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**UNIVERSITY OF KOTA, KOTA**  
**FORM OF APPLICATION FOR FRESH AFFILIATION**

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The Registrar  
University of Kota  
Kota

Dear Sir,

I have the honour to apply for affiliation to the University of a College which the

\_\_\_\_\_ proposes to start at \_\_\_\_\_  
(name of the Society, Govt, or other body or Institution) (Place of the College)

from July \_\_\_\_\_ (Mention here name of the proposed college) \_\_\_\_\_

\_\_\_\_\_ in preparation for the \_\_\_\_\_  
(faculty and name of the course being run)

examination in (subjects) \_\_\_\_\_

I beg to furnish the following information :-

Yours truly

Place:  
Date

(Seal & Signature of the authority  
of the Society)

(a) The proposed College will be under the management of the \_\_\_\_\_  
which is a regularly constituted governing body. The constitution, powers and person of the  
said governing body are as under :-

- (i) Constitution :
- (ii) Powers :
- (iii) Personnel :
- (iv) Is the trust registered ?

\* I enclose herewith a true copy of the certificate of registration of the said Society (**Appendix-A**)

/: If the space under any head in this form is found insufficient; the applicant should give the required  
information in a separate slip attached to the application form.

//: Strike off where unnecessary.

- N.B.
1. NO APPLICATION WILL BE ENTERTAINED UNLESS ACCOMPANIED BY THE  
REQUISITE APPLICATION MONEY (BANK DRAFT OR M.O. AND NOT BY CHEQUE)
  2. NO INSTITUTION SHALL OPEN CLASSES IN THE SUBJECT / STANDARD FOR WHICH  
AFFILIATION IS SOUGHT EVEN ON A PROVISIONAL BASIS IN ANTICIPATION OF  
THE SANCTION OF UNIVERSITY. SUCH, CLASSES OPENED BY ANY INSTITUTE  
SHALL NOT BE RECOGNISED UNDER ANY CIRCUMSTANCES.

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- (b) The qualification of the teaching staff and the conditions governing their tenure of office are such as to make due provision for the courses of instruction to be undertaken by the college,

Mr. \_\_\_\_\_ will be the Principal of the College.  
 His salary, grade, qualifications and experience are as follows :  
 (1)

The following members of the teaching staff, in addition to the Principal, have been appointed on the salaries, in the grades, and on the terms and conditions mentioned against each of them :-

- (1)
- (2)
- (3)

Note : A typed or printed statement, giving the qualifications and experience, should be attached and marked **Appendix (B)**.

The following teaching posts, with the qualifications required for, and the terms and conditions of service in respect of each of them, will be created and filled up for teaching the subjects and courses in which affiliation is sought.

- (1)
- (2)
- (3)

Note : A typed or printed statement, giving the designation and qualifications, scales of pay and the other terms and conditions of service in details, in respect of the posts which have yet to be filled up, should be attached and marked **Appendix (C)**.

- (c) The buildings in which the College is to be located are suitable. I enclose herewith detailed plans-vide **Appendix-D** (with dimension of the rooms) of the existing building proposed for the college, the student's Hostel and the college play grounds. It is proposed to make the following provision's for games and sports for the physical training of students, and for medical examination and aid :

- (d) The library will be located in \_\_\_\_\_ It will be equipped with suitable books on which it is proposed to invest an initial outlay of Rs. \_\_\_\_\_ and annual recurring expenditure of Rs. \_\_\_\_\_.

- (e) The following arrangements have been / will be made for experimental and / or clinical work in connection with the branches of science in which affiliation is sought :-

A statement showing details of the accommodation, equipment and apparatus of the laboratory and / or museum for each branch of science should be attached and marked **Appendix-E**. The non-recurring and recurring grant proposed for each should be specified.

(l) The following provision has been / will be made for the residence of the members of the teaching staff who will be in-charge of the student's Hostel.

(Detailed plans of the buildings accommodation, showing distance from the College and hostel buildings should be annexed and marked **Appendix-F**).

(g) Necessary equipment in each subject, wherever required, is there, or is proposed to be added. Non-recurring and recurring grants proposed to be provided (Details to be given)

(h) Furniture in the college (including that for laboratories) and Hostel is satisfactory, or proposed to be added. Non-recurring and recurring grants proposed to be provided (Details to be given).

(i) The financial resources of the college are such as to make due provision for its continued maintenance vide **Appendix -G**.

(j) The fees fixed for the courses of instruction would not involve such competition with any existing college in the same neighbourhood as would be injurious to the interests of education. They are as under :

(k) Pension or Provident Fund for the staff :-

I hereby give an assurance on behalf of the \_\_\_\_\_  
(Name of the college)

that, after the College is affiliated, any change in management and all other changes in the teaching staff will be forthwith reported to the University.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_  
(Seal, Signature & Designation of the authority of the Society)

\* A statement of the capital resources proposed to be utilized for the building and equipment, the balance sheet of the assets and liabilities, if the college is run by a Society or Trust, the budget for the first two years and the provision for the meeting possible deficit should be enclosed with this application.

Note : Attention of the authorities of the institutions applying for affiliation is drawn to the following important Ordinances : \_\_\_\_\_4

- O.65 Minimum qualifications for teachers of various stages of University education.
- O.66 Minimum scales of emoluments for teachers in affiliated colleges.
- O.68 Agreement form of teachers
- O.71 Maximum amount of work to be done by teachers in an affiliated college.
- O.72 The number of students in a class or section of a class in an affiliated college.
- O.75 Laboratories for Science classes.
- O.80 Application money for affiliation of colleges.
- Statute 26(5) Selection procedure for Principal and teaching staff.
- Statute 26(8) Rules for Endowment Fund.
- Statute 37(1) Dates for applying affiliation application form to the University.

For : **REGISTRAR**  
University of Kota, Kota