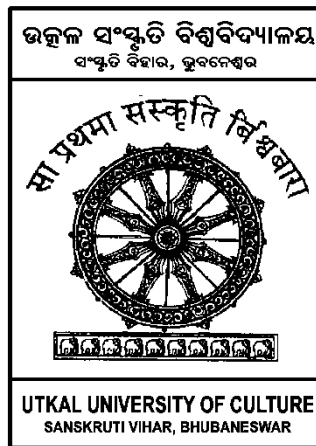


Rs. 1000/- (Rupees one thousand only)
(This application form is valid only when accompanied with a on-line payment receipt of Rs.1,000/-)

UTKAL UNIVERSITY OF CULTURE

APPLICATION FOR ADMISSION OF COLLEGES TO THE PRIVILEGES OF THE UTKAL UNIVERSITY OF CULTURE



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**APPLICATION FOR ADMISSION OF COLLEGE TO THE
PRIVILEGE OF THE UNIVERSITY
(For affiliation/additional affiliation)**

1	Name of the College/Proposed College applying for affiliation			
	(a) Revenue address :			
	(i) Name of the village/town where the college is situated			
	(ii) Police Station (distance from the college)			
	(iii) Tahasil :			
	(iv) Sub-Division :			
	(v) District			
	(vi) Whether situated in urban/Rural area			
2	Postal address with Pin Code			
	(i) Telephone Number with STD Code			
3	Year of Establishment			
4	Year of first Affiliation to the University (for additional affiliation)			
5	State of affiliation			
6	Session for/from which affiliation is sought for i.e. year of admission of students			
7	Stage of the College - (Please mention whether Government, private(Aided) or self-financing one)			
8	Whether the College has already been affiliated to the University and if so, whether permanently or temporarily granted and year of such affiliation with the course to be mentioned.	Course & Stream	Permanent or Temporary	Year

	In case the college has already been affiliated the existing number of seats to be indicated.	<u>Subject</u>	<u>Sanction Strength</u>	<u>No. of students actually admitted</u>
9	In case the college seeks new affiliation the number of seats in each subject and total number of seats be indicated	<u>Subject</u>		<u>No. of Seats</u>
10	Relevant concurrence from State Government. (Please mention the letter No. and date and annex a copy of the same)			
11	Pledging Money in favour of Utkal University of Culture. (Original pledging Certificate with photocopy of F.D.R. valid for 10 years be annexed)	F.D.R. No./Date	Amount Deposited in the Nationalised Bank	Date of Maturity
12	Payment of Fees (to be on on-line mode only) The SBI Collect Reg. No.(Starting with DU), date and amount to be mentioned			
13	Has the college got it own land? (The Khatian, sale deed, up-to-date tax payment receipt and building plan be noted and copy of such records be annexed)	(i) If so, its area with specifications (ii) Purchased or donated, the sale or donated deed No. and date with a photo copy.		
14	(i) Whether there is a permanent pucca building of the college.			
	(ii) If so, the number of Lecture Hall/Laboratories/ Workshops etc.			
	(iii) Measurement of such halls and Laboratories with seating capacity			
	(iv) Number of room with size			

	(v) Any other accommodation/facility available with specification, (Lavatory, Guest House, Conference hall/Auditorium) etc.
	(vi) If the college is providing co-education separate accommodation for common rooms, tiffin rooms and other necessary convenience for the women students.
	(vii) Is there a pucca compound wall around the college?
15	(i) Please mention if the college is accommodated in a house which is rented/leased/otherwise. If so, a copy of agreement be annexed.
	(ii) The present accommodation with detailed specification to be furnished room wise and facilities wise
	(iii) If the permanent building is under construction or proposed to be constructed in near future, the specification be furnished with plans or drawings and firm date of completion
16.	Residence allotted to the Staff (Give details in separate sheet)
17	(a) Has the college got its play ground ?
	(b) Equipments/facilities available for games and sports
18	(a) Has the college made adequate provision for residence of its students not residing with parents or recognized guardians?
	(b) If so, the number of hostels managed by the College.
19	(a) Has the college a Library?
	Is there a separate reading room?
	(b) Accommodation for library available including reading room

