



**DEVELOPMENT COUNCIL  
Dr.B.R.Ambedkar UNIVERSITY-SRIKAKULAM  
ETCHERLA-(A.P)-532410**

**Prof. B.Addai**

M.A, M.Phil, Ph.D

**Dean-CDC,**

**No.Dr.BRAU/CDC/B.Ed.Coll/Perm.Affili/2020-21**

**Phone No: 08942-240919**

**Mobile: 8790696790; 9542074188**

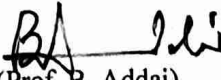
**deancdc.brai@gmail.com**

**Date:-27-11-2020**

**CIRCULAR**

The Hon'ble Vice-Chancellor, having considered the proposal for permanent affiliation pleased to order that all the B.Ed College Managements affiliated to Dr. B.R. Ambedkar University, Srikakulam those colleges have with good academic excellence are invited to submit the proposal for consideration of Permanent Affiliation from the academic year 2020-21 **(Renewable for every five year).**

All the proposals along with a fee for Permanent Affiliation of **Rs. 33,750/- Thirty three thousand seven hundred and fifty only**) should pay by way of D.D. in favour of the Registrar, Dr. B.R. Ambedkar University, Srikakulam with all relevant documents be submitted on or before 04-12-2020.

  
(Prof. B. Addai)  
Dean-CDC

Copies to:

PA to the Hon'ble Vice-Chancellor, Dr. B.R.A.U, SKLM

PA to the Registrar, Dr. B.R.A.U, SKLM

All Principals of U.G. Colleges Affiliated to Dr. B.R.A.U, SKLM

O.O.F

# **PROFORMA FOR GRANT OF PERMANENT AFFILIATION TO THE AFFILIATED COLLEGESA PER G.OM.S. No. 29**

1. Name of the College & Address :
2. College Code Number :
3. Year of establishment (Enclose copy of )  
Relevant University affiliation order/G.O. :
4. Name of the Collee Society :
5. Name of the Secretary & Correspondent :
6. Name of the Principal & Mobile No. :
7. Whether pucca buildings constructed on  
the own land ( if yes, enclose Registered  
Document of Land) : Yes/No
8. (a) Whether the college is having building (s)  
(if yes, enclose approved building plan in original  
and photographs of the building)
- (b) Details of plinth area

S. No	Purpose	Carpet* area provided	Building Plan No	Room No. as shown in the plan

\*requisites area:

Principal's room	:	200 s.ft.
Staff room	:	300 s.ft.
Office room	:	300 s.ft.
Library & Reading Room	:	900 s.ft.
Games Room	:	200 s.ft.
Ladies waiting room	:	200 s.ft.
Toilet with full facilities	:	200 s.ft.
Lab. (Physics, Chemistry, Botany, Zoology)	:	3000 s.ft.

9. Whether the College is having permanent teaching :  
faculty selected by duly constituted Selection  
Committee and ratified Dr. B.R.A.U (if yes, enclose  
department-wise (List of faculty along with their  
scale of pay, excluding Principal/Physical  
Education Instructor)

10. Whether the college is having 250 students in  
UG Courses (if yes, furnish the list of students  
for 3 years Degree Courses separately)

Boys				Girls				Grand Total			
SC	ST	BC	Total	S C	S T	B C	Total	SC	ST	B C	Total

11. UG Course offered (enclose list of course) : UG Course Intake  
12. UG Course offered (enclose list of course) : UG Course Intake  
13. Whether the college paid and cleared all the dues :  
up to 2011-12 (if the fee is paid, furnish the details)

