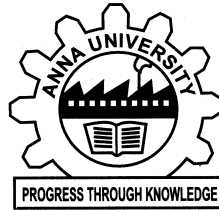# ANNA UNIVERSITY
CHENNAI - 600 025

NAME AND ADDRESS OF THE COLLEGE

Format of
Application for Affiliation for New Colleges
(Academic year 2021-22)

CENTRE for AFFILIATION of INSTITUTIONS
Anna University
Chennai – 600 025

INSTRUCTIONS:

The Principals of new colleges are requested to make ready of TWO HARD COPY original applications, duly signed by all the eligible faculty members, Principal and Chairperson of the College in the appropriate locations indicated in the Format. The copies of the documents and certificates of Sl.No.24, attested by the Chairperson of the college should be submitted to the University in form of a soft bound book with appropriate titles and an index in the front. The documents are also to be scanned and submitted to the University in PDF format in CDs indicating College Name, etc., in the CD and the CD cover. ONE HARD COPY and ONE SOFT COPY of applications are to be submitted to the Head Quarters of Anna University.

ONE HARD COPY original application should be preserved and maintained by the respective colleges. It should be made available whenever demanded by the University.

Completed Application along with Processing Fee is to be submitted to The Director, Centre for Affiliation of Institutions, Chennai – 600 025 along with proof of submitting application to AICTE / DGS or COA for approval on or before 30.06.2021. Under any circumstances, affiliation cannot be granted to a College without the fulfillment of academic and statutory requirement and beyond the closing date of admission.

Affiliation inspection by Anna University will be conducted anytime after 01.07.2021.

Colleges can admit students ONLY after getting the grant of affiliation for the academic year 2021-22.

CONTENTS

ANNA UNIVERSITY
CHENNAI - 600 025

Format of Application for New College seeking Affiliation for the Academic Year 2021-22

1.   **College**

    i.   Name of the College   :

    ii.   Address of the site as   :
           approved by the AICTE/COA/DGS

    iii.   Are the college buildings
           constructed at the above said-   :
           approved site? If No, Give details

    iv.   Type of Institutions
    (please tick (√) the appropriate box)   :

Government	Central Government	Government Aided	Self Financing
☐	☐	☐	☐

    v.   Telephone Numbers   :

    vi.   Fax Numbers   :

    vii.   E-mail Id   :

    viii. Website address   :

    ix.   Year of establishment of the   :
           college

    x.   Category of the College   :
           (please tick (√) the appropriate box)

Non Minority	Minority						Others (specify)
	Linguistic			**Religious**			
	Malayalam	Telugu	Sourashtra	Christian	Muslim	Jain	

Signature of the Principal
(College Seal with Name of the Principal)

2. **Trust / Society**

 i. Name of the Trust / Society **:**

 ii. Address of the registered office **:**

 iii. Registration Number **:**

 iv. Date of registration **:**

 v. Name of the Chairperson / **:**
   Secretary / Correspondent

 vi. Telephone numbers - Office **:**

          Residence **:**

 vii. Fax numbers **:**

 viii. Mobile numbers **:**

 ix. E-mail **:**

<div align="right">Signature of the Principal
(College Seal with Name of the Principal)</div>

3.   Principal

Name of the Principal	:		Affix and Attest passport size photograph
Residential Address	:		

Name of the Principal   :

Residential Address   :

Contact Nos.   :   Landline :   Mobile:
                                          Email   :

Gender   :   Male / Female / TG

Community   :   OC / BC / MBC / SC / ST

PAN No.
                                    :   **Passport Number**   :

Aadhaar No.
                                    :

Date of Birth and Age   :

Date of joining the present post :

Scale of pay   :

Present basic pay   :

Total salary   :

I. **Particulars of Educational Qualification:** (*only completed*)

Category	Name of the Degree	Specialization	Year of Passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained
UG							
PG							
Ph.D.							

* Enclose copies of certificates duly attested by the Principal as proof.

