

No.



MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY

**APPLICATION FOR
ADMISSION OF COLLEGES
TO
THE PRIVILEGES OF THE
MAHARAJA SRI RAMCHANDRA BHANJ DEO
UNIVERSITY**

**SRIRAM CHANDRA VIHAAR
TAKATPUR, BARIPADA**



MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY

Sriram Chandra Vihar, Takatpur,

Baripada

APPLICATION FOR ADMISSION OF COLLEGES TO THE PRIVILEGES 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. Email ID with Contact Number	Email ID	
		Contact number	
		Residence:	

		i.	Year of Establishment			
	b)	ii.	Year of first Affiliation to the University			
	c)	Whether situated in Urban/Rural Area				
	d)	Whether situated in Scheduled Area				
	e)	Co-educational/Women				
2.	Stage of Affiliation					
3.	Session for/from which affiliation is sought for i.e. year of admission of students.					
4.	Stage of the College Please mention whether Government, Private (Aided) or Self Financing one.					
5.	a)	i.	Whether the college has already been affiliated 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 2. Permanent or Provisional 3. Year		
		ii.	In case the college has already been affiliated 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.	Subject	Sanction Strength	No. of Students actually admitted
				Total		

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 the existing subjects, the proposed subjects with number of seat 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 and also the number 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 affiliation 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 there to 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.	<p>Pledging Money for Non- Government College per stream. Such amount be pledged in favour of Registrar, North Orissa University in prescribed form for the continued maintenance of respective Colleges. (FormNo.-4) (Original pledging Certificate with photocopy of F.D.R. valid for 10 years be annexed)</p>		F.D.R.No.	Date	Amount deposited	Date of Maturity
(a)	(i)	General College such as Arts/ Science/ Commerce etc. Rs.3,50,000/-				
	(ii)	Law College Rs.1,00,000/-				
	(iii)	Engineering M.B.A., M.C.A., B.D.S. and M.B.B.S. and such other technical professional courses- Rs.10,00,000/-				
	(iv)	B.A.M.S., B.H.M.S., B.Pharm, B.C.A., B.B.A., ETC.-Rs.2,00,000/-				
(b)	<p>Documentary evidence of Security Deposit with AICTE/All India Regulatory Bodies by the Management of Professional Colleges and Technical Institutions. A copy FDR to be annexed.</p>		F.D.R.No.	Date	Amount deposited	Date of Maturity
	(i)	Engineering and Technology- Rs.50,00,000/-				
	(ii)	B. Pharmacy- Rs.20,00,000/-				
	(iii)	Architecture- Rs.20,00,000/-				
	(iv)	M.B.A./M.C.A.- Rs.20,00,000/-				

	(v)	Others, if any:			
--	-----	-----------------	--	--	--

8.	Payment of Fees. The NEFT/RTGS No., date and amount to be mentioned.	Due date of deposit	Date on which deposited	Amount Deposited	NEFT/RTGS no. & Date
	(a) Statutory last date of deposit i.e. due date of deposit. 30 th Nov. in the preceding Year of admission. (b) Statutory last date of deposit with late fee of Rs. 2,000/- 31 st July in the year of admission.				
	(a) Documentary evidence of Payment of subject fees as prescribed by the Statute 174 & 177 (for affiliation Rs. 1,000 /- per subject , increase of seats Rs. 500 /- per subject, late fee of Rs. 2000 /- 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 colleges (to be credited in the improvement fund) for opening of:-				
	(i) Each of Engineering, MBA, MCA, B. Pharmacy, BDS and MBBS, BAMS, BHMS and such other technical Professional courses. Rs.5,00,000/-				
	(ii) Each of BCA and BBA course- Rs.2,00,000/-				
	(iii) LL.B. course Rs.75,000/-				

	(iv) Each of Arts, and Commerce Stream - Rs.30,000/-				
	(v) Science Stream - Rs.50,000/-				

