

S.N.D.T.WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,
Mumbai- 400 020

Ref. No. Affi-Gen-1/ Format/2021-22/

September 07, 2021

To,
The Principal of
Colleges affiliated with the S.N.D.T. Women's University,
in the States of Maharashtra and Other States

Sub:- Continuation of Affiliation & Permanent Affiliation for the
Academic Year 2022-23.

Sir/Madam,

I am forwarding herewith the proformas for applications to be submitted for following types of affiliations granted for the academic year 2022-2023:

- (1) Form "A" to be filled by all Applicant Institute
- (2) Form "B" Genral information to be filled by all applicant Institute for Continuation of Affiliation
- (3) Form "C" for Extension of Affiliation for **the Subjects of Natural Growth**

As per Section 109 of the **Maharashtra Public Universities Act, 2016**, the affiliated Colleges, which have been granted First Time Affiliation to conduct Course/Courses of study are required to apply for Continuation of Affiliation for such Course/ Courses of study.

The Concerned affiliated Colleges are requested to note the same and send the proposals for Continuation Permanent / Natural Growth of Affiliation, **giving all requisite information** in the **prescribed form**, irrespective of type of affiliation.

It may be noted that if the temporary affiliation is granted by the State Government / University, the said Trust on completion of 5 years of affiliation, has to apply for NAAC accreditation failing which their affiliation will be automatically cancelled. However, if they have applied for NAAC accreditation a copy of the form be submitted for consideration. It may be noted that all the documents as per GR of 30.10.2010 be sent to the University alongwith proposals failing which such proposals will not be considered. The said GR is available on the Government of Maharashtra website www.maharashtra.gov.in

In case of any difficulty in filling up the proforma or any suggestions for improvement and simplification, the same may be communicated to the **Assistant Registrar/Office , Affiliation Section, S.N.D.T. Women's University, Mumbai-20**, urgently through the email Id- affiliation@sndt.ac.in.

Separate proposals for each type of affiliation in Separate files with form & documents, along with the requisite fees for each affiliation, should reach this office on or before **September 30th 2021**. The Demand Drafts towards the affiliation fee be drawn in favour of "**The Registrar, S.N.D.T. Women's University, Mumbai**" payable in Mumbai. The College may refer to the fee schedule for different types of affiliation on web site :- www.sndt.ac.in

This is to bring to your notice that the colleges which have been granted **Permanent Affiliation** are requested to send applicable **Annual fees without filling up any Form**.

All Principals are hereby directed to send the required forms alongwith the fees on or before **30.09.2021**, failing which the **penalty of 20%** will be levied on the total amount due by your college upto **30.11.2021** & failing which the **penalty of 30%** will be levied on total amount due by your college upto **31.12.2021**. If the particular college fails to pay the said fees (alongwith penalty) up to **31.12.2021** the process of withdrawing the affiliation for the said course will be processed.

This is to be treated as URGENT AND TIME BOUND.

Yours faithfully,

Sd/-
(Dr. Ruby Ojha)
Dean

Faculty of Commerce and Management
Affiliation & Academic Section (Addl. Charge)

From “A”

S.N.D.T.WOMEN’S UNIVERSITY

**1, Nathibai Thackersey Road,
Mumbai– 400 020**

APPLICATION FOR VARIOUS TYPE OF **AFFILIATION** TO BE SOUGHT
For the Academic Year : 2022-23

To,
The Dean, Faculty of Commerce and Management
Affiliation Section
SNDT Women’s University
Mumbai – 400 020

Dear Sir/Madam,

I hereby apply for the

- A) Continuation in Present Courses/Division/Subject, Vocational Subject courses/
- B) Extension in natural growth,

In prescribed forms, of our College as hereunder.

The name of the College is _____
which is affiliated to the S.N.D.T. Women’s University, which is conducted by _____(Name of the
Society/Trust/Management/Local authority)

Details of affiliation to be sought for the academic year _____ are given in the attached
Forms –B, E, and G. (Please Strike off whichever is not applicable.)

I have gone through Section 109 to 116 of the *Maharashtra Public Universities Act, 2016* and
conditions stipulated by the University for Colleges seeking affiliation and I am prepared to abide
by all the conditions and such other conditions that may be stipulated hereafter. I also hereby give
an assurance on behalf of the _____
(Name of the Society/Trust/Management/Local authority) that any transference of Management
and all changes in the teaching staff and all other changes which may result in the requirements
stipulated not being fulfilled or not being continued to be fulfilled shall be forthwith reported to
the University.