I. **Additional Qualification**   :

      1. GATE Score (In case of B.E. / B.Tech.)
      2. NET / SLET (In case of M.C.A. / M.Sc. / M.A.)

II. **Title of Ph.D. Thesis ***   :

III. **Faculty in which Ph.D. was awarded**   :

IV. Academic Experience:

Name of the College	Designation	Joining Date	Relieving Date	Experience		
				Years	Months	Days
Total						

V. Industrial Experience:

Name of the Organisation	Designation	Nature of Work	Joining Date	Relieving Date	Experience		
					Years	Months	Days
Total							

Note - Principal eligibility as per AICTE / COA/DGS norms

Signature of the Principal
(College Seal with Name of the Principal)

7

4. Governing Council

Sl. No.	Name	Position	Educational Qualification	Present Designation /Occupation	Telephone numbers	E-mail	Residential Address
1		Chairperson					
2		Members					
.							
.							
11.		Member Secretary					

Signature of the Principal

(College Seal with Name of the Principal)

5. Planning and Monitoring Board

Sl. No.	Name	Position (Chairperson/ Member)	Category	Educational Qualification	Present Designation/ Occupation	Telephone numbers	E-mail	Residential Address
1		Chairperson	Principal of the college					
2		Member	Senior faculty member of the college					
3		Member	Senior faculty member of the college					
4		Member	Senior faculty member from University/other college					
5		Member	Industrial expert in the field of engineering and technology					
6		Member	Industrial expert in the field of engineering and technology					
7		Member	Architect/Civil Engineer					

Signature of the Principal
(College Seal with Name of the Principal)

6. (i). Discipline and Welfare Committee

Sl. No.	Name	Position	Category	Present Designation/Department	Telephone Numbers	E-mail	Residential Address
1		Chairperson	Senior Head of the Department				
2		Member	Head of the Department				
3		Member	Head of the Department				
4		Member	Head of the Department				
5		Member	Warden / Deputy Warden of Boys' Hostel				
6		Member	Warden / Deputy Warden of Girls' Hostel				
7		Member	Lady faculty member				
8		Convener	Student Counselor (Staff)				

Signature of the Principal

(College Seal with Name of the Principal)

(ii). Complaints cum Redressal Committee

Sl. No.	Name	Category	Present Designation/ Department	Telephone numbers	E-mail	Residential Address

Norms for composition:

- *Should be headed by a senior lady member*
- *50% of the membership of the committee should be represented by ladies*
- *A third party either an NGO or an outside activist who is familiar with the issue of sexual harassment in work place*

Signature of the Principal
(College Seal with Name of the Principal)

7.   Financial Stability of the Trust / College

i.   Savings Bank / Current Accounts

Sl. No.	Savings Bank / Current account of Trust / College *	Bank Name	Branch	Account number	IFSC Code	Balance amount at the end of last financial year (Rs.)	Balance amount as on date (Rs.)

* State whether the account is in the name of Trust or College

ii.   Long term deposits

Sl. No.	Bank / Govt./ Govt. approved institution	Branch	Reference No. of the Fixed Deposit	Amount (Rs.)	Date of maturity

Signature of the Principal

(College Seal with Name of the Principal)

iii.   Endowment

Sl. No.	Created with	Amount (Rs.)	Deposited in the bank (name)	Branch	Instrument No. and date	Date of expiry
	AICTE/COA/DGS					
	University					
	State Govt.					
	Others					

Financial Stability

Total financial reserves   :

Annual maintenance and development expenditure   :

Signature of the Principal
(College Seal with Name of the Principal)

8. **Land Area details** (in acres) :

   Norms:

	Engineering & Technology	**Architecture**	**Management / MCA**
Other than Rural Places	2.5$^{\#}$	1.0	0.5
Rural Places	7.5	2.0	1.0

\# - Land area required in Urban shall be 2.5 acres which can be in a maximum of TWO plots. The academic, instructional, administrative and amenities area shall be in one plot not less than 1.5 acres. The distance between the plots shall not exceed 2.0 km. The remaining land shall only be utilized for sporting infrastructure/ Hostel/Staff accommodation and related educational activities of the Institution

Details of Land earmarked for the college:

