

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna Magdalla Road, Post Box No. 49,

SURAT - 395007

Rs.2,500/-

Internet Copy



FORM A

## APPLICATION FOR INSTITUTING POST – GRADUATE CENTRE AT AFFILIATED COLLEGES

from the Academic Year – 20 -20  
(Date of Receipt by University Office)

Date of sending complete application to the University : \_\_\_\_\_  
As per the University Ord. 66 which the Centre is to be started.

Application Fees : \_\_\_\_\_ Receipt No : \_\_\_\_\_ Date : \_\_\_\_\_

Affiliation Fees : \_\_\_\_\_ Receipt No : \_\_\_\_\_ Date : \_\_\_\_\_

- (1) (a) Name of the Applicant–Institution  
(b) Year of establishment  
(c) Year when permanent affiliation was granted

- (2) Correspondence Address :  
Phone : (O) \_\_\_\_\_  
(M) \_\_\_\_\_  
(F) \_\_\_\_\_  
E-mail : \_\_\_\_\_  
www : \_\_\_\_\_

- (3) Particulars in respect of the legally constituted Governing Body under whose Management the College / Institute has been functioning (alongwith a true copy of the Certificate of Registration of the said Society)

- (4) Principal & Subsidiary subjects thought at Degree level.

- (5) Subject / s in which the Post–Graduate Programme to be instituted

- (6) Type of Post–Graduate Programme (Whether full–time or part–time) proposed to be instituted.

- (7) State your case regarding the need for this additional Centre in this subject. (Appendix-1)

- (8) (i) Does the College impart instruction in this subject for the special (Principal) subject upto Degree level Yes / No
- (ii) Since when ?
- (iii) Please give the number of students who graduated with this subject during the last THREE years :

Sr. No.	Year	No. of Graduates in this subject Enrolled / Passed	No. of Graduates who joined Post – Graduate Course in this subject
1.			
2.			
3.			

- (9) Please indicate the number of students likely to enroll for the Post–Graduate Courses, if the Programme is started.
- (a) Local Graduates : \_\_\_\_\_
- (b) Students coming from other Colleges : \_\_\_\_\_
- (c) From Other University : \_\_\_\_\_
- (Note : Minimum fresh enrolment for starting the Programme continuing it in future is 10)

- (10) Please state whether conditions of Ord. 92 (2) A / B / C with regard to requirement of qualified Recognised P.G. Teachers are satisfied by the college ; if yes, please give the details. (Only of those who are going to teach the subjects at the P.G. Centre)

Name and Degree of Teachers Supervising Teachers / P.G. Teachers	Date of Recognition as at Degree level & P.G. level (if any)	Experience of Teaching the subject
(1)	(2)	(3)
(1)		
(2)		
(3)		
(4)		
(5)		

Teaching work load at Under – Graduate classes (55 minutes period / per week)	Anticipated work load at P.G. Classes	Work Load at any other P.G. Centre	Work Load of M.Phil. and / or Ph.D. (if any)
(1)	(2)	(3)	(4)
(1)			
(2)			
(3)			
(4)			
(5)			

(11) State–how the recognised P.G. Teachers in the staff of the College will be able to provide 60% of the teaching work : (Ord. 92 (1))

(12) State whether the college is already running any full–time or part–time P.G. Programme in this and in other subjects. (if so, please give particulars of the recognised P.G. Teachers who are on the staff and are allocated to the existing Programme)

(13) Please give tentative (Time–Table proposed for the Programme (with the details of Subjects, Papers, Teachers, Timings, Days, allotment of Lectures, Tutorials, Seminars, Library work, Practical Work etc. Bring out clearly the periods which will be taken by the recognised P.G. Teachers who are on the college staff and the periods which are required to be assigned to Visiting P.G. Teachers.)

(14) Details of the Visiting P.G. Teachers required and the work proposed to be allocated to them on the basis of Time–Table suggested.

Name, Degree and College address	Work Load (periods) to be assigned to Visiting P.G. Teachers.
(1)	
(2)	
(3)	
(4)	
(5)	

(15) Give details of the qualified Laboratory staff (Lab Asstt., Peons, Gas Mechanic, Field Collector, Computer Programmer / Operator etc.) available and necessary and state that none of them are overworked as per the norms. (State whether they will work full-time or part-time for the Programme)

(16) State the exact nature of Class-room and Laboratory facilities which can be spared for the proposed Post-Graduate Programme without disturbing the work of Under-Graduate teaching in the subject.

(17) State how the existing Library in the subject is adequate for the Post-Graduate teaching in the subject.	<u>Total Books</u> <u>in the subjects</u>	<u>Others</u>	<u>Total No. of</u> <u>Journals</u>
	(i)	(ii)	(iii)

(18) Annual budget of the library for last three years.	1 year
	2 year
	3 year

(19) State last three years Laboratory expenditure incurred to teach the subject	<u>Recurring</u>	<u>Non recurring</u>
	1 year	
	2 year	
	3 year	

(20) State whether the Management will be willing to spare additional funds for strengthening the Library, Laboratory and the Class-room facilities, if the existing facilities are not found adequate.

(21) Number of seats that can be spared in the Hostel for the students of this subject, if there is a Girl's Hostel, the number of seats that can be spared for the boys and girls should be indicated separately.

(22) Any other relevant particulars not covered by above, but which in your opinion are relevant for starting this Programme.

**Miscellaneous Information**

- (1) State whether your college is in general & special fulfilling all the conditions of affiliation prescribed by the University for all the subjects that are taught at the college at Under-Graduate level.
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- (2) State giving reasons whether college has any pending case of non payment of P.F., Gratuity, arrears, L.T.C., P.F., Loan etc. and all such permissible benefits available to the teachers and non-teaching staff of your college.
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- (3) State whether college administration will work for the benefits of P.G. students with respect such as scholarships, UGC sponsored and other projects and schemes etc.
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I hereby give an assurance on behalf of the \_\_\_\_\_  
 \_\_\_\_\_ that after the college is allowed to start the Post-Graduate Programme, no change in the strength of recognised Post-Graduate teaching staff of the subject shall be made without the prior approval of the University.

I further assure to abide by the rules and regulations prescribed in this behalf from time, by the University.

\_\_\_\_\_  
*(Signature of the Principal / Head of the College / Institution with stamp)*

Place :  
 Date :

\_\_\_\_\_  
*Signature of the Secretary / Managing Trustee of the College / Institution*

**Note :** Please furnish required information in separate sheet (as Appendix), where the space provide is found insufficient.