

RS- 585

Price ₹ 500/-



Sl. No.

716

Proforma III

## UNIVERSITY OF CALICUT

### APPLICATION FOR STARTING POST - GRADUATE COURSES

1	Name of the College and Place	
2.	Agency running the college	
3.	Whether the Agency is Registered and under what Act.	
4.	Constitution and personnel of the Managing Body	
5.	Whether the constitution has been approved by the University	
6.	a) Number of students proposed to be admitted in each course	
	b) Present strength of the college	
7.	Existing courses of studies in the college	
8.	Courses and subjects in which affiliation is sought	
9.	Brief history of the college, not exceeding one page, showing the year of starting of the college, the major developments, present strength of the college - both regarding staff and students	
10.	Whether the college has fulfilled conditions laid down by the University (Regarding Management, administration and academic matters) and the inspection commission regarding existing courses	
11.	Previous applications, if any, for affiliation in the same subjects and the results of such application	
12.	Whether the college has suspended or dropped any course of study for which affiliation has been granted. If so, give particulars.	
13.	Rates of fees proposed to be levied (Tuition fees and special fees)	
	1. Tuition fees	
	2. Laboratory fees	
	3. Library fees	
	4. Special fees	
	5. Other fees, if any	
14.	Existing rates of fees - course and group-wise	
15.	a) Accommodation now available for teaching the subjects proposed to be started (A sketch plan of lecture halls with dimensions marked should be attached)	
	b) Whether permanent buildings are available or only temporary structures	
	c) Whether any other subject is taught in the same room with suitable adjustments of the timetable and, if so, the details.	

15. Additional accommodation proposed, if any	
16. Additional accommodation proposed, if any number of class rooms/laboratories/Staff rooms/ Seminar Room with dimensions	
17. a) Details of laboratory facilities available or proposed to be made available for each proposed subject (A sketch plan of the laboratory showing the dimensions of the laboratory, the arrangement of work tables, the dimensions of the work tables, provision of gas, water, light etc. should be furnished).	
b) Whether any other practical or theory class will be conducted in the same lab. Give details.	
18. Details of the arrangements made for store-room, preparation room, balance room and staff room in respect of each proposed subject (Indicate dimensions of rooms on a sketch map)	
19. Provision made for Herbarium, Museum, Frog Pond etc. for Natural Science subjects	
20. Amount spent so far on capital expenditure for the purchase of equipments in each subject proposed to be started.	
<b>Subjects</b>	<b>Amount Spent</b>
.....	.....
.....	.....
.....	.....
21. Provision-annual-made for the purchase of equipments and chemicals for the maintenance of laboratories	
22. Provision made for the purchase of additional furniture required	
23. Financial resources of the college for its continued maintenance	
(A) Capital	
1. Approximate value of the buildings	
2. Endowments	
3. Deposit with the University	
4. Additional resources	
5. Other capital items	
(B) Income for the last two years from	
1. Endowments	
2. Property	
3. Fees	
4. Grants	
5. Other sources	
(C) Expenditure	
1. For the past two years	
2. For the coming year (estimate)	
3. Budget for the last two years	

(D) whether salary payment to the staff has been regular					
a) Details of financial guarantee furnished to the University by the Management					
b) Details of financial guarantee proposed to be furnished to the University by the Management					
25. Strength and Examination results at the degree level in the subjects for which affiliation is sought. (for the last five years)					
1. Year					
2. No. of students admitted for the particular batch (Admissions made three years earlier)					
3. No. of students presented for University Exam.					
4. Total number of students passing					
5. No. of students with 1 class among those in (4)					
6. No. of students with II class among those in (4)					
7. No. of students with III class among those in (4)					
8. Percentage of passes					
26. Optional papers proposed for the P.G. course					
27. Proposed mode of selection of students					
1. Whether by the Principal or by a Committee					
2. If by a Committee, composition of the Committee					
3. The Principles proposed to be adopted in the selection of students					
28. STAFF					
1. Strength of the staff in the Department with composition of staff as Professor, Lecturer, etc.					
2. Whether separate staff are proposed to be appointed for P.G. course or whether teaching work is to be assigned to the staff in both post-graduate and under-graduate classes.					
3. Proposed number of teachers who are assigned teaching work in post-graduate classes					
4. List of teachers in the Department with details of qualification, hours of teaching work in the P.G. and under graduate classes in the following proforma.					
Name	Designation	Qualification	Research Degree, if any	Published Research work, If any	Other Publications, if any
1	2	3	4	5	6