Sl. No.	Location of the College (Rural / Other than Rural)	Total build up area (Sq.m)	Document number	Date of registration	Survey number	Extent of land required (refer norms)	Total Extent of land earmarked for the college (in acre)	Deficiency %

Signature of the Principal
(College Seal with Name of the Principal)

9. Course(s) for which provisional affiliation is sought for the academic year 2021-22

Sl. No.	Degree	Course	Intake sought

Note:

The request for affiliation will be considered for the academic year 2021-22 only for the above listed courses that satisfy the following conditions:

    1. Approved Syllabus and Curriculum should be available at the time of application.

    2. Approval of AICTE.

    3. Architecture courses, approval from the Council of Architecture (COA) should be obtained for the academic year concerned.

    4. B.E. Marine Engineering, approval from the Directorate General of Shipping (DGS) should be obtained for the academic year concerned.

Signature of the Principal
(College Seal with Name of the Principal)

10. Faculty- Qualification and Experience

(Refer AICTE APPROVAL PROCESS HANDBOOK 2021-22)

I. Details of faculty of Engineering & Technology Departments offering the course(s)

(Provide information separately for each faculty member Department-wise starting from Professor, Associate Professor and Assistant Professor)

Name of the B.E. / B.Tech. course:

Details of faculty available for the B.E. / B.Tech. Course in the Department

1. Qualifications

Sl. No.	Name of the faculty member with stamp-size photo	Designation	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of birth and age	Date of joining the present post	*PAN No.	*Aadhaar No.	Scale of pay	Present basic pay	Total Salary	Signature of the faculty member

2. Experience

Sl. No.	Name of the faculty member	Previous experience					
		Teaching			Industry		
		Institution	Position	Years	Organisation	Position	Years

*Mandatory

Signature of the Principal
(College Seal with Name of the Principal)

II. Science & Humanities and General Engineering faculty (For supporting engineering and technology courses)

A. **Details of the faculty including General Engineering faculty**
    (For M.Sc. Courses, the faculty shown here are not to be included)

1. **Qualification**

Sl. No.	Name of the faculty member with stamp-size photo	Designation	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of birth and age	Date of joining the present post	*PAN No.	*Aadhaar No.	Scale of pay	Present basic pay	Total Salary	Signature of the faculty member

2. **Experience**

Sl. No.	Name of the faculty member	Position and years of experience					
		Teaching			**Industry**		
		Institution	Position	Years	Organisation	Position	Years

*Mandatory

Signature of the Principal

(College Seal with Name of the Principal)

III. **Science & Humanities faculty** (provide course-wise details)

Name of the Department:

A. **Details of the faculty**

1. Qualification

Sl. No.	Name of the faculty member with stamp-size photo	Designation	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of birth and age	Date of joining the present post	*PAN No.	*Aadhaar No.	Scale of pay	Present basic pay	Total emoluments	Signature of the faculty member

2. Experience

Sl. No.	Name of the faculty member	Position and years of experience					
		Teaching			Industry		
		Institution	Position	Years	Organization	Position	Years

*Mandatory

Signature of the Principal

(College Seal with Name of the Principal)

IV   Details of Faculty of Architecture and Planning:

A. Name of the course B.Arch.

Details of the faculty

1. Qualification

Sl. No.	Name of the faculty member with stamp-size photo	Designation	Qualification with class obtained starting from the highest degree	Corresponding specialization	Date of birth and age	Date of joining the present post	*PAN No.	*Aadhaar No.	Scale of pay	Present basic pay	Total emoluments	Signature of the faculty member

2. Experience

Sl. No.	Name of the faculty member	Position and years of experience					
		Teaching			Industry		
		Institution	Position	Years	Organisation	Position	Years

*Mandatory

NOTE: Total sanctioned strength based on the staff student ratio of 1:10

Faculty cadre ratio should be maintained as per COA norms 1:2:6 for Professor: Associate Professor: Assistant Professor.

