

Re-Accredited 'B' 2.82 CGPA by NAAC

VNSGU

VEER NARMAD
SOUTH GUJARAT
UNIVERSITY, SURAT



Udhna-Magdalla Road, SURAT - 395 007 (Gujarat) India Tel : +91-261-2227141 to 46,

Application Form for Permanent / Merger Affiliation



Price ₹2500/-

- 01** Application form fee for Affiliation for New /Continuation / Extension Permanent/ Merger and Additional/ Class/ Course/ Subject/ Division on payment of Rs.2500 ./- (Two Thousand Five Hundred Only) in cash or by sending D.D. in favour of Registrar, Veer Narmad South Gujarat University, University Campus, Udhna-Magdalla Road, Surat-395 007.
- 02** Application form duly filled in should be forwarded to the Registrar, Veer Narmad South Gujarat University, Surat in Seven copies (including one original copy)
- 03** Application in the prescribed form for the affiliation of New /Continuation / Extension/ Permanent/ Merger and Additional/ Class/ Course/ Subject/ Division of the existing Colleges shall reach the Registrar on or before **30th September** of the preceding year. **The application processing fee will be Rs. 10,000/-** (Ten thousand only)
- 04** No application for the new affiliation or addition or Merger of faculty / faculties shall be ordinarily accepted after the last date. However, with the approval of the Vice - Chancellor, the late application, on payment of late fee indicated below may be accepted by the Registrar:

LATE FEE

on or before **15th October** ₹25,000/-

on or before **30th October** ₹50,000/-

on or before **15th November** ₹1,00,000/-

NOTE

This form Completely filled up should be submitted to the University on or Before 30th September of the Preceding year

Date of Issue: _____ Signature: _____



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Sr. No.

Udhna-Magdalla Road, SURAT - 395 007 (Gujarat) India Tel : +91-261-2227141 to 46,
Fax : +91-261-2227312 Tele. Gram : VNSGU Visit us at : www.vnsgu.ac.in

APPLICATION FORM

Application for Permanent / Merger Affiliation

IMPORTANT

INSTRUCTIONS :

- All the columns should be filled in by the applicant.
- All relevant documents to substantiate claims made in the application should be attached.
- Application incomplete in any respect will not be processed.

1. PRIMARY INFORMATION :

1.1 Name and address of the applicant Society/Trust.

Trust / Society Name : _____
(with Register No.)

Address : _____
_____ Pin Code : _____

Object of Trust : (Name of Trustee/ Chairman/President/ Secretary) _____

Phone No. with STD Code: _____ Mobile : _____

E-mail : _____

Website : _____

Year of Establishment & Registration No. _____

(Please furnish the name of trustees & office banners & trust) Attached the copy of trust deed with registration Certificate.

1.2 Name and address of the College/ Institution

Name : _____

Address : _____
_____ Pin Code : _____

Phone No. with STD Code: _____ Mobile : _____

Year of Establishment _____

E-mail : _____

Name of the Director/Principal _____

- 1.3 State clearly whether the proposed site falls under University area. Yes ☐ No ☐
- 1.4 Whether the proposed site falls in. Rural area ☐ Urban area ☐
- 1.5 Name of the District in which the proposed site is located.

2. COURSE INFORMATION :

- 2.1 Application for (Please mention only ONE)

- 2.2 Additional Class/Subject/ Course etc:

Faculty _____

Course _____

Year/ Subject (F.Y., S.Y. etc) _____

No. of Division (Present) _____

Duration _____

Intake (Present) _____ (Additional) _____

- 2.3 Have you applied earlier for this course from this University ? Yes ☐ No ☐

If Yes, indicate the reasons why University has not given affiliation for this Course _____

- 2.4 Proposed Course and Syllabus framed and approved by Board of Studies / Academic Council and Syndicate

Yes ☐ No ☐

- 2.5 Proposed Course is included in the Statute _____

Yes ☐ No ☐

- 2.6 Has the Society/ Trust applied for more than one Course/Subjects/Class. Yes ☐ No ☐

If yes please indicate other Classes / Courses/ Subject/ Division / & / or Corresponding Application under each class

	Faculty	Course/Year	Duration/ Intake Subject
Details			
Academic Year			

- 2.7 Course(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

2.8 Whether the Applicant Society has submitted copy of the proposed College/ Institution simultaneously to :

(a) Concerned Regional Office of AICTE/ NCTE/MCI/NCI/ Other regulatory Yes ☐ No ☐ Not applicable ☐

(b) Concerned State Government Yes ☐ No ☐ Not applicable ☐

(c) Concerned Council or regulatory authority, or UGC or State Board/ Director of Technical Education etc.
Yes ☐ No ☐ Not applicable ☐

(N.B.: Supporting documents should be enclosed along with the ORIGINAL APPLICATION FORM)

3. LAND INFORMATION :

Land (For exclusive use of the proposed Institution at the permanent site):

3.1 Location _____ Urban ☐ Rural ☐

3.2 Area _____ Acres _____

3.3 Name of District _____

Whether this land owned by the applicant Society/ Trust Yes ☐ No ☐

(Please note that lease land is not acceptable except in case of lease by the government as per regulations.)

