

CHECK LIST OF ENCLOSURES

Enclose copies of the document as ANNEXURES in proof of the information furnished in the APPLICATION in the same order as given below:

Annexure No.	Particulars of Enclosures	Enclosed Yes/No	Page Nos.
1	Permanent affiliation order, if any		
2	Permission order issued by the Government / University / AICTE for the establishment of the college		
3	Autonomous status orders, if any		
4	Latest affiliation order for the existing courses from the University.		
5	Latest UGC Recognition orders, if any		
6	Latest NAAC / NBA Accreditation orders, if any		
7	Hostels recognition orders, if any		
8	Orders of the University / AICTE sanctioning the existing courses and courses withdrawn.		
9	Add on Courses, if any		
10A	Brief History of Society including By-laws,		
10B	Members List		
10C	Renewal Copy		
10D	Existing Governing Body of the College		
11A	Sketch plan of the Land certified by MRO.		
11B	Registered ownership / Lease Deed pertaining to the Land of the College.		
11C	Land Conversion Certificate issued by RDO		
11D	Land Usage Certificate issued by MRO		
11E	Latest Non Encumbrance Certificate		
12A	Approved Building Plans, permission order from the authorities concerned for construction of Building / Buildings in which the existing courses are run, drawn to scale by a licensed surveyor.		
12B	Registered ownership / Leased Deed pertaining to the Building of the College		
12C	Particulars of Building accommodation		
13A	List of Staff Appointed / Identified with qualification and experiences in prescribed format		
13B	Staff information on separate sheet for each member		
14	List of Equipment and furniture available		
15A	List of Books / Journals available		
15B	List of Books purchased in last 3 years		
15C	Copy of the Invoice / Cash memo for equipment and Library books for the last 3 years		
16A	Fire Safety Certificate		
16B	Sanitary Certificate		
17A	Documentary evidence for FDRs / BGs as applicable towards Corpus Fund.		
17B	Documentary evidence for FDR for Financial Resources		
18	Deficiencies of the previous academic year		
19	Photographs of Buildings, Labs, Library, Class rooms, Faculty rooms, Toilets etc., (Minimum 10 photographs) to be signed with date by the Secretary & Correspondent of college or Principal if Govt.,		

**APPLICATION FOR THE GRANT OF AFFILIATION (NEW/EXISTING)
TO COLLEGES OFFERING MBA and/or MCA COURSES**

(Duly Signed Enclosures Two Sets of Hard Copy And Soft Copy With Scanned
Enclosures In CD/Pendrive)

Name of the College:

Address :

Academic Year :

Course : MBA MCA Both

Application No :



ADIKAVI NANNAYA UNIVERSITY
RAJAH RAJAH NARENDRA NAGAR, GSL POST OFFICE
RAJAMAHENDRAVARAM - 533296
ANDHRA PRADESH, INDIA

APPLICATION FORM

1. Affiliation Type:

- New Institution seeking affiliation from ANUR
- Existing Institutions seeking affiliation for New Course
- Existing Institution seeking continuation of affiliation
- Permanent affiliation [ANNEXURE – 1]
- Any other Category

2. College information:

a) Name & Address of the College: (in CAPITAL LETTERS)

College Name : _____

Year of Establishment : _____ [ANNEXURE – 2]

College Code : _____ (for existing college only)

College Status : Minority Non-Minority

College Location : Urban Rural Tribal

Address : _____

City / Town : _____ Mandal : _____

District : _____ State : _____

Pin Code : _____ Fax (+91): _____

Location : Latitude _____ Longitude _____

Survey No. : _____

Landline (+91) : _____ Mobile (+91): _____

E-Mail : _____

Website : <http://www>. _____

Status of college : Co-Education Women's

Status of Affiliation : Govt. Autonomous [ANNEXURE – 3]

Govt. Autonomous Aided Unaided

If Autonomous duration from: (DD/MM/YYYY)_____ to (DD/MM/YYYY)_____

Status of affiliation for current year : AICTE ANUR [ANNEXURE – 4]

