



BHARATHIAR UNIVERSITY

A State University

(Established the Bharathiar University Act 1981 (Tamil Nadu Act No. 1 of 1982))

Accredited with 'A' Grade by NAAC

Coimbatore - 641 046

Phone: +91 422 2422222, Fax: +91 422 2425706, Website: www.b-u.ac.in



Application for New College

1. DETAILS OF PROPOSED COLLEGE			
a.	Name:		
b.	Address:		
		
 Pin code:		
c.	Phone No:	d.	Fax No:
e.	Website:	f.	E-mail:
2. DETAILS OF EDUCATIONAL AGENCY			
INDIVIDUAL/TRUST/INSTITUTION		TRUSTEE / SECRETARY	
Name :		Name :	
Address:.....		Address:.....	
.....		
.....		
Phone No: (O) (R)		Phone No: (O) (R)	
(M)		(M)	
E-mail:		E-mail:	
Fax:		Fax:	

3. Proposed nature of the College (Please tick the relevant box):

a. Arts & Science / Stand Alone status

1. Arts & Science College
2. Standalone MBA / MCA Institution

b. Men / Women Status:

1. Men's College
2. Women's College
3. Co-educational College

4. Location Details:

1. Name of the City / Municipal Town /
Town Panchayat / Village Panchayat :
2. Revenue District / Taluk :
3. Nearest Post Office :
4. Nearest Railway Station :

5. Status of Educational Agency:

(Please attach the copy of Bye Law / Constitution)

- a. Registered Society
- b. Trust
- c. Corporate Entity
- d. Others (Please specify)

6. Land Details:

1. Site Survey No. of the Land :
(Please attach a map of the location)
2. Area of the Land :
3. Nature of ownership : **Own** **Held as > 30 years lease**
(Please attach the copy of the original documents)

4. Whether the land is clearly demarcated by Fencing / boundary wall : YES NO
(Please attach the copy of the original documents)

5. Whether the land is contiguous : YES NO

If NOT, Number of Plots :

Distance between Plots :

6. Whether the surroundings is suitable for Educational purpose : YES NO

7. Addresses of the Owner surrounding the Institution :

Front :	Back:
Left:	Right:

7. Courses Proposed to be started:

S. No.	Degree	Branch / Major	Allied Subjects	Medium	Proposed Strength
1.	UG				
2.					
3.					
4.					
5.					

8. Details of the Nearest College :

a.	Name of the College	
b.	Address	
c.	Distance from your College	
d.	Strength of the existing College	

9. Need and justification for establishing your College :

(Attach the justification in enclosure)

10. Building Details:

Whether the College will be housed in

**TEMPORARY
BUILDING**

**PERMANENT
BUILDING**

(A) If TEMPORARY Building,

1. The address of the Location :

2. Building sketch and other details
of the building :

3. Whether the owner has accepted
the usage of the Land for College : YES NO

(Please attach the letter of acceptance
from the owner)

4. Period for which the owner has
accepted premises to be used
by the College :

(OR)

(B) If PERMANENT Building,

1. The address of the Location :
2. Whether Building Plan is approved by Local authorities (Please attach a copy of the approval) : YES NO
3. Whether the Building is : **RCC Roofed** **Asbestos Roofed**
4. Have you obtained Building completion Certificate (Please attach a copy) : YES NO
5. Certificate as to the stability of the Building (Please attach a copy) : YES NO

11. DETAILS OF FACILITIES AVAILABLE:

(a) Class rooms :

S. No.	Room No.	Instructional Area in Sq.M	Proposed No. of Students to be accommodated (Norms: 10 sq.ft. per Student)
1.			
2.			
3.			
4.			

(b) Laboratory :

S. No.	Room No.	Instructional Area in Sq.M	Proposed No. of Students to be accommodated (Norms: 10 sq.ft. per Student)
1.			
2.			
3.			

(c) Whether the College has required furnitures in the Classrooms and Laboratories

: YES NO

(d) Hostel :

1. Whether there is separate Hostel for Boys and Girls

: YES NO

2. Whether the Hostel has RCC roofed rooms

: YES NO

3. Hostel Strength :

S. No.	No. of Rooms	Boys / Girls	Proposed Strength
1.			
2.			

4. Whether the Hostel has proper Cooking facility

: YES NO

5. Whether the Hostel has proper Recreational Facilities

: YES NO

6. Whether the Hostel has proper Furniture and Fittings

: YES NO

7. Utilities :

a. Toilets

: YES NO

b. Drinking water

: YES NO

c. Water for other use

: YES NO

d. Laundry facilities

: YES NO

e. Telephone

: YES NO

f. Internet

: YES NO

(e) Library Facilities :

