



ASSAM UNIVERSITY:: SILCHAR

(A Central University Established by an Act of Parliament)

APPLICATION FORM FOR PERMISSION TO START POST GRADUATE (PG) COURSE IN A COLLEGE

(Strike off whichever is not applicable. Please use Annexure wherever required)

(Use separate application form for each Department proposed to be opened in PG)

(Please refer to the relevant Assam University Regulations before filling in)

This application should be submitted in triplicate to the Director, College Development Council,
Assam University, Silchar along with necessary fees

1	Name of the College with full address, Contact No. and email id Website address, if any.	
2	Land under possession of the College. If the Land property is not contiguous, give details BighaKatha..... Chatak or Acre
3.	In which name the College Land is registered?	College/ Society/ Any other owner
4	Nature of Management	Government/ Provincialised/Private/Venture
5	Name of Principal	
6	Educational qualifications of the Principal	
7	Date of birth of Principal	
8	Whether the Principal is the Secretary of the Governing Body or not. Yes/No. If no, give reasons	

9	Whether the College has University nominated members in the Governing Body or not. (If yes, state their names)	
10	Please give the list of all Governing Body members along with their position in the Governing Body and contact number	
11	Existing Faculty/stream in the College	Arts/Science/Commerce/Education/Law/Engineering/Others (Please specify)
12	Intake capacity of all courses including Pass and Honours courses as per approval of the University	
13	Detailed list of teachers with their qualifications percentage of marks, category, date of birth and date of joining in the College	
14	General conditions of desks, benches and their availability for the students, teachers Common room facility, departmental infrastructure, drinking water, toilet facilities, (boys and girls separately) canteen and any other relevant matters.	
15.	Whether the College has Higher secondary and Post Graduate courses. If yes, mention, the courses and facilities.	
16	(a) Whether the College has morning shift and/or evening shift in addition to the normal day shift?	

	(b) If yes, what is the class load of the teachers engaged in these extra shifts?							
	(c) The class routine of these additional shifts should be enclosed herewith							
	(d) Any other courses run by the college like IGNOU, KK Handique Open University etc./self financing courses?							
17	(a) Please report if the College has provided admission to a course exceeding the AUS approved intake capacity .							
	(b) Please report if the College allows private students or students of any non-affiliated College in the University examination as their students.							
18	Please attach the class routine of the normal day shift of the College. This is mandatory.							
19	Enrolment Position in the College (Last Three consecutive academic years)	Academic years	20____		20____		20____	
		<i>No. of students</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>	<i>Boys</i>	<i>Girls</i>
		(a) In the college						
		(b) In the Dept. proposed (Hons. course)						
		(c) In the Dept. proposed (Pass course)						
20	Subject proposed to be introduced in PG (Please read Clause 7 of 'Regulations on permission/affiliation of MA/M.Sc/M.Com or other PG courses in Affiliated Colleges')							

21	Detailed infrastructural facilities of the College: (Land and Buildings)	Land Area of the Campus/Compound : Is there any boundary wall? Yes/No/Partly Please give a detailed report on the Compound area and boundary wall		
		Buildings	(a) No. of RCC Buildings except Hostel:	Floor area
			(b) No. of A.T. house except Hostel:	Floor Area
			(c) No. of Students' Hostel (For Boys)	No. of Boarders: Boarder capacity:
			(d) No. of Students' Hostel (For Girls)	No. of Boarders: Boarder capacity:
			(e) No. of rooms along with their sizes available for the classes	Use separate sheet
(f) (i) Give specific description (Area, location etc.)of the class room to be used for the proposed subject in PG. (at least 15 sq. ft per student)	Use separate sheet. Submit photographs			
(ii) Faculty room				
(iii) Laboratories (with a minimum of 20 sq. ft per student in each laboratory)	Use separate sheet .Submit Photographs			
(iv) Common room for Boys and girls				
22	No. of Library staff	Librarian	Asstt. Librarian	Other staff