Year of first Affiliation : AICTE _____ ANUR _____

Year of Commencement of First batch : _____

UGC status conferred : 12B 2F [ANNEXURE – 5]

NBA : Yes No } [ANNEXURE – 6]

NAAC : Yes No }

College Type : Engineering Integrated Campus Standalone / PG College

Courses offered by College :

UG	PG

Hostel Available : Yes No

If yes : Boys Girls

Hostel within the campus : Yes No

Status of the Hostel Recognition : Yes No [ANNEXURE – 7]

b) Information regarding the MBA / MCA: Sanctioned/Withdrawn/Existing: [ANNEXURE – 8]

S. No	No. of Sections	Sanctioned Intake		Year of Sanction with Proceedings No. & Date	Year of withdrawal, if any with Proceedings No. & date
		Approved	Admitted		

Add on / Certificate / Diploma / PG Diploma courses existing for MBA / MCA Students [ANNEXURE – 9]

S.No	No. of Sections	Sanctioned Intake		Year of Sanction with Proceedings No. & Date	Year of withdrawal, if any with No. & Date of Procs.
		Approved	Admitted		

c) Details of the Principal:

Full Name : _____
(in CAPITAL LETTERS)

Date of Birth : _____ Qualification : Doctorate Non – Doctorate

Faculty (Ph.D in) : Engineering Management Others

Ph.D Awarded From: _____ University Year : _____ (YYYY)

Date of Appointment: _____ (DD/MM/YYYY)

Ratified by ANUR : Yes No Date of Ratification : _____ (DD/MM/YYYY)

Land line (+91) : _____ Fax (+91) : _____

Mobile (+91) : _____

E-Mail : _____ @ _____

d) Details of Director:

Full Name : _____
(in CAPITAL LETTERS)

Date of Birth : _____ Qualification : Doctorate Non – Doctorate

Date of Appointment: _____ (DD/MM/YYYY)

Land line (+91) : _____ Fax (+91) : _____

Mobile (+91) : _____

E-Mail : _____ @ _____

e) Enrolment of students in the existing courses during the previous academic year

S. No	Courses MBA / MCA	No. of Sections	Sanctioned Intake as per Original Procg.	Student on rolls		
				1 st year	2 nd year	3 rd year

3. a) Name & Address of the Educational Society:

Name of the Society : _____
(in CAPITAL LETTERS)

Year of Establishment: _____ (YYYY) Registered Number : _____

Address D.No : _____

Street Name : _____

City / Town : _____ Mandal : _____

District : _____ State : _____

Pincode : _____ Fax (+91) : _____

Landline with (STD Code) : _____ Mobile(+91) : _____

E-Mail : _____ @ _____

Website : http://www. _____

Enclose Brief History of Society including By-laws, [ANNEXURE – 10A]

Enclose Members List [ANNEXURE – 10B]

Enclose Renewal Copy [ANNEXURE – 10 C]

b) Name & Address of the Chairperson / Correspondent / Secretary of the Society:

Full Name : _____
(in CAPITAL LETTERS)

Date of Birth : _____ Designation : _____

Address : _____

City / Town : _____ Mandal : _____

District : _____ State : _____

Pin code : _____ Fax (+91) : _____

Landline (+91) : _____ Mobile (+91) : _____

E-Mail : _____ @ _____

c) Whether the society has more than one college in the same premises: Yes No
If yes, give the details: (in CAPITAL LETTERS)

S. No.	Name of the College / Institution	Established Year (YYYY)	Affiliated University
1			
2			
3			
4			
5			

d) DETAILS OF EXISTING GOVERNING BODY [ANNEXURE – 10D]

4. LAND:

a) Land Details of the College:

Extent of Land Area : _____ Acres [ANNEXURE – 11A]

Land Type : Single Piece Two or Three pieces

Land Registration Type : Registered Sale Deed Registered Gift Deed Period of Lease Deed

If Leased, Period of Lease Deed : _____

Registered in the name of : Individual Society [ANNEXURE – 11B]

