



Re-Accredited by NAAC with 'A' Grade

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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પરિપત્ર

યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, યુનિવર્સિટી દ્વારા સંલગ્ન કોલેજોના જોડાણ માટે ઓનલાઈન પ્રક્રિયાનો અમલ કરવામાં આવેલ છે. જે સંદર્ભે તા.૪/૦૨/૨૦૨૦ ના રોજ તમામ કોલેજો માટે યુનિવર્સિટી ખાતે તાલીમ કાર્યક્રમનું આયોજન પણ કરવામાં આવેલ હતું. જે અન્વયે યુનિવર્સિટી સંલગ્ન તમામ કોલેજો (સ્વનિર્ભર, અનુદાનપાત્ર અને સરકારી) એ <http://affiliation.vnsgu.net> પર રજીસ્ટ્રેશન કરી રજીસ્ટ્રેશનમાં દર્શાવેલ મોબાઈલ નંબર/ ઈ-મેઈલ પર મળેલ User Id અને Password થી Login કરી New Affiliation માં દર્શાવેલ તમામ વિગતો જરૂરી દસ્તાવેજો (આચાર્યશ્રી દ્વારા કોલેજના સ્ટેમ્પ સાથે પ્રમાણિત કરી) અપલોડ કરી તા.૨૨/૦૨/૨૦૨૦ સુધીમાં ભરવાની રહેશે.

યુનિવર્સિટી દ્વારા પ્રથમવાર એફીલીયેશન મોડ્યુલની શરૂઆત કરેલ હોય હાલ તમામ સરકારી અને અનુદાનિત કાયમી જોડાણ મેળવેલ કોલેજોએ પણ ઉપરોક્ત જણાવ્યા મુજબ એફીલીયેશન મોડ્યુલમાં માહિતી નિયત સમયમર્યાદામાં ભરવાની રહેશે.

વધુમાં, ઓનલાઈન એફીલીયેશન એપ્લીકેશન અંગેની માર્ગદર્શિકા યુનિવર્સિટી વેબસાઈટ www.vnsgu.ac.in પર અને એફીલીયેશન મોડ્યુલમાં પણ ઉપલબ્ધ છે જેનો અભ્યાસ કરી માહિતી ભરવી. તેમજ જરૂર જણાય તો VNSGU Helpline Nos. 9723433969, 9723433972, 8155063979, 8155063980, 0261-2203026 પર સંપર્ક કરવો. કે affiliation@vnsgu.ac.in પર ઈ-મેઈલ કરવો.

ક્રમાંક: એસ-એ.(ઓનલાઈન એફી)/(૨૦)/૧૬૫૨
યુનિવર્સિટી કાર્યાલય
સુરત. તા.૬-૦૨-૨૦૨૦

R. B. P. + 1
ઈ. ચા. કુલસચિવ

પ્રતિ,

યુનિવર્સિટી સંલગ્ન તમામ કોલેજોના (સ્વનિર્ભર, અનુદાનપાત્ર અને સરકારી) આચાર્યશ્રીઓ

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VEER NARMAD SOUTH GUJARAT UNIVERSITY

Step/Tab-wise guidelines to fill-in the Online Affiliation Application Form

Quick Registration

Steps for registration

- Open : <https://affiliation.vnsgu.net/>
- Click on Register Now
- Fill-in requisite information
- Upload Land document
(Land form No. 7/12 and 8-A from competent revenue authority (i.e. T.D.O./ D.D.O./ Mamlatdar or any other competent officer/authority /Copy of sale deed / Copy of Government Lease Order / Allotment Order / Agreement *)
- Select Academic Year: 2019-20
- Select course/s for which affiliation needed
- Select Offline Mode for payment

Fill-in following information

Registration Information		
Trust / Society Name	:	
Name of College	:	
Trust / Society Registration No	:	
Purpose to Start College	:	
Land Document	:	Upload Land form No. 7/12 and 8-A from competent revenue authority (i.e. T.D.O./ D.D.O./ Mamlatdar or any other competent officer/authority /Copy of sale deed / Copy of Government Lease Order / Allotment Order / Agreement *
Email	:	
PAN	:	
TAN	:	
Mobile No	:	
Apply for Academic Year	:	Select Academic Year: 2019-20
Course Combination		
Faculty	:	
Selected Course Combination	:	
Payment Information		Refer Note: 1
Payment Mode	:	
Receipt No	:	
Payment Receipt Date	:	
Payment Receipt	:	

Note : 1

In case of purchase of application form from University Cash Counter, first page of application form having form number to be uploaded on website instead of receipt, form number to be entered instead of receipt number, date 30/09/2018 if not available and application fee amount will appear automatically so no need to enter the amount.