R = Required, **A =** Available,   **D =** Deficiency,   **SSR** = Staff : Student Ratio

For eligibility norms for the faculty - students ratio, refer **COA APPROVAL PROCESS HANDBOOK 2020**

Signature of the Principal
(College Seal with Name of the Principal)

11. Faculty – Requirements and Availability

i. Consolidated details of faculty for Science & Humanities (for supporting Engg. & Tech. Courses)

Designation	Maths	Physics	Chemistry	English	Gen. Engg.	Total
Professor						
Associate Professor						
Assistant Professor						
					Grand Total **(A)**	

Total intake applied for the academic year 2021-22 of all the B.E. / B.Tech. Courses **(S1)**

Total no. of faculty members required **(R) = (S1/20)** :

% Deficiency [**(1- A/R) x100**] :

ii. Consolidated details of faculty for all the courses

S.No.	Degree	Course(s)	Total Sanctioned Strength* (S)	Professor			Asso. Prof.			Asst. Prof.			Total no of faculty members available (T = A1+ A2+ A3)	SSR 1: S/T
				$R^{\#}$	A1	D (%)	$R^{\#}$	A2	D (%)	$R^{\#}$	A3	D (%)		

NOTE: Total sanctioned strength based on the staff student ratio of 1:20

Faculty cadre ratio should be maintained as per AICTE norms 1:2:6 for Professor: Associate Professor: Assistant Professor.

R = Required, **A =** Available, **D =** Deficiency, **SSR** = Staff : Student Ratio

For eligibility norms for the faculty - students ratio, refer **AICTE APPROVAL PROCESS HANDBOOK 2021-22**

Signature of the Principal
(College Seal with Name of the Principal)

12. Non-Teaching Staff details

(For norms refer Statute Section 5.10 and Regulation R 11.4 and Annexure 9 of the Statutes and Regulation for Affiliation)

i. **Technical staff:** Provide the information separately for each Department.

Name of the Department:

Details of the staff

Sl. No.	Laboratory	Name of the staff	Designation	Qualification	Date of joining the present post	Previous experience	Date of birth and age	Scale of pay	Basic pay	Total emoluments

ii. **Library and Physical Education Department**

Details of the staff

Sl. No.	Department	Name of the staff	Designation	Qualification	Date of joining the present post	Previous experience	Date of birth and age	Scale of pay	Basic pay	Total emoluments

Signature of the Principal

(College Seal with Name of the Principal)

iii.   **Ministerial staff**

Details of the staff

Sl. No.	Name of the staff	Place of work	Designation	Qualification	Date of joining the present post	Previous experience	Date of birth and age	Scale of pay	Basic pay	Total emoluments

Signature of the Principal

(College Seal with Name of the Principal)

13. **Laboratory:** Provide Course-wise details separately

a) **Space requirement:**

Name of the Department:

Norms :
- *In respect of Engg. & Tech. courses the required carpet area per laboratory shall be 66 sq.m and for workshop 200 sq.m. for a batch of 60 students.*
- *In respect of B.Arch courses the required area per laboratory shall be 40 sq.m, studio 120 sq.m. and for Climatology lab, Surveying lab, model making carpentry workshop 40 sq.m. for a batch of 40 students.*

Sl. No.	Name of the Laboratory	Area of the laboratory available (sq.m.)	Deficiency %

Signature of the Principal
(College Seal with Name of the Principal)

b). Laboratory Equipments

(Provide the information in the format given below for each laboratory course separately in respect of all the semesters concerned for the UG & PG courses applied for in the Department)

(Refer **Anna University, Chennai** Website **www.annauniv.edu/cai/labrequirements.php** for laboratory equipments)

Degree	:
Course	:
Semester	:
Regulation	:
Name of the Laboratory Subject	:

List of equipments required for a batch of 30 students for U.G. / 25 students for P.G.**:**

Sl. No.	Name of the equipments / software	Quantity required	Quantity available	Deficiency %

Signature of the Principal
(College Seal with Name of the Principal)

14. Central Computing Facility

(a). Area

Area required (sq.m.)	Area available (sq.m.)	Deficiency (%)
150 (B.E. / B.Tech.)		
60 (B.Arch.)		

