

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

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

SURAT - 395007

Rs.2,500/-

Internet Copy



FORM - C

## APPLICATION FOR SELF – FINANCED POST – GRADUATE PROGRAMME

For (Applied and / or Professional courses)

from the Academic Year 200 /

(Date of Receipt by University Office)

Date of sending complete application to the University : \_\_\_\_\_

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

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

Correspondence Address :

Phone : (O) \_\_\_\_\_

(M) \_\_\_\_\_

(F) \_\_\_\_\_

E-mail : \_\_\_\_\_

www : \_\_\_\_\_

### **Note :**

- (1) Application with incomplete information / details will not be taken into consideration.
- (2) Seven copies of the application prepared on computer and duly completed in all respect must reach the University office before the due date.
- (3) In the case of acceptance of the need of the course / programme by the University, prescribed affiliation fee will be remitted / paid by the Institute to University by the due date as notified by University and the application /s will be taken into consideration thereafter.
- (4) Copies of Lay-Out plans (if prepared) in respect of Buildings, Hostels, Residence of Principal, Rector etc. may be enclosed with the application.

### **(A) College / Institute**

- (1) Full Name / Address of Signatory Officer who has applied for and his/ her designation in the College / Institute :
- (2) Has he / she been authorized by the College / Institute to apply for the purpose ?  
If duly authorized, when ? If possible please send copy of the constitution by which he can do so.
- (3) Is there any legally constituted Governing Body of the College / Institute for the proposed PG course / programme ?  
If not existing, when it would be constituted ? If possible please send copy of the constitution.

**(B) Classes and Courses**

- (1) Which courses are proposed to be taught ?
- (2) Number of students (Intake) proposed to be enrolled in the First Year.
- (3) **Preparatory :**
  - (1) (a) Have you provided for an independent building ? Whether the College / Institute will be housed in its own building. OR In rented one ? If to be housed in a rented one, will the Institute be able to provide its own building up to the end of First Year from beginning of the programme ?
    - (b) What kind of financial provisions have been made by the Institute for construction of the building ? Please give details.
    - (c) Which type of facilities would be made available in the building ?  
Please enclose Lay-Out plans of the building with specifications of each room.
  - (2) What arrangements have been proposed for – student's Sports activities / facilities for physical education and for medical checkup / aid to students.
  - (3) (a) Is there Hostel facilities available for Male / Female students at present ?  
If it exists, for how many students ? Provide details of measurement of rooms.
    - (b) Provide details for Residence of Hostel Rector.
    - (c) Distance between the Rector' s Resident and the Student' s Hostels.
  - (4) (a) What arrangement would you propose for Library ?
    - (b) As appointment of trained Librarian is considered compulsory, what steps have been taken for the appointment ?
  - (5) (a) What arrangement have you considered necessary for Practicals involved in Science / respective subjects of the programme ?  
Detailed information regarding Laboratory space, Equipments / Instruments / Glass wares etc.. that exists and proposed in the Laboratory must be provided.
    - (b) For Medical Education / course – Number of Beds in the attached Hospital, where Clinical training / education is to be arranged. Is there provision for medical equipments ? and provide information in respect of number of Residents and Nursing staff available / appointed.
    - (c) For Engineering Education / course – specifications of the Workshop :  
How much equipped ? Please explain in detail.
  - (d) **Teaching Staff :**
    - (1) As primary measure for starting the course, what action / steps the Institute has taken so far in regard to appointment of the Principal and other Teaching staff required as per rules / norms prescribed in this regard by the University?
    - (2) Provide detailed information in a separate statement of those teachers already appointed and working at present with their names, qualifications, experience, designation, pay scale etc..



(3) State the vacancies and its designations on which teachers are not yet appointed presently, but would be appointed in due course of time – explain when ? and their pay scale ?

(e) **Financial Provisions :**

(1) The total amount of the fund the Institute has actually accumulated for the programme / course (an amount for which Donors have only promised / given oral consent but its actual payment has not yet received by the Institute should not be included).

(2) Provide detailed information of Donations received and its conditions.

(3) Name the Bank in which the funds have been deposited. On whose name they are deposited ? (Please inform Bank Account Number/s OR its Receipts Number/s)

Is there any agreements for repayment of the Loan (if any) taken either from Bank or any other source by the Institute ? Plan proposed by Institute for its repayment. Give the details.

(4) The total amount for which Donors have promised orally / agreed for Donation ? How and when do you expect for its payments ?

(5) The amount of Permanent Capital Fund the Institute has accumulated for this programme (This amount should be kept as "Reserve Fund").

An amount of Rs. 50,000 /- for Single faculty programme and Rs. 1,00,000 /- for Two faculty programme will have to be kept as Reserve (Deposit) with the University by the Institute and the interest earned thereon will be paid to the Institute.

(6) For Non-recurring expenditure, as estimated by university, Budgetary provision of an amount of Rs. 50,000 /- for the First Year and Rs.40,000 /- for subsequent 2<sup>nd</sup> and 3<sup>rd</sup> year towards Non-recurring expenditure will invariably be made by the Institute.

(7) State the estimated amount of Income receipts and Expenditure during the first two years by the Institute. Please provide details. In case of Deficit, how the Institute plans to repay ? explain.

(8) (A) The Institute must clearly mention in the following Table, Recurring and Non-recurring expenditure to be made / proposed at the time of establishment and during next two years.

ITEM	PREPARATORY		FIRST YEAR		SECOND YEAR	
	RECURRING	NON - RECURRING	RECURRING	NON - RECURRING	RECURRING	NON - RECURRING
EXPENDITURE on						
A- BUILDING						
B-INSTITUTE						
C- HOSTEL						
D-RESIDENCE						

(B) To perform / fulfill responsibility the Institute will authorize University for using the fund towards the payment of delayed salaries of teaching staff or towards other responsibilities of the Institute.

1. Library
2. Science Equipments
3. Other Educational Equipments
4. Furniture

(9) Proposed Term Fees and Other Fees (Annually / Semester wise)

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I hereby give an assurance on behalf of the Management of \_\_\_\_\_  
\_\_\_\_\_ that after having given affiliation, any change in office  
barer/ existing teaching staff that may occur in future or any information that may be asked for  
by the University will be sent immediately.

Instructions that may be given by the University for constituting the Governing Body of  
the Institute will be followed and observed solely.

I further assure to abide by the rules and regulations prescribed in this behalf from time  
to time, by the University. The Institute shall not publish advertisement till written permission  
of the University is obtained and shall not admit / enroll students for the said programme.

Place :

Date :

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

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