Details of fees remitted towards the above affiliations are as under:-

Sr. No.	Particulars of the affiliation forms (Mention the affiliation form-wise)	D.D. Details*	Amount
Grand Total			

(Demand Drafts should be drawn in favour of “The Registrar, S.N.D.T. Women’s University,
Mumbai” payable at Mumbai)

I enclose herewith the true copy of the resolution of the authorities of the
Society/Trust/Management, authorizing me to sign and send this application on their behalf. I
also hereby confirm that the financial resources of the Society/Trust/Management are such as to
make due provision for its continued maintenance.

Date:

Place:

Yours faithfully,

(Signature & Seal)

Stamp of the Society/Trust/Management
Short name of the College

S.N.D.T.WOMEN’S UNIVERSITY

1, Nathibai Thackersey Road,
Mumbai- 400 020

GENERAL INFORMATION

1.

Registered Name and Address of the applicant Society/Trust with Phone No. E-mail, Fax No.
2.

Name, Address and Date of Establishment of the College
3.

Name of the Principal/Mobile No. /E-mail address
4.

Date/Year of First Time Affiliation granted to the college
5.

Date/Year of Permanent Affiliation Granted to the College (if applicable)
6.

Whether College is covered under UGC Act 2(f) and 12(B)?
If yes, from the year

Yes/No
7.

Academic year from which affiliation is sought
8.

Date of Application

9. Details of present affiliation (already granted)

Faculty	Class	Medium	Subject (Mention all the subjects) Please specify the subjects as CC/DC/AC/APC/or compulsory subjects, Specialization, Optional etc. of concerned faculty.	Number of students and divisions, if any permitted initially provisionally	Number of students admitted and Number of divisions formed
1	2	3	4	5	6

10.

Present Status of affiliation
11.

i) Validity (Date)
- ii) Justification for Extension/Continuation of affiliation

12. Information regarding the Managing Council of the Society/Trust/Management

	<u>Names</u>	<u>Occupation</u>	<u>Designation</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____
8)	_____	_____	_____
9)	_____	_____	_____
10)	_____	_____	_____

- (b) Whether there is any change in the name of College/Society/Trust or in the Constitution of the Society/Trust? Yes/No
(If yes, please send the attested copy of the resolution along with covering letter.)
- (c) If Minority status Yes/No
(Please provide appropriate evidence in this respect)

13. Teaching Staff Position (Please provide requirements as per norms and actual position)
Actual Strength

Sr. No.	Name of the Teacher (Mr. Ms.)	Qualification with NET/SET/Ph.D . if any	Designation	Belongs to O/SC/ST/ NT-DT/OBC	Status of appointment Prob./Confirmed/ Permanent/Temp. etc.	Date of initial appoint

14. Library : Books and Journals Expenditure on Books Journals and Library fittings

15.

Particulars	Years		Numbers		Amount (in Rs.)	
	Previous	Current	Previous (till date)	Current (Year)	Previous (till date)	Current (Year)
Books						
Journals						
Academic Technical Others						
Fittings and Furniture						

A list of books purchased during the current academic year be attached.

16. Academic information about the college.
(Courses offered (faculty wise))

Faculty	Class	Subjects offered (Clarify CC/DC/AC/APC or Compulsory) Subdivide the column Subject as Compulsory, Specialization and Optional under each faculty etc. of concerned faculty)
A- Faculty	FY	
	SY	
	TY	
B- Faculty	FY	
	SY	
	TY	
C- Faculty	FY	
	SY	
	TY	

17. Faculty wise enrolment for the last 3 years

Faculty	Class	Approved No. of divisions with Division Strength	Actual Enrolment	Total
A- Faculty	FY			
	SY			
	TY			
B- Faculty	FY			
	SY			
	TY			
C- Faculty	FY			
	SY			
	TY			

18. Faculty wise results of the college for the last 3 years in all examinations
(Final Year only)

Examination	Appeared	Passed	Percentage
A-Faculty FY SY TY			
B-Faculty FY SY TY			
C-Faculty FY SY TY			