(b). Terminals and LAN / WAN connections:

Norms for number of terminals: Terminal: Student

B.E. / B. Tech.   1:6

B.Arch.   1:6

	Number of terminals with core duo processor or higher	Number of terminals on LAN / WAN	Number of Printers
Required	(Refer norms given above)	(All)	(Norms: 10% of the terminals required)
Available			
Deficiency			

Signature of the Principal

(College Seal with Name of the Principal)

(c). Softwares

Software required	Name of the software available
No. of Computers with operating system (Minimum 3)	1.
	2.
	3.
Application software (Minimum 20)	1.
	2.
	3.
	.
	.
	.
	19.
	20.

Signature of the Principal
(College Seal with Name of the Principal)

(d). Network connectivity

Bandwidth :

Number of nodes with Internet connection :

Norms:

Bandwidth Required : 32 Mbps (Minimum)

Number of nodes with Internet connection : *2 (Minimum)*

For colleges offering only Architecture course:

Bandwidth : *32 Mbps (Minimum)*

Number of nodes with Internet connection : *1 (Minimum)*

Signature of the Principal
(College Seal with Name of the Principal)

15. Library

(a). Area

Area required for an intake of 240 students (sq.m.)	Projected Area (sq.m.)	Area available (sq.m.)	Deficiency (%)
400 (*300 books for intake of 40 & every additional intake of 40 add 150 book & 100 for Management Institution)			

For Architectural Institution
Library shall have 0.6 Sq.m. per student upto total student strength of 200 and 0.3 Sq.m for every additional student beyond student strength of 200.

b) Books

	Science & Humanities	Engg. / Tech., Arch. & Plan., Management and Computer applications			Total no. of volumes ($M_1 + M_2 + M_3$)
	No. of volumes (M_1)	No. of titles (T)	No. of volumes (M_2)	No. of volumes added for the year 2021-22 (M_3)	
Required	(Refer **AICTE / COA APPROVAL PROCESS HANDBOOK 2021-22**)				
Available					
Deficiency %					

* For Architecture

Signature of the Principal
(College Seal with Name of the Principal)

c) Journals

Sl. No.	Degree	Course	No. of National journals			No. of International journals		
			R (Refer norms)	A	% D	R (Refer norms)	A	% D

Norms:

Sl. No.	Courses	Journals	
		National	International
1.	B.E. / B.Tech.	6	6
2.	B.Arch. (Intake 40)	4	1
	B.Arch. (80 & Above)	4	1

Signature of the Principal
(College Seal with Name of the Principal)

16. Class Rooms

Norms for Class Room Capacity

Area (sq.m)	Capacity
66	60 (B.E. / B.Tech.)
60	40 (B.Arch.)

(a). Class Rooms availability in the whole college

Sl. No.	Name of the Block	Area (length x width) in square metre	Number of rooms	Type of roof (Permanent / Semi Permanent)	Capacity (for calculation, refer norms as given above)
1					
2					
.					
.					
.					
Total					

(b). Summary of class room availability (Except B.Arch.)

Sl. No.	Required	Available	Deficiency (%)
1	Number of Class rooms required for the college = $\sum_{i=1}^{N}$ No. of Divisions x Duration of Course N = Number of Courses		

(c). **Summary of class room availability (for B.Arch. only)**

Sl. No.	Required				Available			Deficiency (%)
	Intake	40	80	120	40	80	120	
1	Class Room	1	2	3				

Signature of the Principal

(College Seal with Name of the Principal)

17. Drawing Halls / Studio / Conference Hall

Number of drawing halls / Studio / Conference hall required

Norms:

A. Number of drawing halls required for B.E. / B.Tech. courses = [Total sanctioned intake for the college / 240]

Course	Area required for each drawing hall
1. B.E. / B.Tech.	132 sq.m.

Sl. No.	Courses	Number of drawing halls required (Total sanctioned intake for the college / 240)	Number available	Deficiency (%)	Area of the each drawing hall required (sq.m.)	Area of the drawing hall available (sq.m.)	Deficiency (%)
1							
.							

B. Number of studios / Class room required for B.Arch.:

Course	Area required for each studio
1. B.Arch.	120 sq.m for studio for a batch of 40 students (3 sq.m/student)

Sl. No.	Required				Available			Deficiency (%)
	Intake	40	80	120	40	80	120	
1	Studio	1	2	3				

* If studios incorporate lecture spaces within them, then the area of studio spaces shall be calculated at 4 sq.m per student.