S. No.	Facilities	Available / Not Available
1.	Area of the Library	
2.	Furnitures	
3.	Seating Capacity	
4.	Reprographic facility	
5.	Availability of Internet	

(f) Play Ground Facilities :

- 1. Area of Land available :
- 2. Facilities available for Outdoor Games :
- 3. Provision for Indoor Games :

12. Details of Financial Resources of the Educational Agency for running the College :

S. No.	Estimated Facilities	Source of Funds	Amount (Rs.)
1.	Building		
2.	Laboratories		
3.	Library Books		
4.	Furniture and Fittings		
5.	Hostel		
6.	Others		
Grand Total Amount (Rs.)			

- 13. Whether the Trust / Society has created an Endowment jointly with State Government/AICTE (attach a copy of the Endowment) : YES NO
- 14. Whether the Trust / Society undertakes to appoint Qualified teaching, non-teaching and supporting staff as prescribed by the University and the Government of Tamil Nadu and pay salary as recommended by the UGC / State Government : YES NO
- 15. Whether the Trust / Society agrees to undertake to collect tuition fees and other fees only at the rates prescribed by Government/University from time to time YES NO
- 16. Whether the Trust / Society is agree to admit Students as per guidelines prescribed by the Government/ University from time to time YES NO
- 17. Whether the Trust / Society agrees to undertake not to collect capitation fee or donation from the students or parents : YES NO

18. Details of Endowment created with the State Government (if applicable)
- a. Amount : Rs.
(In words)
- b. Date :
- c. Joint names of :
- d. Agency in which amount deposited :

19. Details of Endowment created with AICTE (If applicable)
- a. Amount : Rs.
(In words)
- b. Date :
- c. Joint names of :
- d. Agency in which amount deposited :

20. (a) In case of Arts & Science College, state whether State Government's Order has been obtained :

If **Yes**, enclose a copy of the Government order / NOC :

If **No**, enclose a copy of the application made to State Government :

- (b) In case of Stand alone MBA/MCA Institute state whether AICTE's approval, No Objection Certificate And State Government's No Objection Certificate to start the College / Institute have been obtained :

If **Yes**, enclose a copy of the Communication :

If **No**, enclose a copy of the application made to the respective agencies :

21. APPLICATION FEE :

(**Rs.10,000/-** (Rupees ten thousand only) per course. Payable in the form of Demand Draft from a Nationalized Bank in favour of "The Registrar, Bharathiar University, Coimbatore". Application fee for Certificate Courses is **Rs.5000/-** (Rupees five thousand only).

Details of Application Fee remitted:

Demand Draft No.	Date	Name of the Bank	Amount (Rs.)

22. Details of General Amenities:

S. No.	Amenities	Norms	Available / Not Available
1.	Principal Room	300 Sq. Feet	
2.	Office Room	30 Sq. Feet / staff	
3.	Faculty Room	40 Sq. Feet / faculty	
4.	Common Room (Separate for Boys / Girls)	10 Sq. Feet / student	
5.	Black Board (Glass / Cement / Wooden/Fibre/Ceramic)	8 x 4 feet	
6.	Lighting	4 tube lights per class room	
7.	Fan	2 fans per class room	
8.	Toilets (Separate for Boys / Girls)	One of every 50 students	
9.	Wash Basins (Separate for Boys / Girls)	One of every 100 students	
10.	Drinking water	Provision in each wing	
11.	All weather approach road		
12.	Electrical Generator		
13.	Canteen		
14.	Parking facilities		
15.	Medical facilities		
16.	Insurance facilities		
17.	Telephone facilities		
18.	Rain water harvesting		
19.	Post Office facility		
20.	Bank facility		
21.	Transport facility		
22.	Reprographic facility		
23.	Barrier free environment for physically challenged.		

DECLARATION

I hereby certify that the particulars furnished above are correct and the Trust / Society agrees to abide by the rules and regulations prescribed by the University from time to time for running an Unaided Private College.

PLACE:
DATE:

Signature
of the person duly authorized
by the Trust / Society

ENCLOSURES :

- 1. Copy of the Trust Deed / By Law.**
- 2. Demand Draft**
- 3. Justification for starting your College.**
- 4. Location Map of the Land.**
- 5. Copy of the Ownership Deed of the Land.**
- 6. (A) For Temporary Location**
 - a. Building Sketch
 - b. Lease Deed / Rent Agreement from the owner
 - c. Stability Certificate of the temporary Building

(B) For Permanent Location

- a. Copy of the Building Plan
- b. Approved Building Plan.
- c. Building Completion Certificate.
- d. Stability Certificate of the Building.
- e. Certificate from the competent authority stating that the land is continues.