	(c)	One time non-refundable processing fee (to be credited in improvement fund for grant of No Objection Certificate (NOC) to private colleges for:	Due date Of deposit	Date on which deposited	Amount Deposited	Deposited NEFT/RTGS NO& Date
	(i)	Each of Engineering, MBA, MCA, B.Pharma, BDS and MBBS, BAMS, BHMS and such other technical Professional courses. Rs.50,000/-				
	(ii)	Each of BCA and BBA course-Rs.25,000/-				
	(iii)	Each for all types of general course for each item/stream Rs.5,000/-				
9.	(a)	Has the college got its own land? (The Khatian, sale deed, up-to-date tax payment receipt and building plan be noted and copy of such records be annexed)				
	(i)	If so, its area with specifications				
	(ii)	Purchased or donated, The sale or donated deed No..... and Date..... With a photocopy.				

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

--	--	--	--	--

		(v)	Any other accommodation / facility available with specification. (Laboratory, 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 <i>pucca</i> compound wall around the College?	
		(viii)	Distance between Administrative Building, Classroom, 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 no permanent <i>pucca</i> 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 drawings 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 other Non-teaching Staff:-		
11.	(a) Has the college got its Playground?		

	(b) If so, specification of each field is to 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 are to be furnished.	
	(d) Are there any approved lodgings for the Students?	

	(e)	If so, specifications 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)	

		(i)	For teaching during the Preceding year of admission And the cost of the same.	
		(ii)	Laboratory (prior to the Preceding year of admission)	
		(iii)	Laboratory during the Preceding year of admission and the cost of the same.	

		(v) Workshop (prior to the preceding year of admission.	
		(vi) Workshop during the Preceding year of admission and the cost 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)	

	(b)	The Total number of books available during the Preceding year of admission and the cost there of (to be mentioned subject-wise)	
	(e)	The total number of journals and periodicals available before the preceding year of admission.	
	(f)	The total number of journals and periodicals available during the preceding year of admission and the cost of the same.	
	(g)	Annual financial provision for purchase of books, journals and periodicals.	For Books Rs.
			For Journals Rs.
	(h)	Detailed staff position appointed for the library with qualification of the Librarian and Assistant Librarians.	

15.	(a)	Number of Students 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 admission: Whether advertised in newspapers 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 FormNo.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 (photocopies 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 marksheet 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 Statute 102? If so, the registration number of each teacher be furnished in column No.8 inform No.3 appended.	
17.	(a)	Working hours of the College.	
	(b)	Copy to 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 persons or body for provision for adequate financing of the College.		
	(c)	Details of Current monthly or annual financial provision along with fees provided.		
	(d)	Sources of income in detail.		
	(e)	Financial provision 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 student, 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)	If so, the names of members of the Governing Body in terms of Statute of Maharaja Sriram Chandra Bhanja Deo University/Central Regulatory Body / State Government is to be furnished.		<ol style="list-style-type: none"> 1. President: 2. Secretary: 3. Principal 4. Teacher Representative 5. Teacher Representative

		<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.....</p> <p>Dt.....</p>	<p>6. V.C.'s nominee</p> <p>7. D.H.E.'s nominee</p> <p>8. D.H.E.'s nominee</p> <p>9. Women</p> <p>10. S.C / S.T.</p> <p>11. Others</p> <p>12.</p> <p>13.</p> <p>14.</p> <p>15.</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.	<p>Whether the College is maintaining under mentioned records :-</p> <p>(Records to be placed before the inspectors at the time of Local enquiry)</p>		
	(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, and number of hours of works allotted to each teacher together with the classes and subjects taught.	
	(5)	A register of fees showing dates of the payments.	
	(6)	A counterfoil receipt book (Counterfoil number of the last receipt on the day preceding of the date of submission of application)	
	(7)	A register of Scholarships and concessions of all kinds whether tuition, boarding or lodging.	

