



**PONDICHERRY UNIVERSITY**  
**(A CENTRAL UNIVERSITY )**

**APPLICATION FORM FOR GRANT OF PERMANENT  
AFFILIATION**

**(1) Name & Address of the affiliated institution seeking affiliation**

**(2) Details of the Course(s) for which permanent affiliation is sought :**

Sl.No.	Title of the Course(s)	Duration	Year in which provisional affiliation is granted (enclose copy of affiliation orders)	No. of batches sent out from the Institution Indicate the academic years
(i)	(ii)	(iii)	(iv)	(v)

**(3) Name of the Principal/Director:**

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**(4) Details of the Trust/Society:**

Enclose :  
(i) Photo copy of the Trust/Society Deed  
(ii) Trust/Society registration certificate  
(iii) Minutes of the meeting of Trust /Society  
for the current year

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<p><b>(5) Location of the Institution</b>  State whether the institution possess  (i) unencumbered own land  (enclose proof)  (ii) building constructed in the own land  (enclose proof)</p>	
<p><b>(6) Details of the land &amp; building :</b>  (i) The name of the place in which land is situated  (ii) Area (in acres)  (iii) Survey Nos.  (iv) Whether land use certificate is obtained from the competent authority (enclose)  (v) Location map (enclose)  (vi) Field measurement Books copy (enclose)  (vii) Approved building plan (enclose)  (viii) State the nature and availability of potable water  (ix) Availability of adequate fire fighting equipments with certificate issued by competent Authority(enclose proof)  (x) Adequacy of sanitation facilities  (xi) State the No. of toilet facilities available  Men :  Women:  (xii) Building stability certificate  (xiii) Availability of power supply and electrical connections as per norms &amp; requirements of the Govt./University</p>	

**(7) Details of the existing building plinth area in Sq .m. Attach copy**

Sl.No.	Particulars					RCC building (in Sq.m.)
01	Total Academic activity area					
	<b>Sl.No.</b>	<b>Particulars</b>	<b>Numbers</b>	<b>Area in Sq.m</b>	<b>Seating Capacity</b>	
	(i)	Class Rooms				
	(ii)	Adequacy of Furniture				
	(iii)	Laboratories				
	(iv)	Library				
	(v)	Seminar Hall				
	(vi)	Staff room				
	(vii)	Auditorium				

02	Total Administrative area	
03	Amenities: (Common room, toilet facilities, ladies room. Dispensary /first aid facilities	
04	Hostel for Boys (if applicable) Hostel for Girls (if applicable)	
05	Staff Quarters (if applicable)	
06	Play ground	
07	Others (Specify)	
	<b>Total area in Sq. m. 1 + 2</b>	

**8. Library** :

- (i) Indicate the number of books available in the Library:
- (ii) No of journals (Indian/foreign) :
- (iii) Whether accession register is maintained : Yes/No.
- (iv) Details of the Library facilities available for each Dept.:
  
- (v) Indicate the No. of books/Journals available for the course(s) for which permanent affiliation is sought for:

Sl.No.	Name of the Course(s)	No. of Books available
1		
2		
3		

**9. Faculty**

**List - A**

(i)

Sl.No.	Name of the Course	Name of Teachers Appointed (as per work load norms)	Total work load of each faculty

**List – B**

(ii)

Sl.No.	Name of the Department	Name of the Teacher	Designation of the teacher	Date of appointment



**11. Percentage of pass in each course for the last five years:**

Academic years	No. of students appeared	No. passed	% of pass	% of I Class	University Rank if any

**12. Indicate the name(s) of the course(s) approved by the University but not conducted. Whether approval is obtained from the University for the suspension of the course.**

Sl.No.	Name of the course(s)	Year in which not offered and whether University's permission obtained

**13. Funds position: (in case of private colleges) :**  
**enclose audited statement of accounts of the college for the last five years.**

**14. Governing Body/Advisory Committee :**  
**Enclose a copy the constitution if applicable**  
**And a copy of the minutes of the last meeting**

**15. Any other particulars:**

**Signature of the Principal**

**Seal:**

**Date:**

## **NORMS FOR GRANT OF PERMANENT AFFILIATION**

- i. Three consecutive batches of students should have passed out in the concerned discipline for which permanent affiliation is sought.
- ii. The institution should show evidence for unencumbered own land and building as per the prescribed affiliation norms at the time of grant of affiliation. The legal opinion from the Government pleader for the ownership of the land should also be produced.
- iii. The institution should have appointed (at least 80%) teachers on a regular basis in the concerned discipline and paid as per the pay scales prescribed by the Government/statutory organizations. Such teachers should possess the qualification prescribed by the UGC/respective statutory organization. The records of the same should be maintained.
- iv. The institution should have fulfilled all the conditions and followed all the rules and regulations prescribed by the University for the grant of affiliation.
- v. If there are any incidents of violations of conditions prescribed for the grant of affiliation noticed by the University, then, the University reserves the right to suspend the affiliation of the Institution for a prescribed period which would be decided by the committee, based on the nature of violation.
- vi. The Institution should not collect either directly or through any of its associated trust etc., any capitation fee or donation from any of its students or employees except the fee and other charges prescribed by the University/Government.
- vii. The Management of an unaided college shall have its accounts audited at the end of each financial year by a registered chartered accountant. A copy of the annual accounts shall be made available alongwith the audit report to the University for inspection within six months from the closure of the financial year.
- viii. Admission should be made in accordance with the guidelines issued by the University/Government from time to time.
- ix. The University reserves the right to inspect the Institution at any time for continuance of affiliation.
- x. The Institution should maintain all the registers and records and statistical data required to be maintained under University regulations/rules and should be made available as and when required by the University.
- xi. The institution should submit its application for grant of permanent affiliation in the prescribed format available in the website [www.pondiuni.edu.in](http://www.pondiuni.edu.in) on or before 1<sup>st</sup> October of the preceding academic year.

- xii. Any change affecting the college's permanent affiliation status either in terms of faculty position or infrastructure facilities brought to the notice of the University would automatically lead to disqualification.
- xiii. All dues to the University should have been promptly paid by the college seeking permanent affiliation.
- xiv. There should not be any persistent defects in the college for three years prior to the request for permanent affiliation.

- Note:**
- (i) The grant of permanent affiliation will be subject to review once in five years and the fund may be paid accordingly once in five years
  - (ii) The minimum requirement of availability of regular teachers may be decided by the inspection committee, taking into account long term contract / adhoc appointments, particularly in the Government colleges.