Land Category : Rural Urban Tribal

Distance of land from the proposed college building (in kms): _____

Registration Details:

S.No.	Registration Date (DD/MM/YYYY)	Area in Acres	Document Number	Survey Number	GPS Location	Village	Mandal
1							
2							
3							

b) Land Conversion Certificate : [ANNEXURE – 11C]

Issued by : _____

Issued Date : _____ (DD/MM/YYYY)

Issued Purpose : _____

Land Usage Certificate issued by : _____ [ANNEXURE – 11D]

Latest Non Encumbrance Certificate: [ANNEXURE – 11E]

c) Building Plan in the name of the proposed institution prepared by Licensed Surveyor and Certified

Municipal Corporation Municipality Gram Panchayat [ANNEXURE – 12A]

d) Building Registered type : Own Leased [ANNEXURE – 12B]

Issued Date : _____ (DD/MM/YYYY)

Document Enclosed : Yes No

Plan copy attested by : _____

Building Photographs attested by : _____

Survey No : _____

Door No. : _____

Village / Locality : _____

Mandal : _____

District : _____

Type of Roof : _____

Total Carpet Area : _____

Compound Wall/Fencing: Yes No

Power Supply : Adequate Inadequate

Water Supply : Adequate Inadequate

Drinking Water : Municipal Water Borewell Water

Is Water Purified ? : Yes No

Potable Water : _____ (in Litres per day)

e) **Particulars of Instructional Ares [ANNEXURE – 12C]**
(Class rooms, Tutorial rooms, Computer Laboratories, Library, Seminar Halls, Computer Centre)

S.No.	Building Door No. /Floor	Room No.	Dimensions sqm	Carpet Area sqm	Purpose for which it is used

Note: Room Nos and total carpet area mentioned here shall be reflected in the approved building plan

5. DETAILS OF STAFF MEMBERS [ANNEXURE – 13A]

Name of the Faculty	Qualifications	Designation: Principal / Professor / Associate Professor / Assistant Professor	Permanent / Temporary / Part-Time / Contract	Teaching / Non – Teaching / Technical / Library	Total Years of Service	Whether appointed through University selection Committee

- Mode of Payment of Salary : Cash Cheque Bank Transfer Other
- Total No. of Faculty : Teaching _____ Non-Teaching _____ Technical _____
- Faculty – Student ration based on Sanctioned intake

6. FACULTY INFORMATION: (in CAPITAL LETTERS) [ANNEXURE – 13B]

Faculty Type : Teaching Non-Teaching Technical

First Name : _____
(Full Name in CAPITAL) _____

Gender : Male Female

Date of Birth : _____ (DD/MM/YYYY)

Category : SC ST BC PH Minority OC (for Govt. / UGC / AICTE / MHRD purpose)

Designation : _____ Department : _____

Mobile Number : _____ E-Mail : _____

Previous Experience : _____ (in Years) Date of Appointment: _____
(DD/MM/YYYY)

Ratified by ANUR : Yes No Date of Ratification : _____
(DD/MM/YYYY)

Salary Drawn (Rs.) : _____ Scale of Pay : _____

PAN Number : _____ UIDAI Aadhaar No. : _____



a) Educational Qualifications:

S. No.	Degree	Year of Passing (YYYY)	% of Marks / CGPA	Division	Board / University & Place
1	SSC				
2	Inter				
3	UG				
4	PG				
5	M. Phil				
6	Ph. D				
7	Post. Doc				
8	Any Other				

b) Faculty achievements : (if any)

1. _____
2. _____

c) Any administrative Experience: _____

Date :
Place :

Signature of the Principal / Director

Signature of the Faculty Member

7. Computer Lab Facilities [ANNEXURE – 14]

- Total No. of Students : _____
- Total No. of Computers : _____
- Total No. of Printers : _____
- Internet Band Width : _____
- Legal Software Available : 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- Working Hours of Computer Lab : From: _____ (HH:MM) To: _____
 (HH:MM)
- Internet accessibility (Hours) : From: _____ (HH:MM) To: _____
 (HH:MM)

