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: 2021-22**
➔ **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: 2021-22**
Course Combination		
Faculty	:	
Selected Course Combination	:	
Payment Information		**Refer Note: 1**
Payment Mode	:	**Offline / Online**
Receipt No	:	
Payment Receipt Date	:	
Payment Receipt	:	

Note : 1

- In offline mode, the payment can be made by Cheque / DD or purchase of form from University Cash Counter.

- 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 and date of purchase of application form to be entered in date.

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 lst 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 Appoitment	:	
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 goverment 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 2021-22 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 2021-22, 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	:	**Online / Cash Challan / Cheque / DD / By Receipt**