Signature of the Principal
(College Seal with Name of the Principal)

18. Other building space

(a). Administrative Area

Sl. No.	Building space for	Carpet Area required (sq.m) *	Available (sq.m.)	Deficiency %
1.	Principal / Director office	30		
2.	Board Room	20		
3.	Office all inclusive	150 ^{s} / 300*		
4.	Department offices	20		
5.	Cabins for Head of Departments	20		
6.	Faculty Rooms	5		
7.	Central Stores	30		
8.	Maintenance	10		
9.	Security	10		
10.	Housekeeping	10		
11.	Pantry for staff	10		
12.	Examinations Control office	30		
13.	Placement office	30		

^{S} Technical Campus having one Programme

* Technical Campus having more than one Programme

Signature of the Principal

(College Seal with Name of the Principal)

(b). Amenities

      Carpet Area (sq.m.) required for Technical campus

Sl. No.	Building space for	One Program (sq.m.)	More than one Program (sq.m.)	Available (sq.m.)	Deficiency %
1.	Toilets (Ladies & Gents)	150^s	350*		
2.	Boys Common Room	75	100		
3.	Girls Common Room	75	100		
4.	Cafeteria	150	150		
5.	Stationery Store & Reprography	10	10		
6.	First Aid cum Sick room	10	10		
7.	Principal's quarters	150	150		
8.	Guest House	30	30		
9.	Sports Club / Gymnasium	100	200		
10.	Auditorium / Amphi Theater	250	400		
11.	Boys Hostel	Adequate	Adequate		
12.	Girls Hostel	Adequate	Adequate		

Signature of the Principal

(College Seal with Name of the Principal)

19.   Hostels

Distance between the location of the college and the city:

Norms

	Carpet Area (sq.m.) (Minimum)
Single room	9
Triple seated room	20

i.   Boys Hostel

Norms
- *Single rooms are preferable and maximum of three students can be accommodated in a triple seated room.*
- Total hostel capacity required for boys is 25% of boys' strength in the college if the college is located within 20 kms of a large city
- Total hostel capacity required for boys is 50% of boys' strength in the college if the college is situated in other locations.
- Accommodation for 120 students is to be considered as one hostel unit.

A.   Details

1.   Boys Hostel (YES / NO)

2.   Hostel building (please tick (√) the appropriate box)

Owned	Rental / Lease

3.   Location of the hostel (please tick (√) the appropriate box)

Inside the campus	Outside the campus

4. **Distance of the college from the city** (please tick (√) the appropriate box)

Within 20Km	Beyond 20Km

Sl. No.	Block number	Carpet area of room (sq.m.)	Number of rooms (a)	Number of occupants per room (b)	Total capacity (c=a*b)
Total					

B. Summary

Total hostel capacity required for boys (refer norms given above)	Total hostel capacity available for boys	Deficiency %

Signature of the Principal
(College Seal with Name of the Principal)

ii. Girls Hostel

Norms

- *For the students a maximum of three in a room and for others single rooms to be provided.*
- *Total hostel capacity required for girls is 50% of girls' strength in the college if the college is located within 20 km of a large city*
- *Total hostel capacity required for girls is 100 % of girls' strength in the college if the college is situated in other locations.*

A.   Details

1. Girls Hostel (YES / NO)

2. Hostel building (please tick (√) the appropriate box)

Owned	Rental / Lease

3. Location of the hostel (please tick (√) the appropriate box)

Inside the campus	Outside the campus

4. Distance of the college from the city (please tick (√) the appropriate box)

Within 20Km	Beyond 20Km

Sl. No.	Block number	Carpet area of room (sq.m.)	Number of rooms (a)	Number of occupants per room (b)	Total capacity (c=a*b)
Total					

B. Summary

Total hostel capacity required for girls (refer norms given above)	Total hostel capacity available for girls	Deficiency %