Govt/GIA Colleges which are having permanent affiliation need to enter following information;

Receipt No. : P111111

Payment Receipt Date : 30/09/2018

Payment Receipt : PDF of specimen receipt available on last page of this guidelines

Application Fee Amount : It will appear automatically so no need to enter the amount

On submission of information, User will get USER ID and PASSWORD on registered Mobile No. and Email.

On receipt of USER ID and PASSWORD on registered Mobile No. and Email, User can login with said USER ID and PASSWORD on <https://affiliation.vnsgu.net/>

Once logged-in, user can see the dash board and has to click on “New Affiliation” available on left side bar and in New Affiliation following TAB will be available to user.

1.Trust Tab :

Fill-in following information

Trust Basic Info		
Trust Name	:	
Name of Chairman / President / secretary	:	
Address Line 1	:	
Address Line 2	:	
Address Line 3	:	
District	:	
Taluka	:	
Pincode	:	
Email	:	
Mobile	:	
Land Line No With STD Code	:	
Website	:	
Year Of Establishment	:	
Whether the applicant Society/Trust is registered	:	
Trust Registered No	:	
Date Of Registration	:	
Place Of Registration	:	
Registration Certificate Document	:	Upload Trust Registration Certificate
Details Of Member/Trustee and their experience in running higher educational		
Name Of Trustee	:	
Designation	:	
Mobile No	:	
Academic Qualification	:	
Year Of Experience	:	

Details Of Existing Educational Institutes run by the trust		
Name Of College/School	:	
Name Of Affiliated University/Board	:	
Year Of Establishment	:	
Initial Intake	:	
Remarks	:	
Program Offer by the institution run by the trust.		
Name Of College	:	
Name Of Course	:	
Type	:	
Type of Affiliation(Temp/Permanent)	:	
Duration Of Course	:	
Annual Intake Capacity	:	
No. of Division	:	
Year Of Introduction	:	
Approved By (AICTE/UGC/STATE GOV./BOARD/OTHER)	:	
Timing	:	
Details of NOC availed from VNSGU (In case of any UG/PG Programs run with other university)		
Upload NOC availed from VNSGU and State Government (in case of any UG/PG programs run with other university)		
Date Of Application	:	
Detail OF Fees	:	
Letter number	:	
NOC Date	:	
Noc Doc	:	
Details & NOC from state govt. letter no	:	
State Govt Letter No Doc	:	

2. College Tab :

Fill-in following information

College Name	:	
Name of Principal	:	
Principal Type	:	
Whether approved by university?.	:	If yes, approval letter no. and date
Email	:	
Address	:	
City	:	
Taluka	:	
District	:	
State	:	
Pincode	:	
Mobile No	:	
Phone No	:	
Website URL	:	
Education Type	:	
Year of Establishment	:	
State clearly whether the proposed site falls under university area.	:	
College Area In	:	
Type of College	:	

3. Land Tab :

Fill-in following information

Area Location		Other (as none of the city of Gujarat declared as Metro or Mega by Government)
Area(In Acres)	:	
Name Of District	:	
Taluka	:	
Land is owned by the applicant trust	:	
Ownership Of Land	:	
Prescribed Land Use / Purpose	:	
Whether Land is registered through a sale deed/ gift deed in the name of the Applicant Trust for proposed College	:	
Registration No	:	
Date Of Registration	:	
Place Of Registration	:	
Purpose of Lease	:	
Period of Lease Granted(In month)	:	
Whether any loans/mortgage raised against the titles of the above land	:	
Whether the land has been exclusively earmarked for the proposed College by any resolution	:	
Whether Land is agricultural?	:	
Land Map Document	:	Upload land map document
Land Document	:	It will show documents uploaded while registration
Land Survey Details		
Name Of Occupant	:	
Moje Village	:	
Survey No.	:	
Block No.	:	
TP No.	:	
FP No	:	

