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.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Details</th>
<th>Page No.</th>
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<td>College</td>
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<td>Trust / Society</td>
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<td>3</td>
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<tr>
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<td>Laboratory</td>
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<td>14</td>
<td>Central Computing Facility</td>
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<tr>
<td>15</td>
<td>Library</td>
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<tr>
<td>16</td>
<td>Class Rooms</td>
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</tr>
<tr>
<td>17</td>
<td>Drawing Halls / Studio / Conference Hall</td>
<td></td>
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<tr>
<td>18</td>
<td>Other Building Space</td>
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<tr>
<td>19</td>
<td>Hostels</td>
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<tr>
<td>20</td>
<td>Physical Education</td>
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<td>21</td>
<td>Facilities</td>
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<td>22</td>
<td>Amenities</td>
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<td>23</td>
<td>Registers and Records</td>
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<td>24</td>
<td>Certificates</td>
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<tr>
<td>25</td>
<td>Inspection fee/Processing fee</td>
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<td>26</td>
<td>Endorsement of the Principal</td>
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<tr>
<td>27</td>
<td>Declaration by the Management</td>
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</table>
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) :

<table>
<thead>
<tr>
<th>Non Minority</th>
<th>Minority</th>
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<tbody>
<tr>
<td></td>
<td>Linguistic</td>
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<tr>
<td></td>
<td>Malayalam</td>
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</tbody>
</table>

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 : 


Signature of the Principal

(College Seal with Name of the Principal)
3. Principal

Name of the Principal :
Residential Address :
Contact Nos. : Landline : Mobile: Email :
Gender : Male / Female / TG
Community : OC / BC / MBC / SC / ST
PAN No. :
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)

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of the Degree</th>
<th>Specialization</th>
<th>Year of Passing</th>
<th>Name of the College</th>
<th>Name of the University</th>
<th>% of Marks / Grades obtained</th>
<th>Class obtained</th>
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<td>PG</td>
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<td>Ph.D.</td>
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</table>

*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 :

Affix and Attest passport size photograph
## IV. Academic Experience:

<table>
<thead>
<tr>
<th>Name of the College</th>
<th>Designation</th>
<th>Joining Date</th>
<th>Relieving Date</th>
<th>Experience</th>
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<td>Years</td>
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<td>Total</td>
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</tbody>
</table>

## V. Industrial Experience:

<table>
<thead>
<tr>
<th>Name of the Organisation</th>
<th>Designation</th>
<th>Nature of Work</th>
<th>Joining Date</th>
<th>Relieving Date</th>
<th>Experience</th>
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<td></td>
<td>Years</td>
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<td>Total</td>
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</tbody>
</table>

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

Signature of the Principal  
(College Seal with Name of the Principal)
### 4. Governing Council

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Position</th>
<th>Educational Qualification</th>
<th>Present Designation /Occupation</th>
<th>Telephone numbers</th>
<th>E-mail</th>
<th>Residential Address</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Chairperson</td>
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<td>2</td>
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<td>Members</td>
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<td>11.</td>
<td></td>
<td>Member Secretary</td>
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</tbody>
</table>

Signature of the Principal
(College Seal with Name of the Principal)
### 5. Planning and Monitoring Board

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

Signature of the Principal
(College Seal with Name of the Principal)
### 6. (i). Discipline and Welfare Committee

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

Signature of the Principal
(College Seal with Name of the Principal)
(ii). Complaints cum Redressal Committee

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Category</th>
<th>Present Designation/Department</th>
<th>Telephone numbers</th>
<th>E-mail</th>
<th>Residential Address</th>
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</thead>
<tbody>
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**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

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

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

ii. Long term deposits

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Bank / Govt./ Govt. approved institution</th>
<th>Branch</th>
<th>Reference No. of the Fixed Deposit</th>
<th>Amount (Rs.)</th>
<th>Date of maturity</th>
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</thead>
<tbody>
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</table>

Signature of the Principal
(College Seal with Name of the Principal)
### iii. Endowment

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Created with</th>
<th>Amount (Rs.)</th>
<th>Deposited in the bank (name)</th>
<th>Branch</th>
<th>Instrument No. and date</th>
<th>Date of expiry</th>
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<tbody>
<tr>
<td></td>
<td>AICTE/COA/DGS</td>
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<td></td>
<td>University</td>
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<td>State Govt.</td>
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<td>Others</td>
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</tbody>
</table>

**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:**

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

# - 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:**

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Degree</th>
<th>Course</th>
<th>Intake sought</th>
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*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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the faculty member</th>
<th>Designation</th>
<th>Qualification with class obtained starting from the highest degree</th>
<th>Corresponding specialization</th>
<th>Date of birth and age</th>
<th>Date of joining the present post</th>
<th>*PAN No.</th>
<th>*Aadhaar No.</th>
<th>Scale of pay</th>
<th>Present basic pay</th>
<th>Total Salary</th>
<th>Signature of the faculty member</th>
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2. Experience