Signature of the Principal
(College Seal with Name of the Principal)

ii.   Other related building areas

SI. No.	Description of the area	Required carpet area (sq.m.) per hostel unit of 120 students	Projected area required (sq.m.)	Available carpet area (sq.m.)	Deficiency %
1.	Kitchen and Dining Hall	200			
2.	Indoor games cum Common hall	150			
3.	Medical room (for all hostels)	50	50		
4.	Canteen	50			
5.	Warden office	18			
		Additional four rooms of 9 sq.m. each within the blocks			
6.	Guest rooms	18 (2 nos.)			
		Additional four rooms of 9 sq.m. each within the blocks			
7.	Toilets	75			

iv.   Details of Teachers Hostel available

(It is desirable to have a hostel type accommodation for 25% strength of the teachers with the norms of 30 sq.m. carpet area per teacher inclusive of an attached toilet room.)

Signature of the Principal

(College Seal with Name of the Principal)

20. Physical Education

Sl. No.	Description	Details		
1	Total area of the play ground			
2	Details of the outdoor games available	1.		
		2.		
		3.		
		4.		
3	Details of the Indoor games available	1.		
		2.		
		3.		
		4.		
4	Details of gymnasium available	1.		
		2.		
		3.		
		4.		
5	Fund allotted to Physical Education			

Signature of the Principal

(College Seal with Name of the Principal)

21. Facilities

Sl. No.	Item	Available (Y/N)
1	Conference hall	
2	Interview room	
3	OHP	
4	LCD projector	
5	Audio visual facilities	

22.   Other Amenities

i.   Health Centre

Sl. No.	Name of the staff	Designation	Qualification	Specialization	Experience

Signature of the Principal

(College Seal with Name of the Principal)

ii.   Others

Sl. No.	Amenity		Available (Y / N / NA)
1.	Drinking water facility		
2.	Electric Supply		
3.	Power Supply	a). Transformer(KVA)	
		b). Generator	
4.	Sewage Disposal		
5.	Telephone facility		
6.	Vehicle parking stand		
7.	Web portal with mandatory disclosure		
8.	Barrier free facility for disabled and elderly		
9.	Safety Provisions (Fire and others)		
10.	General Insurance for assets		
11.	All weather approach road		
12	Notice Boards		
13	Public announcement System		
14	ERP for student – Institution, Parent interaction		
15	Transport facilities for staff and students (Availability of buses)		
16	Bank / Extension counter facility / Post		
17	CCTV Security		
18.	LCD in class rooms		
19.	Group Insurance for employee		
20	Group Insurance for students		
21	Staff Quarters		
22	Rain Water Harvesting Structures		
23	Internet facilities		
24	Photo copying facilities		
25	Communication facilities		
26	Student amenities		
27	First aid provisions		
28	Recreation room		
29	Canteen facility		

Signature of the Principal
(College Seal with Name of the Principal)

23.   Registers and Records

Sl. No.	Name of Register / Record	Is it maintained? (Y / N / NA)
1.	Department wise faculty profile	
2.	Department wise Non-Teaching Staff Profile	
3.	Register of attendance and assessment record (course wise)	
4.	Attendance for teaching and non-teaching staff	
5.	Advertisement for recruitment of faculty members	
6.	Minutes of the meeting of Staff Selection Committee	
7.	Appointment / offer letters issued to faculty members	
8.	Joining report of staff members	
9.	Record of students (course wise)	
10.	Academic performance record of students (course wise)	
11.	Record of student projects (UG, PG & PhD)	
12.	Register of attendance and assessment record (course wise)	
13.	Record of scholarships / fellowships / financial assistance for students	
14.	Book of Transfer certificate (including counterfoils)	
15.	Copy of Regulations, curriculum and syllabi (course wise)	
16.	Record of Research / Consultancy / Extension activities (Department wise)	
17.	Record of Achievements, Award and Recognition (Department wise)	
18.	Master time table and Academic calendar	
19.	Accession register for library	
20.	Stock register for equipment	
21.	Stock register for consumable	
22.	Stock register for furniture	
23.	Stock register for tools and plants	
24.	Minutes of the meetings of the Governing council of the college	
25.	Minutes of the meeting of the Planning and Monitoring Board	
26.	Minutes of the meetings of the Registered Society / Trust of the college	
27.	Year-wise audited statement of accounts of the college and also in the format specified by the University	
28.	Cash book of the college	
29.	Acquaintance register	
30	Fee receipt books (including counterfoils)	
31	Funds position / bank certificates / FDR copies to indicate financial stability	