4. Financial Tab :

Fill-in following information

FDR's Amount (In Lakhs)		
Other Deposit (In Lakhs)	:	
Available Funds In Bank (In Lakhs)		
Whether Income Tax return filed?		If yes, upload last filed ITR of Trust*
Pass Book Transaction Copy		Upload 1st two year passbook / bank statement of the trust*
Whether Accounts of trust are audited?		If yes, upload last three years Audited Report of Trust*
FD Details		
Upload Fixed Deposits of Trust*		
Bank Name		
FD Number		
FD Amount		
Date Of FD		
Date of Maturity		
FD Receipt		

5. Building Tab :

Fill-in following information

Whether architectural building plans are approved by competent authority	:	
Date Of Approval	:	
Master plan for entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, administrative block etc along with the phase wise plan for construction with details of financial estimate and source of funds whether submitted	:	
Is the building of grant in aid institution of the trust is to be in part or whole?	:	
Is RCC Building?	:	
Built-up Area	:	
Carpet Area	:	
Is structure stability certificate obtain from a government approved consultant available?	:	If yes, upload certificate
Is building use certificate (BUC) of authority competent available?	:	If yes, upload BUC
Does inflammable Dom/Structure available anywhere in the institution	:	If yes, upload NOC
Is fire safety facility available	:	Upload NOC
Is Noc for electrification from electric consultant available?	:	If yes, upload NOC
Building Layout Plan	:	Upload building layout plan
Details of existing availability of built up space at permanent site for this proposal.		
Particulars of built up space at proposed	:	
RCC Building (in sqm)	:	
ACC shed (in sqm)	:	
Exclusive shared with proposed existing new course(in sqm)	:	

6. Infrastructure Tab :

College has to provide following infrastructure facility available at college with total built-up area and numbers of each infrastructure facility and upload number-wise photos for each infrastructure facility available.

College Building	:	
Canteen	:	
Class Rooms	:	
Male Staff Rooms	:	
Female Staff Rooms	:	
Reading Rooms	:	
W.C. Male	:	
W.C. Female	:	
Laboratories	:	
Type and number of Staff Quarters	:	
Principal Bungalow	:	
Workshop	:	
Common Boys Rooms	:	
No. of Boys Hostels with capacity	:	
No. of girls Hostels with capacity	:	
Common Girls Rooms	:	
Play Grounds	:	
Administrative Office	:	
Principal Room	:	
Auditorium	:	
Conference Rooms	:	
Language Lab	:	
Studio	:	
OPD Facility	:	
Examination Strong Room	:	
Sports Room	:	
Other facilities	:	

7. Course Tab :

Fill-in following information

Faculty	:	
Course Combination	:	
Course Duration(In Year	:	
Number of Semester	:	
Number of Original Division	:	Division sanctioned by the University at the time of approval of the college/course
Number of Additional Division (if any)	:	Number of additional division sanctioned by the University for the academic year 2019-20 apart from original division
Course Intake	:	
Course Level	:	
Course Type	:	
Have you applied earliar for this course from this university?	:	
Proposed Course is included in the Statue	:	
College course time as approved by the university	:	
Whether the applicant submitted copy of proposed college / Institution simultaneously to :		
Concerned State Government	:	
Concerned Regional office of AICTE/NCTE/MCI/NCI Copy	:	
Concerned Council or regulatory authority or UGC or state Board/Director of technical Education	:	

8. Laboratory Tab :

Fill-in following information course-wise and upload invoices of each laboratory facility i.e. equipment/chemicals etc.

Add Equipment :		
Course	:	
Lab No	:	
Name Of Equipment	:	
Quantity	:	
Year Of Purchase	:	
Amount	:	
Invoice	:	

9. Library Tab :

Fill-in following information course-wise and upload consolidated statement of Books, Journals, Magazines, News Papers, CDs, Video Lecture etc. Purchased and/or Subscribed during last Academic Year for this program certified by the head of the institution. *

Details of Books :		
Course	:	
Number of Titles	:	
Number Of Books	:	
Total Cost of Books	:	
Number of Journals	:	
Number of Magazines	:	
Number of News Paper	:	
Inter Library Linkage facility		
Is Library computerised		
Internet Facility.		
Wifi Facility.		
Upload Consolidated statement of Books, Journals, Magazines, News Papers, CDs, Video Lecture etc. Purchased and/or Subscribed during last Academic Year for this program certified by the head of the institution.		
Purchase in library during Last academic year		
No. Of Books		
No. Of Journal		
No. Of Magazines		
Amount Spent In Last Year		