(i) Ownership of land (whether rented / leased / fully Owned)	
(ii) Prescribed Land use (whether conforming / non- conforming to Master Plan)	

3.4 Whether the land is registered through a Sale Deed in the name of the Applicant Society for proposed College/ Institution.

Yes ☐ No ☐

If yes,

Registration Number: _____ Date of Registration: _____

Place of Registration: _____ (Please enclose copy of the sale deed.)

3.5 If the land is on lease from Government, purpose for which it was leased and period of lease granted.

(Please enclose copy of lease deed)

3.6 Whether any loans/ mortgage raised against the titles of the above land Yes ☐ No ☐

3.7 Whether the land has been exclusively earmarked for the Proposed College/ Institution by any resolution.

If Yes, attach copies. Yes ☐ No ☐

3.8 Whether land is agricultural. Yes ☐ No ☐

if no (attached conversion certificate from Local Government / Competent Authorities)

3.9 Land survey No. _____ **belongs to** _____

4. TRUST INFORMATION :

Yes ☐ No ☐

4.4 Type of College/ Institution (Tick in appropriate box):

4.4.1 Government

☐

4.4.2 Grant in Aid

☐

4.4.3 Self-Finance

☐

4.4.4 Other (Please Specify) (NAAC Accreditation / UGC-2(f) /12B _____)

4.5 Track record of the applicant in terms of Technology/ Non- Professional/ Professional Institution run / managed by the Society / Trust.**(A) Detail about professional courses run by Society / Trust / Institution**

Name and Address of the College / Inst.	Courses Conducted	Duration of Course	Whether Diploma/ Degree (UG/PG)	Annual Intake Capacity	Year of Establishment	Whether approved by AICTE/ UGC/ State Govt./ Board/ Other Council or Body	Average Out-turn of last Five years of each courses

(B) Details of existing Academic Programmes for which Permanent Affiliation is given Existing Courses / Change in the intake of existing course.

Course Title.	Existing Intake		Duration of the Course (Years)	Year of Commencement	Letter No. of State Govt. NOC/ Uni. affiliation	Intake applied for
	* As approved by statutory body, if applicable	As approved by State Govt./ University				

(* enclose the respective approval copy)

5. FINANCIAL INFORMATION :**5.1 Availability of Funds in the name of Applicant Society/Trust (Please note that Bank Guarantees against mortgage of land, building and assurance not acceptable.):**

Fixed Deposits (FDR's. other deposits in the name of the Applicant Society/Trust) (Other than the Endowment Fund created with Joint Name of Council, University and State Government)

(Attach Xerox copy of Receipt Front & Back Sid)

FDR's Amount: Rs. _____ (in Lakhs) Other Deposits: Rs. _____ (in Lakhs)

5.2 Funds available in Bank Rs. _____ Lakhs.

(Attach attested photocopies Pass Book/Transaction details of last two year)

5.3 Last Five (5) Years Audited Statment

6. BUILDING INFORMATION :

Building (For exclusive use of the proposed College/ Institution at the permanent site.)

6.1 Whether architectural building plans are approved by the competent authority. Yes ☐ No ☐
If Yes, then date of approval _____ and Copy is to be attached)

6.2 Master plan for entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel, boys rooms, girls rooms, play ground, principal Bungalow etc along with the phase wise plan for construction with details of financial estimate and sources of funds whether submitted.

Yes ☐ No ☐

6.3 Is the building of a grant in aid institution of the trust is to be in part or whole ? Part ☐ Whole ☐

then tick mark appropriate option: ☐ (1) Rent is paid fully/partly by the state Government
☐ (2) Rent is not paid fully/partly by the state Government

6.4 Details of existing availability of built up space at permanent site for this proposal. (in Sqm.)

Sr. No.	Particulars of Built up Space at proposed Permanent site.	RCC Building (in Sqm)	ACC Shed (in Sqm) institution (in Sqm)	Exclusive Shared with Proposed existing new course/ institution. (in Sqm)
1	Total Instructional Area			
2	Total Administrative Area			
	Total Area (in Sqm)			

6.5 Whether the building is suitable and adequate for conduct of courses during first year as per norms. Yes ☐ No ☐

If Yes, then attach layout plan and photographs of the permises at permanent site.

