD OF THE INSTITUTION**

**Enclosures to the Application for Permanent Affiliation**

**ANNEXURE- 1**

1. **CONSTITUTION OF APPLICANT COLLEGE**

|  |  |  |
| --- | --- | --- |
| 1(a) | Whether the college is established by State Government/ Central Government / University/ Autonomous Body/ Trust or Society |  |
| (b) | Date of commencement of 1st Batch Admission |  |
| (c) | Incorporation details:  Valid Documents viz., byelaws, trust deed, certification of incorporation, MOA/ MOU etc., to be enclosed  Date of Registration/ Renewal  Date Valid up to |  |
| **2. GOVERNING COUNCIL /ADVISORY COMMITTEE** | | |
| 2(a) | Members of Governing Council/ Advisory Body etc.,  List to be furnished with qualification, experience in the concerned field  Mobile No. & e-mail address |  |
| (b) | Whether adequate representation from Society and faculty is there |  |
| (c) | No. of Governing Council meetings held during the last 3 years  Year wise dates |  |
| (d) | For how many meetings representatives of RGUHS were invited/attended, last three years |  |
| (e) | Annual Report of institution for the last 3 years |  |

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**ANNEXURE- 2**

**FINANCIAL STATUS**

|  |  |  |
| --- | --- | --- |
|  | Name of the authority managing the funds of the college |  |
|  | Details of resources for the last 3 years |  |
|  | Balance sheet and audited statement of accounts for the last 3 years |  |
|  | Details of Tuition Fee and other fees etc., collected during the last 3 years |  |
|  | Grant in aid received if any during the last 3 years |  |
|  | Any other information |  |

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**ANNEXURE- 3**

**DETAILS OF SANCTION FROM THE VARIOUS AUTHORITIES**

|  |  |  |
| --- | --- | --- |
|  | Permission of Government of Karnataka  Sanction order No. & Date |  |
|  | Permission of the concerned Council/ Apex Body (Eg: MCI/DCI/UGC/ AICTE etc.,)  Sanction order No. & Date  Valid upto |  |
|  | Latest affiliation granted by RGUHS  Sanction order No. & Date  Valid upto |  |
|  | Permission of Government of India wherever applicable |  |