8. LIBRARY FACILITIES:

- Library Phone Number (Land line/Mobile) : _____
- Seating Capacity : _____
- Working Hours of Library : From: _____(HH:MM) To: _____(HH:MM)

S.No.	Name of the Book / Journal	No. of Copies	Year of Purchase
[ANNEXURE – 15A, 15B]			

List of Books/Journal available [ANNEXURE – 15A]

List of Books purchased in the last 3 years [ANNEXURE – 15B]

Copy of invoice/cash memo for equipment and library books for the last 3 years [ANNEXURE 15C]

9. EXAMINATION BRANCH:

- a) Examination Branch exists : Yes No
- b) If yes, Area (in Square Meters) : _____
- c) Staff Members (Please specify the details in the table below):

S. No.	Name of the Staff	Designation	Teaching / Non-Teaching

10. ESSENTIAL REQUIREMENTS:

a) Grievance Redressal Committee:

S. No.	Name of the Member	Designation in the Committee

Total Complaints Received: _____ (Please specify 5 major complaints briefly)

S. No.	Complaint	Action Taken
1		
2		
3		
4		
5		

b) Anti – Ragging Committee:

S. No.	Name of the Member	Designation in the Committee

Total Complaints Received: _____ (Please specify 5 major complaints briefly)

S. No.	Complaint	Action Taken
1		
2		
3		
4		
5		

c) **Internal Complaint Committee:**

S. No.	Name of the Member	Designation in the Committee

Total Complaints Received: _____ (Please specify 5 major complaints briefly)

S. No.	Complaint	Action Taken
1		
2		
3		
4		
5		

d) **SC / ST Committee:**

S. No.	Name of the Member	Designation in the Committee

Total Complaints Received: _____ (Please specify 5 major complaints briefly)

S. No.	Complaint	Action Taken
1		
2		
3		
4		
5		

11. SPORTS FACILITIES:

Number of Playgrounds : _____ Total Area: _____

12. FIRE SAFETY CERTIFICATE [ANNEXURE – 16A]

1	Name of the Fire Safety Certificate Issuing Authority	
2	Designation	
3	Address	

13. SANITARY CERTIFICATE [ANNEXURE – 16B]

1	Name of the Sanitary Certificate Issuing Authority	
2	Designation	
3	Address	

14. FINANCIAL DETAILS OF THE INSTITUTION FOR THE PREVIOUS ACADEMIC YEAR:

(Enclose scanned copy of Audited Financial Statement Certified by the Chartered Accountant)

a) DETAILS OF CORPUS FUND DEPOSITED [ANNEXURE – 17A]

S. No.	Installment	Amount	Period (From-To)	FDR/Bank Guarantee No.	Date	Account No.	Name, Code No. & Address of the issuing Nationalized / Scheduled Bank	Date of Maturity	Date of Renewal
Excluding FDR submitted to AICTE									
1	First								
2	Second								
3	Third								

b) DETAILS OF OTHER FINANCIAL RESOURCES [ANNEXURE – 17B]

S. No.	Amount	Period (From-To)	FDR No.	Date	Account No.	Name, Code No. & Address of the issuing Bank
1						
2						
3						

15. STUDENTS PLACEMENT THROUGH INSTITUTION PLACEMENT CELL (Branch wise for last 2 years)

Course: MBA / MCA	Year: _____		Year: _____	
	Total Students Passed	Total Students Placed	Total Students Passed	Total Students Placed
1				
2				
Total Students Placed / Total Students Passed =				

16. DEFICIENCIES FOR THE PREVIOUS ACADEMIC YEAR: [ANNEXURE – 18]

S.No.	Reported Deficiency	Rectified / Not Rectified	Remarks (mandatory)