	(c) The total number of books available before the Preceding year of admission. (to be mentioned subject-wise)
	(d) The total number of journals and periodicals available.
	(e) The total number of journals and periodicals available and the cost of the same.
20	Teachers of the College
	(a) Detailed information in respect of all teachers of the college including the Principal is to be furnished subject-wise.
	Note : (1) The appointment letters issued to the teaching and non-teaching staff be made available to the Inspectors for verification (photocopies be annexed)
	(2) The under qualified teachers should not be included in the list and be replaced
	(3) Visiting faculties shall not be considered as teaching staff of the College in terms of provisions of the Act and Statute.
	(b) Photocopies of certificate and marksheet of the teachers duly attested by the Principal be annexed.
	(c) Whether the teachers have been registered as the college teachers of the university as per provision under Statute? If so, the registration number of each teacher to be furnished.

21	<p>(a) Whether the College is being managed by a duly constituted Governing Body?</p> <p>If so, a copy of Registration of Governing Body under the Society Registration Act is to be annexed</p> <p>.</p>	
	<p>If so, the names of members of the Governing Body in terms of Statute of Utkal University of Culture are to be furnished.</p> <p>Please mention the letter No. and date in which the composition of the Governing Body has been approved.</p> <p>Note : As per Sub-Statute 36 the Governing Body shall consist minimum of 9 members and maximum of 13 members.</p>	<ol style="list-style-type: none"> 1. Principal 2. Two Teachers Representative 3. One person nominated by Vice-Chancellor 4. One person nominated by Director, Culture 5. Remaining members nominated by Promoters <p>N.B. Name and addresses of the members of the Governing Body including those of President and Secretary. (The names of the nominees of the Vice-Chancellor and the Director, Culture may be left blank to be filled up only after affiliation is granted.)</p>
22	<p>Whether the college is maintaining under mentioned records :- (Records to be placed before the Inspectors at the time of Local enquiry)</p>	
	(1) A register of admission and withdrawal	
	(2) A register of attendance	
	(3) A register of permanent and local address of students, and also on transfer and migration	
	(4) A register of members of the staff showing their qualifications, previous experience, salaries, and number of hours of work allotted to each teacher together with the classes and subjects taught.	
	(5) A register of fees showing dates of the payments	
	(6) A counterfoil fee receipt book (Counter foil number of the last receipt on the day preceding of the date of submission of application).	

	(7) A register of scholarships and concessions of all kinds whether tuition, boarding or lodging.	
	(8) A counterfoil book of transfer certificate (Counterfoil number of the last certificate issued on the day preceding of the date of submission of application)	
	(9) A register showing the report from time to time of medical inspection of students.	
	(10) A register of marks obtained by each student at the college examination.	
	(11) Account books showing the financial transactions of the college as separate from those of management	
	(12) A general cash book (the closing balance on the Preceding date of submission of this application)	

23	Financial position			
	(a) Financial position on the date of application and date of inspection.	Deposits in the Bank	Deposits in Post Office	Cash in hand
	(b) Details of income and expenditure year wise	Year	Source of Income	Items of Expenditure

24.

Undertaking to be furnished by the institution

THE GOVERNING BODY OF _____

(Name of the Institution) undertakes

(a) Not to collect any capitation fees or donation from any student

(b) To follow the courses of study prescribed by the University.

(c) To ensure smooth conduct of the University Examinations in accordance with the rules/Instructions and guidelines issued by the University.

(d) To ensure compliance of the teaching and non-teaching employees institutions with the directions and instructions issued by the Vice-Chancellor or an officer authorized by him relating to conduct of University examinations.

(e) To make provisions for the number of periods in each subject (-) whether general, tutorial or practical as prescribed by the university and to ensure that the duration of such periods shall be as directed by the University from time to time.

(f) To ensure admission of students in different courses/subjects not to exceed the number for which affiliation has been granted.

(g) Not to admit a fresh batch of students or open new subjects without prior affiliation of the University

(h) Not to claim any financial assistance either from State/Central Government or the University only on the ground of affiliation.

Place :

Date :

PRESIDENT

SECRETARY

PRINCIPAL

(Full signatory with seal)

Certified that the information furnished on different items in this application are correct to the best of my knowledge and belief.

Date
Place

Signature of the Person or Body
authorized to make application
(Designation with seal)