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**ANNEXURE- 4**

**INFRASTRUCTURE**

|  |  |  |
| --- | --- | --- |
| **Land** | | |
| 1. | **Building:**  Statutory clearances- Fire/Pollution Board/Municipal Corporation |  |
| 2. | Extent as per Apex Body requirement  Total Extent of land in possession  Ownership details : -  Own  Lease  Rent  Supporting documents:  Sale Deed/Lease Agreement/Rental Agreement etc., | : |
| **College Building** | | |
|  | **Administrative Block: -**  Extent as per Apex Body requirement  **Total floor area: -**  Ownership details : -  Own  Lease  Rent  Supporting documents: Sale Deed/Lease Agreement/Rental Agreement etc., |  |
|  | **Common facilities:**  Committee/Board Rooms  Lecture Hall  Auditorium  Seminar halls |  |
|  | **Departments: -**  Total floor area  Lecture Hall  Seminar hall/room  Demonstration room  Museum  Laboratory  Auditorium  Audio –Visual Equipment  Examination Hall  Others | |  |  |  | | --- | --- | --- | | **No.** | **Capacity** | **Facilities** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
|  | **Laboratory: -**   1. Area 2. Equipment details 3. Scope of work |  |
|  | **Animal House: -**   1. Area 2. No. of Staff 3. Equipment 4. Scope of work |  |
|  | **Committee Rooms: -**   1. Area 2. No. of rooms |  |
|  | **Common Rooms/Board Rooms: -**   1. Male students 2. Female students |  |
| **Hospital /Clinical Building** | | |
|  | **Clinical & Hospital facility: -**   1. Name of the Hospital and full address 2. Total area 3. Total plinth Area 4. Whether owned/rented or lease hold 5. There is a tie up supported documents to be furnished 6. Distance between hospital & college 7. Sanctioned bed strength 8. Daily average OPD 9. Daily average IPD 10. Particulars of Hospital building: 11. **Administrative block:**   i) Area  ii) Clinical department for  training and teaching  iii) Distribution for beds for  different clinical department  iv) Facilities/Equipments  provided in Laboratory  Medicine  v) Facilities like CSSD, Kitchen,  Laundry, Canteen, Pharmacy,  Stores, Medical Record  Keeping, Waste disposal  Facilities – ETP/STP- As per  Pollution Control Board  Norms.  Licence particulars |  |
|  | **Student Hostels: -**   1. Area 2. Whether own/rental or lease hold 3. No. of rooms 4. Distance from the college 5. Furniture provided to each student 6. Transport facility provided (whether own or hired, if own vehicle registration No. etc)   (Separate details for male and female hostel) |  |
|  | **Staff quarters : -**   1. No. of quarters 2. For Principal 3. For Officers/faculty 4. For non-teaching staff |  |
|  | **Library: -**   1. Total floor area 2. Total number of books, journals, publications, literatures available   (Indian and Foreign publication to be mentioned separately)   1. List of equipments : 2. Computers 3. Internet connection 4. Audio visual equipments 5. Telephone 6. E-mail 7. HELINET 8. Others please specify |  |
|  | **Digital Library: -**   1. Online and hard copy titles 2. Other resources |  |
|  | **Computer Lab: -**  No. of computers  Whether as per Apex Body norms |  |
|  | Playground and other facilities available for students for sports and recreational activities |  |
|  | Details of safety arrangement viz., fire fighting etc., |  |

(Under each head whether the extent of floor area allotted is as per Apex Body norms should be indicated)

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**ANNEXURE- 5**

**STAFF DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Staff position: -**   1. Teaching 2. Non-Teaching 3. Others | |  |  |  |  | | --- | --- | --- | --- | | Requirement as per Apex body | Sanctioned | Working | Vacant | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
|  | **Details of staff working : -** | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | SL No | Post | Name | Qualification  With date & where obtained (University) | Teaching Experience in year and month | | | | Whether permanent or temporary | State/ Council registration if applicable | | UG | | PG | | | From | To | From | To | |  |  |  |  |  |  |  |  |  |  |   **NOTE**   1. Separate details for Dean/Director/Principal, Teaching, Non-teaching, (full time, part time, guest faculty), Library, Hostel and Hospital to be furnished and also whether the staff strength is in accordance with Apex Body norms should also be indicated. 2. If there is shortage of staff reasons and arrangements made for recruitment should be furnished. | | |
|  | Whether the staffs have been appointed as per norms prescribed by the Apex Body and the University. |  |
|  | Whether the staffs are being paid full salary and allowances regularly and timely as prescribed by the Apex Body, University and Government. |  |

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**ANNEXURE- 6**

**ACADEMIC DETAILS**

(Information for the last three years should be furnished)

|  |  |  |
| --- | --- | --- |
|  | Sanctioned intake (supporting document to be enclosed)  No. of students admitted  No. of students who have left the course |  |
|  | Pass percentage : -   1. Gold Medal 2. Distinction 3. 1st Class |  |
|  | Details of publications etc., | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Year | No. of publications in indexed journal | No. of  Presentations  in National/  International  seminars | No. of faculty development programme | No. of text book written/ contributed | Research project undertaken | Community outreach programme/ activities | No. of conferences organised/ attended | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | | |
|  | **Extracurricular activities : -**   1. Sports 2. Health Camps |  |
|  | **Details of Students welfare programmes : -**   1. Incentives for presentation/publication 2. Scholarship/financial assistance to deserving students 3. Anti ragging measures undertaking 4. Sexual Harassment reddressal measures 5. SC/ST Cell 6. Student Grievances Cell   (Details of the names of the committee members and constitution of the committee to be furnished) |  |

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