23	No. of non-teaching staff	Grade -III	Grade IV	Others (if any)
24	Library infrastructure	No. of Text Books	No. of Reference Books	No. of Journals
	(a) Total			
	(b) In the subject proposed			
	(c) Floor area, reading arrangement, Photocopying facility, drinking water, toilet facilities for students (Boys & Girls separately)			
25	Facilities for sports & extracurricular activities of the College			
26	Current fund Position of the college (in Rupees)	Reserve Fund	General Fund	Other Fund
	Provide a Head- wise 'Income/ Receipt and Expenditure statement' for running the proposed PG course for the course duration clearly mentioning the source of fund and among others, amount of salary to be paid to each teaching/non-teaching staff associated with the proposed PG programme	Use separate sheets		
27	Has the College been assessed by NAAC? If Yes, when and what is the grading awarded? If no, what is the reason?			
28	Whether the College is an examination centre of Assam University? If yes, since when?			

29	List of faculty positions for the proposed PG Department with detailed qualifications, percentage of marks, experience, research publications etc. (Regular teachers only) Submit a copy of the credentials along with the list.	
30	No. of non-teaching employees in the proposed PG Departments with name and designation	
31	Laboratory accommodation and facilities arranged and provided for the PG classes separately in the case of Science subjects/ courses having practical. Submit relevant photographs.	
32	Proposed research facilities for research in the concerned disciplines	
33	Fund earmarked for the proposed PG course (documentary evidence to be provided)	
34	Resolution of the sponsoring authorities/GB about opening of the PG course with mention of the subjects proposed by the college	
35	Particulars of the fees paid for permission for opening the PG course with documentary evidence	
36	The academic session for which permission is sought	
37	Period for which there has been affiliation of the subject in Hons level for which opening at PG level has been proposed.	
39	Existing facilities for conducting PG education in the proposed subject(s). Give details. Submit photographs, wherever applicable	

40	Give some specific reason with justification for opening of the PG course in the concerned subject	
41	Please enclose NOC from concerned State Govt. for opening of the PG course . <i>This is mandatory.</i>	
42	Proposed admission strength in the concerned subject.	
43	If it is a professional course, recognition of the regulatory authorities like AICTE, NCTE,BCI,MCI, PCI, & others with documentary evidence be submitted	
44	(a) Briefly describe the recruitment procedure of teachers & its adherence to UGC guidelines in this respect (attach separate sheet, if necessary) (b) Whether the selection committee for selection of teachers have members nominated by the Vice Chancellor of Assam University?	

45	<p>With reference to Post Graduate courses, the following additional information are to be provided:</p> <p>(a) Whether the teachers will be teaching from Higher Secondary (HS) to the Post Graduate Level?</p> <p>(b) Whether there are adequate number of teachers for the PG courses. Give the number along with their specialisation.</p> <p>(c) Class load of a PG teacher if she/he is taking Under Graduate (UG) and HS classes.</p> <p>(d) Proposed class routine for PG along with all other class routine of the College.</p> <p>(e) Whether all the required specialisations are represented by qualified teachers or not.</p> <p>(f) How many teachers are there in the department?</p> <p>(g) State whether all teachers have requisite UGC norms as per latest UGC guidelines.</p> <p>(h) Whether infrastructural facilities including laboratory facilities (where necessary) are adequate or not and whether these PG laboratory facilities are developed separately from the existing UG facilities?</p> <p>(i) Whether the teachers have quality research contribution or not? Mention in some detail. For Example: Publication in International, National, Regional journals with impact factors. Submit teacher wise list of publications.</p> <p>(j) How many teachers have research guideship?</p> <p>(k) Whether sufficient books for the PG course in the concerned subject are available in the College Library or not. (Give a list of books in the proposed subject with Author's name, no. of copies and year of Edition)</p>	
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46	Any other relevant information.	

N.B: All documents submitted by the College must bear seal and signature of the Principal/ Secretary of the College with date.

Signature of the Principal/Secretary,
Sponsoring Body/Managing
Committee/Governing Body
(with date and seal)