	(8)	A counterfoil book of transfer certificate (Counterfoil number of 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 cash book (the closing balance on the Preceding date of submission of this application.	

22. The number and names of the feeder institutions (Junior colleges or Higher Secondary Schools) imparting Higher Secondary Education in cases of newly proposed degree Colleges with their distances 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 this application are correct to the best of my knowledge and belief.

Date

Place

Signature of the Person or Body authorized to make application (Designation with seal)

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 and data of joining	Whether selected by selection committee after due advertisement and inter view	Registration number as regd. College Teacher of the University
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

formNo.4

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

(IN THE LETTER PAD OF THE BANK)

To

The Registrar,

Maharaja Sriram Chandra

Bhanja Deo University,

Sriram Chandra Vihar,

Takatpur, Baripada-757003

Mayurbhanj.

Sub:- **Pledging Certificate**

Sir.

I am to inform you that the.....

College.....has deposited a sum
of Rs.....(Rupees.....

.....) video T.D.R./F.D.R.No.....fixed deposit
receipt No.....dated..... for ten
yearswhichisdueon

.....duly pledged in favour
of the Registrar, Maharaja Sriram Chandra Bhanja Deo University, Sriram Chandra Vihar, Takatpur
opening ofcourse.

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

Further, it is to be maintained here that the College shall not be allowed to encash or to get loan
against the face value without the production of permission letter from the Maharaja Sriram
Chandra Bhanja Deo University.

Seal and signature of
Authorized Person of the Bank

Date

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

Date

Seal and signature of
Authorized Person of the Bank

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

ANCILLARY AND FOUNDATION

1st Year

2 Classes Per Week

ARTS AND SCIENCE (Pass)

CORE-I

ENGLISH AND M.I.L.

1st year

2 General Classes

1 Tutorial Class per 16 Students

2nd Year

2 General Classes

1 Tutorial Class per 16 Students

3rd Year

3 General Classes

1 Tutorial Class per 16 Students

CORE-II AND III (Pass)

(a) Non – Practical bearing subjects

1st year

3 General Classes

2nd year

1 Tutorial Class per 16 Students

3rd year

6 General Classes

1 Tutorial Class per 16 Students

(b) Mathematics

1st year

4 General Classes

2nd year

2 Tutorial Class per 16 Students

3rd year

8 General Classes

2 Tutorial Class per 16 Students

(C) Practical bearing subjects

1st year

3 General Classes

2nd year

1 Practical Class consisting of 3 lecturer
Period

3rd year

4 General Classes

2 Practical Class consisting of 3 lecturers
Period

HONOURS SUBJECTS

(a) Non-Practical bearing subjects

1st year

8 General Classes

2nd year

1 Tutorial Class Per 16 Students

3rd year

4 General Classes

2 Tutorial Class Per 16 Students

(b) Mathematics

1st year

8 General Classes

2nd year

2 Tutorial Class Per 16 Students

3rd year

12 General Classes

3 Tutorial Class Per 16 Students

(C) Practical bearing subjects

1st year	8 General Classes
2nd year	1 Practical Class consisting of 3 lecturer period
3rd year	12 General Classes
	2 Practical Class consisting of 3 lecturer Period (2 × 3 = 6)

COMMERCE

PASS

ANCILLARY & FOUNDATION

2 Classes per week

CORE-I ENGLISH & ECONOMICS

1st year	2 General Classes
2nd year	1 Tutorial Class Per 16 Students
3rd year	10 General Classes
	2 Tutorial Class Per 16 Students

CORE-II & III

1st year	3 General Classes
2nd year	1 Tutorial Class Per 16 Students
3rd year	12 General Classes
	2 Tutorial Class Per 16 Students

HONOURS

1st year	8 General Classes
2nd year	1 Tutorial Class Per 16 Students
3rd year	12 General Classes
	2 Tutorial Class Per 16 Students

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