If No, then give details _____

7. INFRASTRUCTURE INFORMATION :

7.1 Give all necessary details above class-room, Hostel facility & ground etc. (With map of the college area.

7.2 Details of Library

(i)	Total No. of Books			
(ii)	Total No. of Journal			
(iii)	Year Expenditure of library			
(iv)	Whether Librarian is appointed.			

7.3 Details of Existing Staff with Complete information with Scale

(Approved & Ad-hoc staff with teaching & non teaching) Attached the Salary Sheet

8. ANY OTHER INFORMATION :

9. FEE INFORMATION :

Affiliation fees paid by the Society/ Trust. (As per O.-66)

9.1 In figure _____

In words _____

9.2 Demand Draft : Yes ☐ No ☐

if Yes : Bank Name : _____

D.D. No. _____

Date : _____

The information furnished above is true & correct to the best of my knowledge and belief and is based on facts. No material has been concealed / misrepresented therein. If any information furnished above is found to be false or misleading, concealed or suppressed, undersigned will be liable for the consequences thereof. The college / Institute is bound to obey University Act, statute and all the instruction / requirement imposed by Gujarat Technological University from time to time.

Signature : _____

Chairman/ Secretary of the Society/ Trust

Name : _____

Designation :

Dated :

Seal of the Society :

Signature : _____

Director /Principal of the College / Institute

Name: _____

Designation :

Dated :

Seal of the Institute :

(For Office Use Only)

Received Affiliation Application Date : / / 20 with processing, Affiliation Fee / D.D. Rs. _____

D.D. No. _____ Name of the Bank _____

Date : _____ Cash Receipt No. : _____ Date : _____

Application of Affiliation for the Year 20 / Accepted / Not accepted

Clerk

Office Superintendent

Deputy Registrar

Registrar

DECLARATION

I/ We _____ on
behalf of _____ (name of the Trust) undertake to comply
with the norms and various prevention for maintained of standards and Regulations of the Veer Narmad South Gujarat University,
Surat as may be applicable from time to time. Further I/ We Do undertake to furnish the following documents after receiving the letter
of Viability/intent within the stipulated period failing which proposal may be liable to be rejected by the University.

- (1) Document showing ownership through a Sale Deed/lease deed for land (as per norms laid down by the University) in the
name of the Society/Trust.
- (2) Fixed Deposit receipts in joint names of the Applicant and the University as per the norms laid down by the State
Government/ University from time to time.
- (3) Master plan for permanent construction of the proposed institution along with estimated expenditure involved.
- (4) Any other relevant documents the University may ask for processing the proposal.
- (5) Building on permanent site, adequate at least for first year classes and / or second year classes strictly as per norms &
Standards of the University shall be produced prior to commencement
- (6) Notification received from Government of Gujarat/ Council or Apex bodies as may be applicable.

Signature : _____

Chairman/ Secretary of the Society/ Trust

Name : _____

Designation :

Dated :

Seal of the Society :

Signature : _____

Director /Principal of the College / Institute

Name: _____

Designation :

Dated :

Seal of the Institute :

Note : For necessary information about affiliation please refer our website or contact vnsgu

: કોલેજ મર્જર માટેની શરતો :