19. Faculty wise tuition and other fees (including deposits) collected from students term-wise :

Course	Tuition fee	Laboratory Fee	Library Fee	Gym & Union Sports Fees	Laboratory Deposit	Library Deposit	Others (State nature)	Total

Mumbai

Date _____

**Signature of the Principal/In-charge
(Seal)**

Enclosed : Forms



S.N.D.T.WOMEN’S UNIVERSITY
1, Nathibai Thackersey Road,
Mumbai– 400 020

APPLICATION FORM

CONTINUATION OF AFFILIATION FOR THE ACADEMIC YEAR _____

Sr. No.	Particulars	Information	
1.	Name and Address of Trust/Institution	<div></div> <div></div> <div></div>	
	Contact No of the Trust/Institution		
	Email Id. of the Trust/Institution		
2.	Registration No. and Establishment Year of Trust/Institution		
3.	Names of authorized Executive Bodies of Trust/Institution as per Schedule-1 published by Charity Commissioner’s Office. (Copy to be attached)	<div>Name</div>	<div>Post</div>
		1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		8.	
		9.	
		10.	
4.	Name and Address of the College	<div></div> <div></div> <div></div>	
5.	Establishment Year of the College		
6.	Minority Status (Copy to be attached)		
7.	Telephone Numbers of the College		
8.	E-mail ID of College (containing College code no is mandatory)		

Sr. No.	Particulars	Information
9.	Name of the Principal / Principal-In-Charge	
	Address	
	E-mail	
	Mobile No.	
10.	Whether approval has been taken for appointment of Principal/Principal-In-Charge from University? IF YES , kindly furnish University's Approval Letter	
11.	Whether NAAC Validation / NAAC Revaluation have been carried out? IF YES , kindly furnish renewal Status, Year and Grade.	
12.	Whether approval of NBA, NIRF and other regulatory bodies' approval has been taken? IF YES , attached relevant document.	
13.	Whether College is included in 2F and 12 B? IF YES , kindly enclose the documents.	
14.	Whether College has its website? IF YES , give Website Domain Name.	
15.	Whether following information is available on College's Website?	
	• Programmes/Courses being offered by College.	
	• Admission Process / Criteria or Eligibility for Admission / Course Fee and Other Fees. If any	
	• Faculty-Subject wise Teachers' information.	
	• Information regarding various facilities/scholarships available for Students in College.	
	• Separate Chapter on Information related to Right to Information Act. (Web Page)	
	• Activities, Objects, Goal and achievements of the College.	
16.	Aided Courses run by the college (UG/PG)	
17.	Unaided Courses run by the colleges (UG/PG/Diploma/Certificate)	

Sr. No.	Particulars	Information		
19.	Courses to be run on yearly Affiliation basis	Course name	Year of granted yearly affiliation	
20.	Fees paid for last three years for affiliation (Course wise)	Information to be filled in Table No. 1		
21	Particulars of Teachers appointed for Degree Courses and Post Graduate Courses	Table no – 2, or Table no - 3		
22.	Whether earlier academic year teaching faculty approval has been taken from University? IF YES , attached copy of University approval If no, the explanation is required in writing with sign & seal of principal.			
23.	Whether required no. of Non-teaching Staff is appointed in the College? (As on date of application) (List of Non-teaching staff to be attached)	No of sanctioned post	Filled post	Vacant post
24.	Whether a premise of College is owned by Trust/Institution or is taken on Lease/Rental Basis? (Documents need to be attached)			
25.	If on rental then rental Deed - (Copy should be enclosed)	Period from _____ to _____		
26.	Whether Ramp facility is available in college campus for Disable students			
27.	Whether there is a Notice Board in College for students in college?			
28.	Whether chamber wise/room wise signboards are set up in College?			
29.	Whether separate/independent Examination Control Section (at least having 100 sq .ft. areas with CCTV facility) is existing in College?			
30.	Whether there is a Record Room in College?			
31.	Whether there is a separate building/arrangement for Library in College?			