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the faculty member</th>
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*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

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

2. Experience

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the faculty member</th>
<th>Position and years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Teaching Institution  Position Years</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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

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

2. Experience

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the faculty member</th>
</tr>
</thead>
</table>

Position and years of experience

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Industry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Position</td>
</tr>
</tbody>
</table>

*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

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

2. Experience

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the faculty member</th>
<th>Position and years of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Teaching Institution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Institution</td>
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</tbody>
</table>

*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)

<table>
<thead>
<tr>
<th>Designation</th>
<th>Maths</th>
<th>Physics</th>
<th>Chemistry</th>
<th>English</th>
<th>Gen. Engg.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
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<tr>
<td>Assistant Professor</td>
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</tbody>
</table>

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) x 100]

ii. Consolidated details of faculty for all the courses

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Degree</th>
<th>Course(s)</th>
<th>Total Sanctioned Strength* (S)</th>
<th>Professor</th>
<th>Asso. Prof.</th>
<th>Asst. Prof.</th>
<th>Total no of faculty members available (T = A1+ A2+ A3)</th>
<th>SSR 1: S/T</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>R# A1 D (%) R# A2 D (%) R# A3 D (%)</td>
<td>R# A1 D (%)</td>
<td>R# A2 D (%)</td>
<td>R# A3 D (%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Laboratory</th>
<th>Name of the staff</th>
<th>Designation</th>
<th>Qualification</th>
<th>Date of joining the present post</th>
<th>Previous experience</th>
<th>Date of birth and age</th>
<th>Scale of pay</th>
<th>Basic pay</th>
<th>Total emoluments</th>
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</tbody>
</table>

ii. **Library and Physical Education Department**

**Details of the staff**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Department</th>
<th>Name of the staff</th>
<th>Designation</th>
<th>Qualification</th>
<th>Date of joining the present post</th>
<th>Previous experience</th>
<th>Date of birth and age</th>
<th>Scale of pay</th>
<th>Basic pay</th>
<th>Total emoluments</th>
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</tbody>
</table>

Signature of the Principal
(College Seal with Name of the Principal)
### iii. Ministerial staff

#### Details of the staff

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the staff</th>
<th>Place of work</th>
<th>Designation</th>
<th>Qualification</th>
<th>Date of joining the present post</th>
<th>Previous experience</th>
<th>Date of birth and age</th>
<th>Scale of pay</th>
<th>Basic pay</th>
<th>Total emoluments</th>
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</thead>
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</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Laboratory</th>
<th>Area of the laboratory available (sq.m.)</th>
<th>Deficiency %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Degree</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regulation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of the Laboratory Subject</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the equipments / software</th>
<th>Quantity required</th>
<th>Quantity available</th>
<th>Deficiency %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Signature of the Principal
(College Seal with Name of the Principal)
14. Central Computing Facility

(a). Area

<table>
<thead>
<tr>
<th>Area required (sq.m.)</th>
<th>Area available (sq.m.)</th>
<th>Deficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>150 (B.E. / B.Tech.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 (B.Arch.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b). Terminals and LAN / WAN connections:

**Norms for number of terminals:**
- Terminal: Student
  - B.E. / B. Tech. 1:6
  - B.Arch. 1:6

<table>
<thead>
<tr>
<th></th>
<th>Number of terminals with core duo processor or higher</th>
<th>Number of terminals on LAN / WAN</th>
<th>Number of Printers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>(Refer norms given above)</td>
<td>(All)</td>
<td>(Norms: 10% of the terminals required)</td>
</tr>
<tr>
<td>Available</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deficiency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Principal
(College Seal with Name of the Principal)
(c). Softwares

<table>
<thead>
<tr>
<th>Software required</th>
<th>Name of the software available</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Computers with operating system (Minimum 3)</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td>Application software (Minimum 20)</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
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<td>3.</td>
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<td>19.</td>
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<tr>
<td></td>
<td>20.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area required for an intake of 240 students (sq.m.)</th>
<th>Projected Area (sq.m.)</th>
<th>Area available (sq.m.)</th>
<th>Deficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 (*300 books for intake of 40 &amp; every additional intake of 40 add 150 book &amp; 100 for Management Institution)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Science &amp; Humanities</th>
<th>Engg. / Tech., Arch. &amp; Plan., Management and Computer applications</th>
<th>Total no. of volumes (M₁ + M₂ + M₃)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of volumes (M₁)</td>
<td>No. of titles (T)</td>
<td>No. of volumes (M₂)</td>
<td>No. of volumes added for the year 2021-22 (M₃)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Degree</th>
<th>Course</th>
<th>No. of National journals</th>
<th>No. of International journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>R (Refer norms)</td>
<td>A</td>
</tr>
<tr>
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</table>