- (૧) એક જ ફેકલ્ટીના વધુમાં વધુ ત્રણ અભ્યાસક્રમો વાળી કોલેજો મર્જરી કરી શકાશે.
- (૨) બે ફેકલ્ટીની વધુમાં વધુ ત્રણ અભ્યાસક્રમો વાળી કોલેજો મર્જર કરી શકાશે.
- (૩) ત્રણ ફેકલ્ટીની વધુમાં વધુ ત્રણ કોલેજો મર્જર કરી શકાશે એટલે કે દરેક ફેકલ્ટીની એક કોલેજ હોય તે મર્જર કરી શકાશે.
- (૪) પ્રોફેશનલ કોર્સિસ માટે દરેક અભ્યાસક્રમનો સ્વતંત્ર દરજ્જો (કોલેજ કે સંસ્થા) અલગ જ ગણાશે.
- (૫) મર્જર થયા પછી પણ યુનિવર્સિટીને આપવાની થતી એફીલીયેશન ફી દરેક અભ્યાસક્રમ દીઠ ભરવાની રહેશે.
- (૬) મર્જર માટે બે અભ્યાસક્રમવાળી કોલેજના મર્જર માટે રૂા. ૧ લાખ અને ત્રણ અભ્યાસક્રમોવાળી કોલેજોના મર્જર માટે રૂા. ૨ લાખ યુનિવર્સિટીમાં મર્જરી ફી તરીકે ભરવાના રહેશે.
- (૭) મર્જર થનારી કોલેજો માટે પાત્રતા ધરાવતા માન્યતા પાત્ર આચાર્યની નિમણૂક, લાઈબ્રેરીયનની નિમણૂક, શારીરિક શિક્ષણના અધ્યાપકની નિમણૂક તથા દરેક અભ્યાસક્રમ માટે નિયમાનુસાર પાત્રતા ધરાવતા અધ્યાપકોની નિમણૂક યુજીસી/સરકારશ્રી/યુનિવર્સિટી નિયમ મુજબનાં પગારઘોરણમાં નિમણૂક થયેલ હશે તો જ મર્જર માટેની પ્રક્રિયા માટે અરજી કરી શકાશે.
- (૮) મર્જર થનારી કોલેજો માટે કુલ વિદ્યાર્થી સંખ્યાને ધ્યાનમાં રાખી સરકાર અને યુનિવર્સિટીના નિયમ મુજબના મહેકમ મુજબ વહીવટી કર્મચારીઓ, પટાવાળા, સ્વીપર તથા વોચમેનની નિમણૂક સરકારશ્રી/યુનિવર્સિટી નિયમ મુજબનાં પગારઘોરણમાં થયેલ હશે તો જ મર્જર માટેની પ્રક્રિયા માટે અરજી કરી શકાશે.
- (૯) મર્જર માટેની પ્રક્રિયા માટે અરજી કરનાર સંસ્થા પાસે મર્જર પ્રમાણે વિદ્યાર્થી સંખ્યા મુજબ કાર્યાલય, સ્ટાફરૂમ, આચાર્યની ઓફિસ, ગર્લ્સ રૂમ, બોયઝ રૂમ, ગ્રંથાલય, રમતનું મેદાન, કોમ્પ્યુટર લેબ, ઈન્ડોર ગેઈમ્સની સુવિધા, સેનીટેશનની વ્યવસ્થા, લેબોરેટરી વગેરે સાધન સંપન ધરાવતું ઈન્ફ્રાસ્ટ્રક્ચર હોવું ફરજીયાત રહેશે.
- (૧૦) શિક્ષણના અને વિદ્યાર્થીના હિતને ધ્યાનમાં રાખી કેસ ટુ કેસ અભ્યાસ કરી યોગ્ય સંસ્થાઓને જ મર્જર માટેની પરવાનગી આપવામાં આવશે.
- (૧૧) મર્જરની પ્રક્રિયાને કારણે કોઈપણ કાયમી શૈક્ષણિક કર્મચારી તથા કાયમી વહીવટી કર્મચારીને છુટા કરી શકાશે નહીં.
- (૧૨) મર્જરની પ્રક્રિયા માટે અરજી કરનાર સંસ્થા માટે સિન્ડિકેટ તપાસસમિતિ નિયુક્ત કરશે અને તપાસસમિતિ મર્જરનો હેતુ, આર્થિક સ્થિતિ, જરૂરી ઈન્ફ્રાસ્ટ્રક્ચર અને અન્ય સુવિધાઓ માનવીય સરસંધાનની પૂરતી ચકાસણી કરી તેના અહેવાલ સિન્ડિકેટમાં મુકાશે, અને સિન્ડિકેટ મંજૂરી આપે તો જ મર્જરની પ્રક્રિયા અમલમાં મુકી શકાશે.
- (૧૩) મર્જરની પ્રક્રિયા પૂર્ણ થયે મર્જર થનારી કોલેજોએ ઓર્ડિનન્સ -66 (2) (B) (C) નો સંપૂર્ણ અમલ કરવાનો રહેશે.
- (૧૪) યુનિવર્સિટીના ધારાઘોરણનો ચુસ્તપણે પાલન કરવાના રહેશે તેની બાંહેધરી સંચાલક મંડળ તથા આચાર્યશ્રીએ સંયુક્ત રીતે આપવાની રહેશે.

Annexure:

Following : Documents are minimum required.

Following : Documents are minimum required.

For Permanent affiliation following certified documents are to be submitted along with this application

- 1 Copies of Last Five years LIC Report along with fulfillment of condition given by LIC.
- 2 Copies of last Five years condition given by University and fulfillment of Reports along with requisite documents.
- 3 All Affiliation Notification received from Government of Gujarat.



VNSGU
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SOUTH GUJARAT
UNIVERSITY, SURAT

Veer Narmad South Gujarat University

Udhna Magdalla Road, Surat

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Visit us at : www.vnsgu.ac.in