Sr. No.	Particulars	Information
32.	Whether there is separate or independent Reading Room in the Library?	
33.	No. of total Books & journals in the College library (For UG, PG)	
34.	Whether the Library is computerized?	
35.	Whether Librarian has been appointed? IF YES, whether the approval has been obtained from the University?	
36.	Time table for Classes, Subjects? (Kindly attach Committee Members' Report on verification of the same)	
37.	Whether College has organized Blood Donation Camp last year? (Committee may check the details)	
38.	Whether College team has participated in Youth Festivals last year? (Please attach details)	
39.	Whether College team has participated in Inter Collegiate Sports Tournaments last year? (Please attach details)	
40.	Whether College has organized Inter Collegiate Sports Tournaments last year? (Committee may check the details)	
41.	Whether medical test of students was carried out last year? (Committee may check the details)	
42.	Whether tree plantation programme was organized in the surroundings of College last year? (Photos may be attached)	
43.	Whether staff / students insurance scheme has been implemented by the college?	
44.	Details of staff welfare activities conducted by the college?	
45.	Whether indoor games facility (availability of sufficient sports materials as per strength of students) is available in College?	
46.	Whether the surrounding of College is clean on the day of visit?	

Sr. No.	Particulars	Information
47.	Whether Admission Committee is formed in College? IF YES , attach list of committee members.	
48.	Names and Mobile Numbers of RTI Information Officer and Appellate Officer	
49.	List of College Management Committee in operation. (Attach list stating Name, Designation & Contact no.)	
50.	Whether College Development Committee is in operation in College? IF YES, attach list of committee members. (AS per clause 97 of Maharashtra Public University Act 2016)	
51.	Whether Anti Ragging Committee is in operation in College? IF YES, attach list of committee members.	
52.	Whether Vishakha Committee is in operation in College? IF YES, attach list of committee members.	
53.	Whether Sexual Harassment Committee is in operation in College? IF YES, attach list of committee members.	
54.	Whether Student Grievance Committee is in operation in College? IF YES, attach list of committee members.	
55.	Whether Avishkar Cell is existing in College?	
56.	Whether students of college were placed in University's Merit List last year?	
57.	Whether College has adopted office automation?	
58.	Whether information of current year has been registered on All India Survey of Higher Education? IF YES , kindly enclose a copy of Certificate download from portal.	

Sr. No.	Particulars	Information
59.	Whether current year information has been registered on Management Information System (Higher Education)? IF YES , kindly attach a copy of Certificate, issued by University	
60.	Whether brochure of college is being published? (Copy may be attached)	
61.	Whether discrepancies stated by last year's LIC Committee have been removed? (LIC members have to verify the previous year LIC report available with college.)	
	IF YES, supplementary documents should be enclosed. (Remarks of Committee Members)	
	IF NO, specify the reason for non compliances on college letterhead with sign and seal of College Principal	
62-	Whether College has published its Annual Report last year? (Attach copy of report)	
63.	Whether college is taking required permissions wherever applicable from various bodies such as :	Appropriate submissions done on time (copy of proof required)
		1. AICTE
		2. BCI
		3. NCTE
		4. RCI

CERTIFICATE

We have read the provisions of Sections **114** of the **Maharashtra Public University Act 2016**, and relevant Circulars of the University for granting Continuation of Affiliation and we undertake to abide by the said provisions, Circulars and Guidelines.

We, present members of Trusts / College stated below hereby certify that, the information submitted for getting Continuation of Affiliation for academic year _____ is True, if the information is found Untrue, the decision taken by University authorized Council shall be binding on the Trust/College Management.

Sr. No.	Name of the member of Trust/College Management	Post	Mobile No.	Signature
1.				
2.				
3.				
4.				
5.				

**DETAILS OF PAYMENT OF AFFILIATION
(For Last 3 Financial Years)**

(Separate List should be attached for each Course/Curriculum)

Name of Course (Aided) :-

Year : _____

Programme	Fees Paid	Demand Draft No. and Date	Receipt No. and Date received from University

Name of Course (Unaided) :-

Year : _____

Programme	Fees Paid	Demand Draft No. and Date	Receipt No. and Date received from University

Sign and Seal of Principal

TABLE NO. 2

DEGREE COURSE/CURRICULUM

STATEMENT SHOWING COURSE WISE / CURRICULUM WISE INFORMATION OF TEACHERS WORKING IN THE COLLEGE

(Separate List should be attached for each Course/Curriculum)

Name of the College:- _____

Name of the Course : _____

Sr. No.	Name of the Teacher	Designation	Educational Qualification	Caste Category	Working Hours (Full Day/ Half Day / Per Hour basis)	Subject (being taught)	Date of First Appointment	University's Approval Letter No. & Date
1)								
2)								
3)								
4)								