S. No	Year	Nature of fee paid & Cleared	DD. No	Date	Amount (Rs)

14. Enclose the list of laboratory equipment available : Yes/NO  
for each laboratory separately  
15. Enclose the list of library books available for each : Yes/No  
course (Course required for permanent affiliation)  
16. (a) Give the details of playground available :  
(b) Enclose the list of sports & games equipment available :  
17. Whether the college has fulfilled all the deficiencies :  
pointed out by the earlier inspection Commissions  
(enclose in a table the list of deficiencies pointed out  
and the fulfilment by the college)  
18. Furnish the list of Members of the Governing Body :  
including University Nominee  
19. Particulars of Endowment/Corpus Fund :  
(enclose details separately)  
20. To which course (s) and combinations required :  
Permanent Affiliation

S. No	Name of Course & Combination	Name (s) of teaching faculty fro each course selected by the duly constituted Selection Committee and ratified by Dr. B.R.A.U	Name of the faculty & department to be ratified by Dr. B.R.A.U

21. Whether the college has paid Registration : Yes/No  
Fee for Permanent affiliation (not refundable)  
(furnish the particulars of demand draft)

S. No	Nature of Fee	Demand Draft No.	Date	Name of the Bank	Amount (Rs)



**Most Important:**

22. The following documents are to be enclosed along with the filled in application and to make available at the time of visit of Inspection Commission.

- i. Signed color photographs with date indicating the creation of infrastructure such as laboratories etc., as per the requirements of the University and other requirements such as classrooms, library, administrative office space, faculty room, students common room cafeteria and toilets etc.
- ii. Land documents in original along with Land Use Certificate.
- iii. Minutes of the Selection Committee meeting for selection of teaching faculty.
- iv. Proof of regular maintenance of funds.
- v. The land of the college must have been developed with clear demarcation with either by a boundary wall/barbed wire fencing and in all weather approach road to the institution.
- vi. Building complete in all respects including plumbing, electricity etc.,
- vii. Equipment as per syllabus of the course must have been procured and equipment in operational stage.
- viii. All the required furniture and fixture must be in place as per requirements. There should be adequate potable water available along with water testing report from an authorized laboratory.
- ix. Society/Trust Registration documents indicating members of the Society/Trust, its objective and renewal.
- x. Minutes of the Meeting of the Society/Trust/Governing Body.
- xi. Original land documents.
- xii. Land Use Certificate/Land Conversion Certificate.
- xiii. Original approved building plan.
- xiv. List of equipment available in all the laboratories and furniture.
- xv. Stock Register of equipment.
- xvi. Accession Register for Library Books and earmarked budget allocation.
- xvii. Copy of invoice/Cash Memo. For equipment and library books for the year 2009.10, 2010-11, 2011-12.
- xviii. Cash books of the Society/Trust.
- xix. Composition of the Selection Committee.
- xx. Letter of appointment/Offer Letter issued to faculty.
- xxi. List of faculty appointed/identified with qualification and experience.
- xxii. Joining Report/consent of faculty members.
- xxiii. One page bio-data of Principal/Director.
- xxiv. Acquaintance Register.
- xxv. Fund position/original FDR and Bank Certificate.
- xxvi. Audited statement of accounts of the society/trust.
- xxvii. Photograph of the institution.
- xxviii. Front portion of the building in close view.
- xxix. Back side of the entire building in close view.
- xxx. Internal portion of at least one class room.
- xxxi. Internal portion of computer room along with computers.
- xxxii. Internal portion of entire institute with institution's name board in close view.
- xxxiii. Internal portion of one laboratory.
- xxxiv. Internal portion of Principal's room.
- xxxv. Internal portion of library.
- xxxvi. Internal portion of faculty room.

If any of the above requirements are not fulfilled or any of the above documents are not submitted, the proposal shall not be considered eligible for an Inspection Commission's visit for further processing for approval and shall stand rejected

**CERTIFICATE**

We, the undersigned are hereby certify that the management of our college has fulfilled all the conditions stipulated by the Dr. B.R. Ambedkar University for grant of permanent.

Affiliation to the course mentioned above and the particulars furnished in the prescribed proforma are true to the best of our knowledge.

Signature of the Principal

Signature of the Secretary & Correspondent

With office seal

with office seal

(Full name in block letters)

(Full name in block letters)