17. ADDITIONAL INFORMATION:

- Students Canteen Yes No
- Health Care Centre Yes No
- Conference Hall (if Yes, Capacity: _____) Yes No
- Auditorium (if Yes, Capacity: _____) Yes No
- Professional chapters such as IEEE, ACM, ISTE, CSI, etc Yes No
- NSS / NCC / YOGA club etc Yes No
- Industry Institute Interaction Cell Yes No
- MOU with Industry / R& D Units Yes No
- Entrepreneurship Development Cell (EDC) Yes No
- Portable Water supply and outlets for drinking water at strategic locations Yes No
- Electric Supply Yes No
- Sewage Disposal System Yes No
- Rain Water Harvesting and Solar Energy/Power System Yes No
- Telephone and FAX Yes No
- Vehicle Parking Yes No
- General Insurance provided for assets against fire, burglary and other calamities Yes No
- General Notice Board and Departmental Notice Board Yes No
- First AID, Medical and Counseling Facilities Yes No
- Appointment of Student Counselor Yes No

18. OTHER INFORMATION:

Color photographs of the following mentioned attested by the Chairman/Secretary of the Society for Private Colleges, and Principal in case of Government Colleges to be sent along with hard copy of Application form. Same photographs have to be sent in soft copy also.

S.No.	Scanned Document in CD/Pendrive	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1	Entire Building(s) / Block (Front & Rear View)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Class Rooms	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Computer Labs	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Seminar / Conference Hall	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Principal's room and administrative area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Library	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Amenities area	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Note: Attachment of the Photographs is mandatory. [ANNEXURE – 19]

Any other relevant information that the Management of the College would like to Provide in support of the Affiliation

DECLARATION

I _____ of _____
Society / College hereby declare that the details given above are true and correct to the best of my knowledge.

I also understand that in case the particulars furnished in the application are found incorrect at any juncture, the permission may be withdrawn without information.

Certified that:

- The Institute is not offering any academic programme, which is not approved by ANUR.
- All courses are conducted as per norms: standards and guidelines approved by ANUR and all the rules and regulations of the University are being followed as specified from time to time.
- All the physical deficiencies stated in the last approval letter have been rectified (for existing institutions).
- The AICTE / PCI scales of pay and allowances have been granted to the teaching faculty and other staff.
- The teaching faculty and staff have been recruited as per qualification and experience as laid down by the AICTE / PCI.
- The tuition and the other fee are charged within the criteria prescribed by the Competent Authorities.
- The accounts of the institution are being maintained as per the provisions of relevant statutes and certified by a Chartered Accountant.
- The intake in any of the ANUR approved courses has not been increased beyond the sanctioned intake, without prior approval from the University.
- The building and premises in which the institution is functioning is not being utilized for any other courses / programmes.

**Name and Signature of the
Chairperson / Secretary of the
Society**

-oOo-

**Name and Signature of the
Head of the Institution**

ADIKAVI NANNAYA UNIVERSITY, RAJAMAHENDRAVARAM



Guidelines for submission of Affiliation application for MBA and/or MCA Courses

- Colleges seeking affiliation for MBA and/or MCA courses should clearly specify the type of affiliation whether for new or existing institution/course.
- Incomplete application and non-payment of affiliation fee prescribed by the University shall not be processed. Any alteration/overwriting in the application shall strictly be attested by the Principal/Secretary of the concerned college/management.
- All the processed applications will be considered for inspection by a committee constituted by the statutory authorities.
- Inspection Committee will examine all the criteria required for the affiliation to start new/existing course/college.
- The annexures/documents (in original) mentioned in the checklist of the application form should be produced to the committee at the time of inspection.
- The inspection committee shall look for fulfillment of
 - a) Land requirements as per Appendix 4.1 of AICTE Approval Process Handbook 2016-17 (P No 78).
 - b) Instructional area as per Appendix 4.2.1 K (for Management) Appendix 4.2.1 L (for MCA) P No 90 and 91 respectively.
 - c) Computers, software, internet and printers and laboratory requirements as per Appendix 5.1 and Appendix 5.2 (P No 94, 95) respectively.
 - d) Books, journals and library facilities as per Appendix 5.3 (P No 95).
 - e) Faculty requirements and cadre ratio as per Appendix 7.3 (P No 100).
- Inspection fees: Rs. 5000/- per MBA
- Inspection fees: Rs. 5000/- per MCA