Teaching Experience			Teaching Work		Composition	Remarks
Degree	P.G.	Total	Degree	P.G.	Correction Work	
	7			8	9	10
5. A history of the educational service of each member may be furnished, duly signed by the teacher and the Principal. It should contain his history of total service, his research and the academic work, his service as an Examiner, member of the Board of Examiners, Board of Studies, etc.						
6. <b>Research Work</b>						
1. Research works published by members of the Department						
2. Research papers published by the members with the names of the Research Journals						
3. Other works, if any, published by the members of the staff.						
29. <b>Library</b>						
(A) Books						
1. Total number of volumes in the college library						
2. Total number of volumes in the particular subject						
3. Whether there is a separate section in the Library for books intended for P.G. students						
4. No. of volumes intended for P.G. section						
5. No. of books in each sub section, such as Shakespeare, History of the Language, Drama, Poetry, Fiction, Criticism, etc.						
6. Whether there is a Text Book Library in the subject and, if so, the number and titles of the books available.						
(B) Number and names of Journals subscribed for the post-graduate section						
(C) Accommodation for Library						
1. Accommodation for General Library						
2. Accommodation for Sectional Library, if there is a separate section						
3. Accommodation for Seminar Library						
(D) Library staff and working hours of the Library						
1. Name & qualification of the Chief Librarian						

2. If there are other qualified Library staff, name and qualification.	
3. Other staff in the Library	
4. If there is any exclusive staff for the P.G. section, their number, name and qualifications.	
5. Whether the library works beyond regular college hours in the morning and evening and, if so, the actual hours of work	
6. Whether the library works during week end and other holidays	
<b>30. Methods of Teaching</b>	
1. How many hours per week are set apart for Lecture/practical class?	
2. How many hours per week are set apart for other work, such as Seminar, Group Discussions, Tutorials? Give full details of the nature of work and assignment of hours for each item.	
3. Is the method of giving assignment proposed to be tried?	
4. Is there any supervised library work assigned? If so indicate the nature of the guidance and supervision in the library	
5. Furnish a copy of the Time-Table of the Post-Graduate Department showing the subjects, classes and teachers.	
<b>31. Residence of Students</b>	
1. What is the total accommodation in the College Hostels for Men and Women?	
2. What is the total accommodation provided for P.G. Students?	
3. Are they given single rooms or double rooms or three seated rooms?	
4. Give the following figures for the last three years	
a) No. of students in the P.G. course	
b) Number coming from beyond a distance of 8 Kms. from the college	
c) Number actually provided Hostel accommodation.	
d) The reason for not providing Hostel accommodation for those coming from beyond a distance of 8 Kms. from the college.	

32. Whether the management is willing to appoint a Selection Committee for the recruitment of Staff in accordance with rule 2 of Chapter 57 of the University Ordinance.	
33. Declaration	
<p>On behalf of the .....</p> <p>..... College (Name of the College) we, the Principal, President, Board of Management and the sponsor of the said college, jointly and severally undertake to carry out faithfully the provisions of the University Act, Statutes, Ordinances and Regulations and the directions issued by the Syndicate and the University from time to time in so far as they are related to the college.</p> <p>Place :</p> <p>Date :</p> <p style="text-align: right;"><b>Signature of the Principal</b></p> <p style="text-align: right;"><b>Signature of the President, Managing Body</b></p> <p style="text-align: right;"><b>Signature of the Education Agency</b></p>	