Sign and Seal of Principal

TABLE NO. 3

POST GRADUATION COURSE/CURRICULUM

STATEMENT SHOWING COURSE WISE / CURRICULUM WISE INFORMATION OF TEACHERS WORKING IN THE COLLEGE

(Separate List should be attached for each Course/Curriculum)

Name of the College:-

Name of Course : _____

Sr. No.	Name of the Teacher	Designation	Educational Qualification	Caste/ Category	Working Hours (Full Day/ Half Day / Per Hour basis)	Subject (being taught)	Date of First Appointment	University Approval Letter No. & Date
1)								
2)								
3)								
4)								

Sign and Seal of Principal

FORM 'A'

SECTION/CHAMBER WISE MINIMUM REQUIRED AREA (Traditional Courses)
(Guidelines for Committee members)

Sr. No.	Section/Chamber	Quantity	Area Per Section	Total Area	Arts/Law Education Department	Commerce	Science	Arts + Commerce	Arts + Science	Commerce + Science	Arts, Commerce, Science
1.	Principal's Chamber	1	20x25	500	500	500	500	500	500	500	500
2.	Office	1	30x20	600	600	600	600	600	600	600	600
3.	Electronic / Computer Laboratory	1	20x30	600	-	-	600 (0)	-	600 (0)	600 (0)	600 (0)
4.	Chemistry Laboratory	1	30x40	1200	-	-	1200	-	1200	1200	1200
5.	Physics Laboratory	1	30x40	1200	-	-	1200	-	1200	1200	1200
6.	Biology Laboratory	1	30x40	1200	-	-	1200	-	1200	1200	1200
7.	Library	1	20x30	600	600	600	600	600	600	600	600
8.	NCC Room	1	20x15	300	300 (0)	300 (0)	300 (0)	300 (0)	300 (0)	300 (0)	300 (0)
9.	NSS Room	1	20x15	300	300 (0)	300 (0)	300 (0)	300 (0)	300 (0)	300 (0)	300 (0)
10.	Ladies Room	1	10x15	150	150	150	150	150	150	150	150
11.	Record Room	1	10x15	150	150	150	150	150	150	150	150
12.	Knack Room	1	10x15	150	150 (0)	150 (0)	150 (0)	150 (0)	150 (0)	150 (0)	150 (0)
13.	Staff Room	1	20x30	600	600	600	600	600	600	600	600
14.	Auditorium	1	40x30	1200	1200	1200	1200	1200	1200	1200	1200
15.	Lecture Hall	1	3/6/9	900	2700	2700	2700	5400	5400	5400	8100
16.	Toilet Block	4	10x15	600	600	600	600	600	600	600	600
17.	Corridor/Veranda	1	Minimum 5 Feet wide		2100	2400	3300	3000	3800	4100	4650
TOTAL (MINIMUM REQUIRED AREA)				10250	9200	9500	14000	12800	17200	17500	20750

Form “C”

Form for Extension of Affiliation for Subject of Natural Growth
for the academic year 2022-23

Name of College:

1) The Subject already granted by the Government

Faculty	Class	Subject granted	Subject wise Student Strength					
			Preceding year of the previous year		Previous year		Current year	
			2019-20		2020-21		2021-22	
			Admitted	Appeared for Exam	Admitted	Appeared for Exam	Admitted	Appeared for Exam
	1 st Year							
	2 nd Year							
	3 rd Year							

1) The Subject of Natural Growth asked for

Faculty	Class	Subject of Natural Growth	Medium	Expected Students Strength
1	2	3	4	5
	1) 2 nd Year			1) 2 nd Year
	2) 3 rd Year			

3) The student’s of the faculty under which the subject of Natural Growth is asked for.

Faculty	Class	Subject wise Student Strength					
		Preceding year of the previous year		Previous year		Current year	
		2019-20		2020-21		2021-22	
		Admitted	Appeared for Exam	Admitted	Appeared for Exam	Admitted	Appeared for Exam
1 st Year							
2 nd Year							
3 rd Year							

4) Additional staff required for teaching the subject of Natural Growth (approximately)

A) Teaching Staff

B) Non-Teaching Staff

5) Total annual expenditure on the additional staff to be appointed for the subject

Mumbai
Date _____

Signature of the Principal/In-charge
(Seal)