APPROVALS :

- 1. Government Order / NOC from Tamil Nadu Government for Arts, Science and Standalone (MBA & MCA).**
- 2. AICTE's Unconditional Approval in case of MBA / MCA Courses and Standalone Institutions.**

**DETAILS OF FEES PAYABLE TO THE UNIVERSITY
(Non-refundable)**

S. No.	Details of Fee Payable	Amount (Rs.)
I	Application Registration Fee	Rs.5,000/=
I.I	Application Fee for Starting New Course:	
1.	Application Fee for each course in respect of colleges, whether new or already existing. The fee is to be paid along with the application for additional degree courses by an affiliated institution.	Rs. 10,000/- (Ten thousand) for each Course.
2.	Application Fee for Certificate courses	Rs. 5,000/- (Five thousand) for each Course
II. Affiliation Fee:		
(a) For Arts & Science Colleges:		
1.	Initial Affiliation Fee for courses to be introduced in an Arts & Science College that is to be started	Rs. 1,50,000/- (One lakh and fifty thousand) for each Course
2.	Initial Affiliation Fee for PG Diploma Courses (One year duration)	Rs. 1,00,000/- (One lakh)
3.	Initial Affiliation Fee for Diploma Courses (Six months)	Rs. 50,000/- (Fifty thousand)
4.	Certificate Courses (Three months)	Rs. 25,000/- (Twenty five thousand)
(b) For Stand-alone Institute:		
2.	For MCA / MBA.	Rs. 2,50,000/- (Two lakh and fifty thousand) for each Course

Note: The Affiliation Fee is to be paid when the University has decided to grant affiliation to the College / Institution after visiting the site / campus of the College concerned and after considering the report of the Inspection Commission.

III. Inspection Commission Fee:		
1.	Fee for each visit of the Inspection Commission	Rs. 10,000/- (ten thousand)
2.	Fee for each visit of the Re- Inspection Commission	Rs. 15,000/- (Fifteen thousand) for each visit.

Note: The Colleges are exempted from creating endowments with the University at the time of starting the Colleges, provided they have created endowment with the State Government/AICTE.

ANNEXURE - III

**PROCESS CHART
SHOWING STEPS TO BE TAKEN
FOR APPLYING FOR
THE GRANTING OF AFFILIATION TO A NEW COLLEGE BY THE
BHARATHIAR UNIVERSITY**

Nature of Action	Period for action During the calendar year	Who is to initiate Action	Action to be taken/ Requirements to be met
1.Submission of application to Bharathiar University	July to October of the relevant calendar year* (not later than Oct. 31)	Applicant's – Trust/Society	Submission of completed application form in the prescribed format
2. Processing of Application	November to December of the relevant calendar year*	(a) University	Scrutiny of application and placing it before the Syndicate of the University
-do-	-do-	(b) The Syndicate of the University	Consideration of the application and referring it to the College Development Committee if it is found appropriate to do so.
3. Consideration of application	January to February of the relevant calendar year	(a) College Development Committee	Consideration of application by the College Development Committee and the forwarding of its recommendations to the Syndicate.
-do-	-do-	(b) The Syndicate	To take a decision on whether to go ahead with the processing of the application.
-do-	-do-	© University	Communicating the decision of the Syndicate to the applicant.
4. Inspection	March to April	(a) University	Constitution of Inspection Commission Committee

-do-	-do-	(b) Applicant	1.Payment of the prescribed Inspection Fee. 2.Facilitating the inspection and providing necessary information
-do-	-do-	© Inspection Commission	Inspection and submission of reports in prescribed formats.
5. Decision making on the application for Affiliation	May	(a) University	Placing the relevant reports before the Syndicate.
-do-	-do-	(b) Syndicate	Decision on affiliation
-do-	-do-	© University Office	Communicating the decision of the Syndicate to the applicant
-do-	-do-	(i) In case where the affiliation is granted without any further conditions	
		Applicant	Payment of the Affiliation Fee
		(ii) In case where the affiliation is granted subject to certain conditions	
		Applicant	Fulfilling the prescribed conditions
		University	Granting of affiliation on receipt of a satisfactory compliance report
		Applicant	Payment of Affiliation fee
6.		University	Issuing of Affiliation letter

NOTE: * Proceeding the year in which the college is proposed to be started.