**Norms:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Courses</th>
<th>Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>National</td>
</tr>
<tr>
<td>1.</td>
<td>B.E. / B.Tech.</td>
<td>6</td>
</tr>
<tr>
<td>2.</td>
<td>B.Arch. (Intake 40)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>B.Arch. (80 &amp; Above)</td>
<td>4</td>
</tr>
</tbody>
</table>

Signature of the Principal  
(College Seal with Name of the Principal)
16. Class Rooms

Norms for Class Room Capacity

<table>
<thead>
<tr>
<th>Area (sq.m)</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td>60 (B.E. / B.Tech.)</td>
</tr>
<tr>
<td>60</td>
<td>40 (B.Arch.)</td>
</tr>
</tbody>
</table>

(a). Class Rooms availability in the whole college

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Block</th>
<th>Area (length x width) in square metre</th>
<th>Number of rooms</th>
<th>Type of roof (Permanent / Semi Permanent)</th>
<th>Capacity (for calculation, refer norms as given above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>Total</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Required</th>
<th>Available</th>
<th>Deficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of Class rooms required for the college = ( \sum_{i=1}^{N} ) No. of Divisions x Duration of Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>( N = ) Number of Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(c). Summary of classroom availability (for B.Arch. only)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Required</th>
<th>Available</th>
<th>Deficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intake</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Class Room</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

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 = \([\text{Total sanctioned intake for the college} / 240]\)

<table>
<thead>
<tr>
<th>Course</th>
<th>Area required for each drawing hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. B.E. / B.Tech.</td>
<td>132 sq.m.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Courses</th>
<th>Number of drawing halls required (Total sanctioned intake for the college / 240)</th>
<th>Number available</th>
<th>Deficiency (%)</th>
<th>Area of the each drawing hall required (sq.m.)</th>
<th>Area of the drawing hall available (sq.m.)</th>
<th>Deficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Course**

1. B.Arch.

**Area required for each studio**

120 sq.m for studio for a batch of 40 students (3 sq.m/student)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Required</th>
<th>Available</th>
<th>Deficiency (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Intake</td>
<td>40 80 120</td>
<td>40 80 120</td>
</tr>
<tr>
<td>1</td>
<td>Studio</td>
<td>1 2 3</td>
<td></td>
</tr>
</tbody>
</table>

* 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

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

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**

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

Signature of the Principal

(College Seal with Name of the Principal)
19. Hostels

Distance between the location of the college and the city:

**Norms**

<table>
<thead>
<tr>
<th>Carpet Area (sq.m.) (Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single room</td>
</tr>
<tr>
<td>Triple seated room</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Owned</th>
<th>Rental / Lease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Inside the campus</th>
<th>Outside the campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. **Distance of the college from the city** (please tick (√) the appropriate box)

<table>
<thead>
<tr>
<th></th>
<th>Within 20Km</th>
<th>Beyond 20Km</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Block number</th>
<th>Carpet area of room (sq.m.)</th>
<th>Number of rooms (a)</th>
<th>Number of occupants per room (b)</th>
<th>Total capacity (c=a*b)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**B. Summary**

<table>
<thead>
<tr>
<th>Total hostel capacity required for boys (refer norms given above)</th>
<th>Total hostel capacity available for boys</th>
<th>Deficiency %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Owned</th>
<th>Rental / Lease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Inside the campus</th>
<th>Outside the campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Within 20Km</th>
<th>Beyond 20Km</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sl. No.</td>
<td>Block number</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**B. Summary**

<table>
<thead>
<tr>
<th>Total hostel capacity required for girls (refer norms given above)</th>
<th>Total hostel capacity available for girls</th>
<th>Deficiency %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Principal  
(College Seal with Name of the Principal)
### ii. Other related building areas

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

### 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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total area of the playground</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Details of the outdoor games available</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>3</td>
<td>Details of the Indoor games available</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>4</td>
<td>Details of gymnasium available</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>5</td>
<td>Fund allotted to Physical Education</td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Principal  
(College Seal with Name of the Principal)
21. Facilities

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Available (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Conference hall</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Interview room</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>OHP</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>LCD projector</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Audio visual facilities</td>
<td></td>
</tr>
</tbody>
</table>

22. Other Amenities

i. Health Centre

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the staff</th>
<th>Designation</th>
<th>Qualification</th>
<th>Specialization</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### ii. Others

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

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

Signature of the Principal

(College Seal with Name of the Principal)
## 24. Certificates

The **originals** of the following are to be produced for verification **at the time of inspection** 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:

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

# 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)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Courses for which affiliation is sought for the year 2021-22</th>
<th>Inspection / Processing fee per course</th>
<th>Number of course(s)</th>
<th>Total Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>New Course(s)</td>
<td>Rs. 40,000/-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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](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)

Place:
Date:

Seal