10. Teaching Staff Tab :

Fill-in following information course-wise and upload last three months consolidated salary statement of all teaching staff*

Teaching Staff Details		
Employee Code	:	
Course Combination	:	
Name	:	
Designation	:	
Type Of Appointment	:	
University Approved	:	
University Approval Number	:	
Basic Pay	:	
DA	:	
HRA	:	
CLA	:	
Transport	:	
Medical	:	
Gross pay	:	
Highest Qualification	:	

11. Non-Teaching Staff Tab :

Fill-in following information course-wise and upload last three months consolidated salary statement of all non-teaching staff*

Teaching Staff Details		
Employee Code	:	
Course Combination	:	
Name	:	
Designation	:	
Type Of Apoitment	:	
University Approved	:	
University Approval Number	:	
University Approval Date	:	
PG Recognition Number	:	
PG Recognition Date	:	
Ph.D. Guideship Number	:	
Ph.D. Guideship Date	:	
Basic Pay	:	
DA	:	
HRA	:	
CLA	:	
Transport	:	
Medical	:	
Gross pay	:	
Highest Qualification	:	

12. General Tab :

Fill-in following information

Whether the applicant has applied earlier for affiliation of any other course to university?	:	
Whether NOC from government has been obtained for starting of new college/institution?	:	
Whether the institution has been accredited?	:	If yes, specify accreditation information
Accreditation Agency	:	
Current Grade	:	
Current CGPA	:	
Date of Accreditation	:	
Valid till	:	
General Facility		
Is Internet Facility Available ?	:	
Internet bandwidth	:	
Is Wi-Fi Available ?	:	
Wi-Fi Available In	:	
Is NaMo Wi-Fi Available	:	
Is Sanitary Vending Machine Available ?	:	
Power backup facility	:	
Power Capacity	:	
Facility For Divyang Students	:	
Medical Facilities	:	
Fire Safety Equipement	:	
Bank Facility	:	
Is Bio-Matric Facility Available ?	:	
Is CCTV Available	:	
Any other information which applicant trust may like to furnish in support of application.	:	
Other Documents Upload	:	Upload document, if college wish to provide any other information
Undertaking/Affidavit	:	Upload undertaking/affidavit regarding correctness of information provided in application on college letter head

13. Submit Tab :

College has to check the button for submission of application.

Declaration By Trust / College :		
We have read all terms and conditions for affiliation for the Academic year _____ and we hereby declare that all the information provided in this application form are correct to the best of our knowledge and understanding. In case of any information furnished by us in this application is found incorrect and/or misleading, the university reserves the right to take any action it deems fit, including the cancellation of the affiliation. We hereby assure that if we avail the affiliation for the academic year _____, we will abide by the rules and regulations framed by the Veer Narmad South Gujarat University and the Government of Gujarat time to time.		
Acceptance by Applicant	:	
We agreed to the terms and condition as laid down by the Veer Narmad South Gujarat University from time to time and we shall abide by the decision of the university regarding affiliation to our institution.		

14. Payment Tab :

Affiliation Fee Details for Application :		
Application No.	:	
Affiliation Type	:	
Fee Amount	:	
Course Combination Count	:	
Total Fee Amount for Division	:	
Fee Type	:	
Fee Status	:	
Total Payable Amount (Including All)	:	
Payment Mode	:	Select by Receipt & Refer Note : 2
Payment Done By Receipt	:	

Note : 2

Colleges which are having continuous affiliation, they need to enter payment information as per affiliation fees paid for the year 2019-20. i.e. as per payment receipt for the year 2019-20.

Govt/GIA Colleges which are having permanent affiliation need to enter following information;

Receipt No. : P111111

Payment Receipt Date : 30/09/2018

Payment Receipt : PDF of specimen copy of receipt available on last page of this guidelines.

Application Fee Amount : It will appear automatically so no need to enter the amount.

Specimen Copy of Receipt

VEER NARMAD SOUTH GUJARAT UNIVERSITY
University Campus, Udhna-Magdalla Road, SURAT-395 007.



RECEIPT

Date:

Receipt No. :
Received from :
Particulars :

No.	Description	Amount (Rs.)
	Specimen copy	
		Total (Rs.)

