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## MAHATMA GANDHI UNIVERSITY

Form-4

(See statute 3 of chapter 23)

### FORM OF APPLICATION FOR STARTING POST GRADUATE COURSES

1.	Name of College and place	
2.	Agency running the College	
3.	Whether the agency is registered and if so, under which 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 development, present strength of the college both regarding staff and students	
10.	Whether the college has fulfilled the 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 fee and special fees) 1. Tuition fees 2. Laboratory fees 3. Library fees 4. Special fees 5. other fees, if any	

14	Existing rates f 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 subjects are taught in the same room with suitable adjustments of the time table and if so, the details	
16	Additional accommodation proposed, if any, No. of Class rooms, laboratories, staff rooms and 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 work tables, the dimensions of the laboratory, the arrangement of 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 laboratory. Give details	
18	Details of the arrangements made for the store room, preparation room, balance room and staff room in respect of each proposed subjects (indicate dimensions of room in 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 equipment in each subject proposed to be started	
	Subject	Amount spent
21	Annual provision for the purchase of equipments & 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 Financial Resources	
	A . Capital : 1. Approximate value of buildings 2. Endowments 3. Deposit with the University 4. Additional resources 5. Other capital items	
	B. Income for last two years from 1. Endowments 2. Property 3. Fees 4. Grants 5. Other sources	

	C. Expenditure : 1. for the last two years 2. for the coming year (estimate) 3. budget for the last two years	
	D. Whether the salary payment of the staff has been regular	
24	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 5 years) 1. Year 2. No. of students admitted for the particular batch (Admission made three years earlier) 3. No. of students presented for University examination 4. Total No. of students passed 5. No. of students with I Class 6. No. of students with II Class 7. No. of students with III Class	
26	Optional papers proposed for the PG courses	
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 the 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 PG course or whether teaching work is to be assigned to the staff in both post graduate and undergraduate classes 3. Proposed number of teachers who are as signed teaching work in post graduate classes 4. List of teachers in the department with details of qualification, hours of teaching work in the post graduate and undergraduate classes in the following proforma	

Name	Designation	Qualification	Research degree if any	Published research work, if any	Other Publications if any	Teaching experience degree PG level	Teaching work PDC, DC, PG	Composition correction	Remarks

5. A History of the educational service of each member may be furnished duly signed by the teachers 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. Research work

- i) Research works published by members of the Department
- ii) Research papers published by the members with the names of the Research Journals
- iii) Other works, if any, published by the members of the staff

29 Library

(A) Books

- 1) Total number of volumes in the college library
- 2) Total number of volumes in the particular subjects
- 3) Whether there is separate section in the library for books intended for P.G. studies
- 4) No. of volumes intended for P G Section
- 5) No. of books in each sub section such as Shakespeare, History of 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 Post Graduate section

	<p>C) Accommodation for library</p> <p>i) Accommodation for General library</p> <p>ii) Accommodation for section library if there is a separate section</p> <p>iii) Accommodation for seminar library</p>
	<p>D) Library staff and working hours of library</p> <p>i) Name and qualification of the Chief librarian</p> <p>ii) If there are other qualified library staff, name and qualifications</p> <p>iii) Other staff in the library</p> <p>iv) If there is any exclusive staff for the P.G. Section, their number name and qualifications</p> <p>v) Whether the library works beyond regular college hours, in the morning and evening and if so the actual hours of work</p> <p>vi) Whether the library works during week end and other holidays</p>
30	<p>Method of teaching</p> <p>1) How many hours per week are set apart for lecture / practical classes</p> <p>2) How many hours per week are set apart for other work such as seminars, group discussions, tutorials? Give full details of the nature of work and assignment of hours for each item.</p> <p>3) Is the method of giving assignments proposed to be tried ?</p> <p>4) Is there any supervised library work assigned. If so, indicate the nature of the guidance and supervision in the library</p> <p>(furnish a copy of the Time Table of the post graduate Department showing the subjects, classes and teachers)</p>
31	<p>Residence of students</p> <p>1) What is the total accommodation in the college Hostel for boys and girls?</p> <p>2) What is the total accommodation provided for P.G. students?</p> <p>3) Are they given single rooms or double rooms or three bedded rooms ?</p> <p>4) Give the following figures for the last three years</p> <p>a) No. of students in the P.G. course</p> <p>b) No. of students from beyond a distance</p>

	of 8 Kms from the college c) No. of students provided with Hostel accommodation d) The reasons 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 the laws of the University	

#### D E C L A R A T I O N

On behalf of the .....college (name of college), We, the Principal, President, Board of Management / Educational Agency and the sponsor of the said college jointly and severally undertake to carry out faithfully the provisions of the Mahatma Gandhi University Act, 1985, the statutes, the 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.

Signature of the Principal

Signature of President  
Board of Management /  
Educational Agency

Place :

Date :

(Office Seal)

Signature of the Sponsor