CONDITIONS TO BE FULFILLED BY NEW COLLEGES

General

1. All the provisions of the **Act, Statutes, Ordinances** Rules and Regulations of the University framed from time to time shall be complied with.
2. The academic and **welfare activities** of the Backward classes and Scheduled Castes / Tribes students shall be properly looked after and special attention shall be paid by the College to their problems while also adhering to State rules and directions on reservations.
3. The college shall furnish such **returns and other information** as the University or the State Government may require to enable it to monitor and judge its performance towards maintenance of academic standards and shall take such action as the University or the State Government may consider necessary to maintain them.
4. The college shall **impart instruction** only in the subjects and for the courses in the faculties for which it has been granted affiliation by the University.
5. All **registers and records** as required to be maintained under University Regulations/ Government Orders shall be maintained and made available as and when required for inspection by the University/Government.
6. The **admission of candidates** shall be made in accordance with the directions issued by the State Govt. & University from time to time.
7. All the conditions prescribed in **Chapter 24** of the Bharathiar University Statutes shall be satisfied.
8. If the conditions prescribed for the Provisional Affiliation granted are not complied with, the University reserves the **right to withdraw** the affiliation forthwith.
9. All the **conditions prescribed** by the Tamil Nadu Government in its N.O.C. for granting affiliation **shall be fulfilled**.
10. Such other **conditions**, as may be prescribed from time to time by the University, shall be **compiled** with.

Fees

11. The college shall not **impose levies** on its teaching and non-teaching staff for meeting recurring or non-recurring, general or special

expenditure of the college or impose cuts in their salaries for any other purpose without prior sanction of the Syndicate of the University.

12. The **rates of tuition** fee to be charged from the students shall be as per rates prescribed by the State Government from time to time.
13. The **college shall not** collect either directly or through any of its associated Trust, Society etc. any capitation fee or donation or any other form of fee from any of its students or employees except the prescribed fee and other charges as prescribed by the Govt.
14. The Management of the college shall have its **accounts audited** by the end of each year by a chartered accountant out of a panel approved by the University, and a copy of its annual accounts shall be made available with the audit report, to the University and State Government for inspection, within 6 months from the closure of the financial year.

Affiliation

15. **No student shall be admitted to any course of instruction in the college in anticipation of grant of affiliation.**

Faculty Position

16. The number of teaching **posts and qualifications** of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Statutes/Ordinances/ Regulations/Rules of the University/State Government and shall be such as to ensure the imparting of adequate instruction to the students in the courses of study to be undertaken by the college.

Infrastructure

17. The college shall have **undisputed possession of land** by virtue of registered sale-deed or a lease deed for a minimum period of 30 years in favour of the College/Trust, and shall submit a blue print of the proposed building for the college, the area of land being as stipulated by the AICTE in the case of Management Colleges/ Institutions or by State Government in the case of other colleges.
18. The college shall have **buildings with sufficient accommodation** to meet the immediate academic and other requirements with adequate scope for its future expansion.
19. **Library and Laboratory** facilities shall be provided as recommended by the commission.
20. The required buildings, equipment and other essential facilities as per the **norms and standards laid down by the AICTE / Bharathiar University**, shall be provided.

21. Facilities shall be made available for **conducting University Examinations**.
22. The College shall be **shifted to the permanent R.C. building** in the permanent site approved by the Government / AICTE before the beginning of the next academic year.
23. Colleges should establish hostel facilities separately for Boys and Girls before the starting of the academic year, other wise permanent affiliation will not be granted.

Faculty / Staff Resource

24. The members of the teaching and non-teaching staff **shall be regularly** and fully paid on the pay scales and DA etc., as prescribed by the State Government.
25. Payment of salary **should be made through Bank only** i.e., the management shall have an account in the nearby bank and payment of salary to the staff of the college shall be made through transfer of amounts from the college account to the individual account of the staff in the same bank.
26. A full-time qualified person shall be appointed **as Principal** within a period of three months and necessary approval for such appointment shall be obtained from the University.
27. The recruitment of **teaching staff shall be made** immediately as per the qualifications prescribed by the AICTE and this University.

Inspection

28. The college shall be **subjected to inspection** by the University from time to time, **at least once in three years**, by one or more competent persons authorised in this behalf and a report of such inspection shall be made to the Syndicate.
29. Each and every one of the recommendations stipulated by the inspection commission shall be implemented.

Students

30. The maximum number of students who may be admitted shall not exceed the sanctioned strength for each course.
31. The College shall admit only eligible students with requisite qualifications as per the University Norms.

Administration

32. A College Committee shall be constituted immediately in accordance with the Tamilnadu Private College (Regulations) Act.