1010001 TO 1110009 Dt. 20/8/2017

Note : Cheques are Subject to realisation

Mode of Payment:

Cashier

VEER NARMAD SOUTH GUJARAT UNIVERSITY

Documents required for Online Affiliation Application

0	<p>Quick Registration :</p> <ol style="list-style-type: none">1. Land form No. 7/12 and 8-A from competent revenue authority (i.e. T.D.O./ D.D.O./ Mamlatdar or any other competent officer/authority /Copy of sale deed / Copy of Government Lease Order / Allotment Order / Agreement *2. Receipt of payment of affiliation form* (In case of purchase of application form from University Cash Counter, first page of application form having form number to be uploaded on website instead of receipt and form number to be entered instead of receipt number) <p>Note : Payment of application form fees, application processing fees and affiliation fees are to be paid course-wise / program-wise</p>
1	<p>Trust :</p> <ol style="list-style-type: none">1. Trust registration document*2. NOC availed from VNSGU and State Government (in case of any UG/PG programs run with other university
2	<p>Land :</p> <ol style="list-style-type: none">1. Land map*2. Land form No. 7/12 and 8-A from competent revenue authority (i.e. T.D.O./ D.D.O./ Mamlatdar or any other competent officer/authority /Copy of sale deed / Copy of Government Lease Order / Allotment Order / Agreement *
3	<p>Financial :</p> <ol style="list-style-type: none">1. Last filed ITR of Trust*2. Last two year passbook / bank statement of the trust*3. Last three years audit report of trust*4. FD Receipts of the Trust*
4	<p>Building :</p> <ol style="list-style-type: none">1. Building Lay out Plan*2. Structure Stability Certificate from Government Approved Consultant3. Building use certificate (BUC) from competent authority4. Inflammable Dom/Structure NOC from competent authority available5. Fire Safety NOC from competent authority6. NOC for electrification from electric consultant

5	<p>Infrastructure :</p> <p>Photos of College Building, Canteen, each Class Rooms, Male Staff Rooms, Female Staff Rooms, Reading Rooms, W.C. Male, W.C. Female, Laboratories, Staff Quarters, Principal Bungalow, Workshop, Studio, Common Boys Rooms, Boys Hostel, Girls Hostel, Common Girls Rooms, Play Grounds, Administrative Office, Auditorium, Conference Rooms, Language Lab, OPD, Examination Strong Room, Sports Room*</p>
6	<p>Course :</p> <p>Copy of application submitted simultaneously to State Government / Apex Body for propose College/Program</p>
7	<p>Laboratory : Invoices of equipment/chemical purchased*</p> <p>Note : Information to be provided coursewise / programwise</p>
8	<p>Library : Consolidated statement of Books, Journals, Magazines, News Papers, CDs, Video Lecture etc. Purchased and/or Subscribed during last Academic Year for this program certified by the head of the institution. *</p> <p>Note : Information to be provided coursewise / programwise</p>
9	<p>Teaching Staff : Last three months consolidated salary statement of all teaching staff*</p> <p>Note: Information to be provided coursewise / programwise</p>
10	<p>Non-Teaching Staff : Last three months consolidated salary statement of all non-teaching staff *</p> <p>Note : Information to be provided coursewise / programwise</p>
11	<p>General :</p> <ol style="list-style-type: none"> 1. Certificate of Accreditations 2. Other documents which trust wish to upload 3. Undertaking/Affidavit regarding information mentioned in the application form*
12	<p>Payment :</p> <p>Receipt of Payment of Affiliation Processing Fees and Affiliation Fees*</p>

Note :

1. ***Mandatory documents**
2. **All documents shall be attested by the principal with college stamp**

On College Letter Head

AFFIDAVIT

I/We , _____
S/o/D/o _____
aged _____ years presently residing at _____

that I am _____ of _____
running college / will run proposed college/programs _____

_____.

We do hereby solemnly affirm and declare that all the information provided in this application form are correct to the best of my knowledge and understanding. In case of any information furnished by us in this application is found incorrect and/or misleading, the university reserves the right to take any action it deems fit, including the cancellation of the affiliation.

We hereby assure that if we avail the affiliation, we will abide by the rules and regulations framed by the Veer Narmad South Gujarat University and the Government of Gujarat from time to time.

Date :
Place:

Signature of Principal/
Authorized Person