Signature of the Principal

(College Seal with Name of the Principal)

24. Certificates

The **originals** of the following are to be produced for verification <u>at the time of inspection</u> to the inspection committee members and when ever demand by the University. The new colleges should submit a copy of the following documents duly attested by the Chairperson of the trust along with the application:

Sl. No.	Certificate	Available (Y / N)
1.	Village field map / Field measurement book sketch	
2.	College site map / plan.	
3.	Existing building plan.	
4.	Building sketch [details of Rooms, Laboratories, Stores, Library etc. for all the floors]	
5.	Building plan proposed.	
6.	Irrevocable Trust Registration Deed.	
7.	Documentary proof for ownership of lands exclusively earmarked for the College.	
8.	Legal opinion from not below the rank of the Govt. pleader on the ownership of land and extent of coverage.	
9.	Land use Certificate from an appropriate authority (RDO) and Land conversion certificate from the Directorate of Town & Country planning.	
10.	**#** Certificate under Section 37 (B) of Tamil Nadu Land Reforms (Land fixation and Ceiling) Act, 1961.	
11.	**#** State Government permission for starting the College.	
12.	AICTE / COA / DGS approval for the course(s) (copy to be enclosed).	
13.	Documents showing the financial viability of the college [details of financial budgeted revenue and expenses statements (Current year)].	
14.	Composition of the Governing council.	
15.	Master Time – Table for all courses and all sections with classroom arrangements.	
16.	Audited statement of accounts of the college for the past three years.	
17.	Certificates for fire/boiler/electrical safety from competent authorities.	
18.	Certificate from Health Inspector.	
19.	Certificate from PWD Superintendent Engineer for the structural stability of the building	
20.	Building and equipment insurance certificate.	

\#   The application for affiliation will be considered without prejudice to the right of the University requiring the production of certificate under Section 37B of Tamil Nadu Land Reforms (LC) Act 1961 and the permission of the Government to establish the college subject to the verdicts of the Hon'ble High Court of Madras [W.A.M.P. No.5740 of 2002].

Signature of the Principal
(College Seal with Name of the Principal)

25. Inspection / Processing fee

Details of Inspection / Processing fee remitted: (through RTGS/NEFT/IMPS)

SI. No.	Courses for which affiliation is sought for the year 2021-22	Inspection / Processing fee per course	Number of course(s)	Total Amount (Rs)
1.	New Course(s)	Rs. 40,000/-		
	Grand Total			

Name of the Bank & Branch : Canara Bank, CEG Campus, Anna University
Account Number : 8456101113450
Name of the Account : The Director, Centre for Affiliation of Institutions, Anna University, Chennai -25
IFSC Code : CNRB0008456
MICR Code : 600015093

Enclose RTGS/NEFT/IMPS transaction details in the prescribed format is available in CAI website https://www.annauniv.edu/cai/format.php

Signature of the Principal
(College Seal with Name of the Principal)

26.   Endorsement of the Principal

I, Thiru. / Tmt. _____ son / daughter of Thiru. _____ on behalf of the (*college name*) _____ hereby declare that the particulars furnished in the application are correct to the best of my knowledge.

Principal
(Name in Capital Letters)

Seal

Place:

Date:

27.   Declaration by the Management

I,   Thiru.   /   Tmt.   _____   son   /   daughter   of
Thiru. _____ on behalf of the Trust, viz., _____ hereby
declare that the particulars furnished in the application are correct to the best of my knowledge.
No programme(s) / course(s) will be started and No student will be admitted without the prior
approval of AICTE / COA / DGS and Affiliation of Anna University, Chennai for the academic
year concerned and all the original documents related to the particulars given in the application
will be produced at the time of inspection and whenever called for.

Chairperson / Secretary
(Name in Capital Letters)

Seal

Place:

Date: