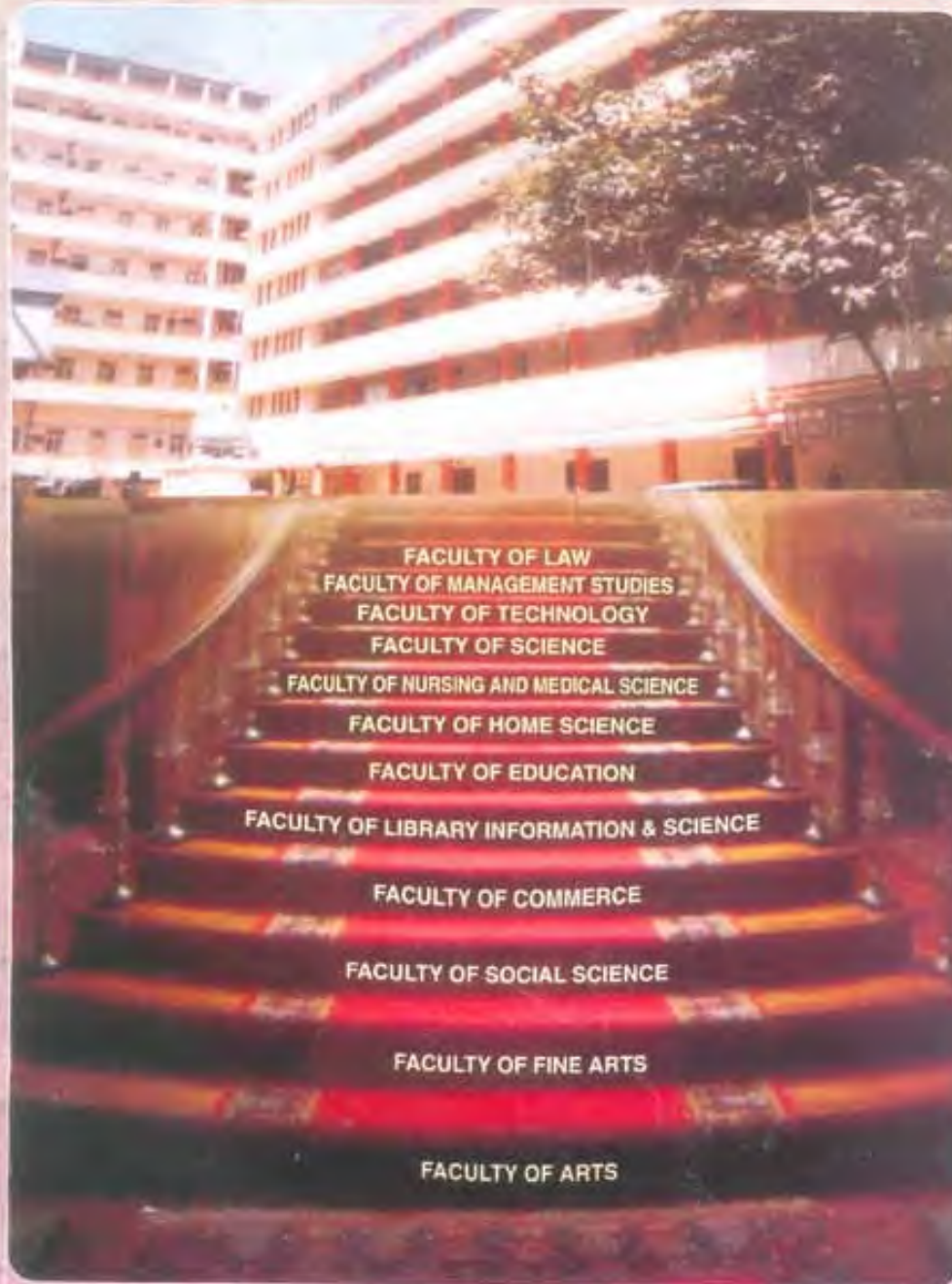


SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

01009



FACULTY OF LAW
FACULTY OF MANAGEMENT STUDIES
FACULTY OF TECHNOLOGY
FACULTY OF SCIENCE
FACULTY OF NURSING AND MEDICAL SCIENCE
FACULTY OF HOME SCIENCE
FACULTY OF EDUCATION
FACULTY OF LIBRARY INFORMATION & SCIENCE
FACULTY OF COMMERCE
FACULTY OF SOCIAL SCIENCE
FACULTY OF FINE ARTS
FACULTY OF ARTS



NAAC ACCREDITED



*Guidelines and application form
for opening new College / Institutions*

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SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY AT A GLANCE

The vision of Maharshi Dhondo Karve, in 1916 led to the establishment of the first Women's University in India as Indian Women's University. Recognizing the pioneering work of Dr. Karve, Sir Vitthaladas Thackersey made a generous contribution, to commemorate the memory of his mother, Nathibai. In 1920 after the great benefactor's mother the University was renamed as Shreemati Nathibai Damodar Thackersey Women's University.

In 1936, the headquarters of the University was shifted to Mumbai. The University continued to grow, providing higher education to more and more women. In 1951, the University was granted statutory recognition. The recognition came along with the rare privilege of having a jurisdiction across the country.

Vision

The vision of Bharat Ratna Dr.D.K .Karve to build a citadel of learning for women is encapsulated in the motto of the University-'Sanskrita Stree Parashakti' (An enlightened woman is a source of infinite strength). For over nine decades, the University has been striving for and growing to newer heights of performance and outreach.

Mission

Empowerment of women, through education, has been the single-minded mission of this University ever since its establishment. With socio-cultural changes and technological advances, the goals and objectives of the University are being continuously reinterpreted to make them relevant to the needs of women and in the context of prevailing needs of the society. The mission statement of the University is:

SNDT Women's University is committed to the cause of women's empowerment through access to education, particularly higher education, through relevant courses in the formal and nonformal streams. Further SNDT is committed to provide a wide range of professional and vocational courses for women to meet the changing socio-economic needs, with human values and purposeful social responsibility and to achieve excellence with quality in every activity."

Goals

The goals of the SNDT Women's University emerging from the Vision and Mission are:

- provide access to higher education for women through formal and non-formal streams including adult and continuing education
- provide a wide range of professional and vocational courses for women to meet the socioeconomic demands
- develop scholarship and research in emerging areas of study ,particularly with focus on women's perspectives
- inculcate among women positive self-concept, awareness of women's issues and rights with a rational outlook towards society
- enhance purposeful education with 'human values ' and social responsibility by participating in outreach programmes
- Achieve excellence in the academic disciplines, research and extension activities through emphasis on 'quality in every activity'.

Special features of the University

- The first women's University in India and South-East-Asia.
- All India jurisdictions, presently operational in Maharashtra, Gujarat, Goa, Madhya Pradesh etc.
- Media of instruction in multiple languages -Marathi, Gujarati, Hindi and English.
- Courses in conventional as well as distance learning mode.
- Wide range of under -graduate and post-graduate courses.
- More than 50,000 students with advantage of multi-entry points into the academic structure.
- First University in Maharashtra to be accredits with five star status by NAAC for academic excellence.
- University with Constituent Colleges
- University with three campuses, two in Mumbai and one in Pune.
- Selected by UGC for export of higher eduaction.

University Infrastructure

The campuses of the University have a total area of 54 acres. The academic support services and facility includes computes center, laboratories, and library and information services. Besides the computer center at Juhu campus serves as a support service. Lately in

Collaboration with Intel a computer lab have been established at each of the campuses for training of the teachers and non-teaching staff in the use of computers.

The university's main library at Churchgate has two branches one at Juhu and the other at Pune, two study centers at Santacruz and Ghatkopar, Mumbai. The Juhu Library has a children's library, UGC supported National Information Center (NIC) and IDRC (OTTAWA) supported MINISIS Resources center for the University faculty and students as well as outsiders. NIC provides bibliographic information support services in the fields of Sociology, Women's Studies, Home Science, Special Education, Gujarati and Library Science to universities and colleges throughout India.

The University has three auditoriums-one at each of its three campuses. Patkar Hall at Churchgate (700seats), J.H. mini Auditorium (125seats) at Juhu and F.Z Tarapore hall (500seats)at pune besides the committee room at churchgate and Juhu campuses .In addition there is a large and unique auditorium at Juhu awaiting completion. Each campus has hostel and canteen facilities. The departments and colleges of the University have well equipped laboratories in respective disciplines.

The University has community oriented extension work initiated at a number of its centerspalghar community health initiative of Nursing College, Center for Rural Development at UdwadaGujarat, CFBP Testing Laboratory at Juhu campus, community Polytechnic at Vajreshwari. Rural Development Project at Udwada, Gujarat and Rural Development Cell by Department of Economics at Rankol village, Thane district.

THE INFORMATION FOR STARTING A NEW COLLEGE/INSTITUTION/COURSE

Should include the following information:

A. Need for the proposed college /institution /course.

(Justification for starting New College /Institution /course)

a. Present facilities for education of girls in the region.

(Kindly provide a detailed note with necessary authentic statistical data)

b. The feeder streams for the proposed college /institution /course and their continuity. (Authentic statistical data be provided)

B. Information regarding the Society/Trust/Management

a. Constitution of the Society /Trust

(Attested Photocopy needs to be enclosed.)

b. Registration number and date of establishment.

(Attested Photocopy of the certificate of the Registration needs to be enclosed.)

c. Activities undertaken, including educational activities.

(Please classify -academic, charitable, cultural, social and sports etc.)

d. Name of the office bearers.

(Name with occupational and Professional details)

e. Financial status of the Society/Trust.

(Copies of audited Balance Sheets and Budget Estimates for the Last three years to be enclosed.)

f. Financial commitment of the Society/Trust to support the establishment of the college and its continued maintenance.

C. Resources for setting up college /institution

a. Location and accommodation/building available for the proposed college/institution.

(Authentic Documents needs to be enclosed.)

b. If college building is to be constructed, available land (plan and relevant documents such as

7/12 Extract, copy of lease of document etc., to be enclosed) and indication of what temporary

Arrangements for housing the college /institution /course are planned.

c. Plans for required infrastucture; library, laboratories, playground etc.,

d. Additional facilities, such as Principal's quarters, staff quarters, students hostel, canteen, etc.

ORGANISATIONS /INSTITUTIONS OUTSIDE THE STATE OF MAHARASHTRA are required to send a ' No Objection Certificate' issued by the Department of Education of the respective state along with the application in the prescribed form.

THE PROCEDURE that the University will follow on receiving an application for affiliation of new college/institution/course is as follows:

- If the proposal is approved by the University, it will recommend the same to the Government, indicating its perspective plan, before 31st December.
- If the approval is received from the Government ,the Academic Council will appoint a Local Inquiry Committee to consider the matter, i.e whether the Society/Trust /Managment is in a position to start the new college and if so the LIC will submit to the University report regarding granting the First Time Affiliation to the proposed college/institution.
- The final decision of the Academic Council, based on the report, will be communicated to the Society/Trust/Management. The college can start admissions only after receipt of the approval of the Academic Council of the University.

NOTE: These are abbreviated guidelines and in no way should they be interpreted as replacing the requirements specified in the Maharashtra Universities Act, 1994, and the Statutes, Ordinances and Rules of the SNTD Women'S University

For more information you may contact:

The Director

Board of college and University Development

SNTD Women's University

1, Nathibai Thackersey Road, Mumbai -400020

Tel.Nos. 2207 2484, 2209 1577 (Direct Nos.) /22031879 Extn. 250 300.

Maharashtra Universities Act, 1994

CHAPTER X

PERMISSION, AFFILIATION AND RECOGNITION

81. CONDITIONS FOR AFFILIATION AND RECOGNITION:

(1) The management applying for affiliation or recognition, and management whose college or institution has been granted affiliation or recognition, shall give and comply with the following undertaking.

- (a) That the provisions of the Act and Statutes, Ordinances and Regulations thereunder and the standing orders and directions of the University shall be observed;
- (b) That there shall be a separate local managing committee provided for an affiliated college as provided by Section 85;
- (c) That the number of students admitted for courses of study shall not exceed the limits prescribed by the University and the State Government from time to time;
- (d) That there shall be suitable and adequate physical facilities such as buildings, laboratories, libraries, books, equipment required for teaching and research; hostels, gymnasium as may be prescribed;
- (e) That the financial resources of the college or institution shall be such as to make due provision for its continued maintenance and working ;
- (f) That the strength and qualifications of teaching and non-teaching staff of the affiliated colleges and recognised institutions and the emoluments and the terms and conditions of service of the staff of affiliated colleges shall be such as prescribed by the University and which shall be sufficient to make due provision for courses of study /teaching or training or research, efficiently;
- (g) That the services of all teaching and non-teaching employees and the facilities of the college to be affiliated shall be made available for conducting examinations (and evaluation) and for promoting other activities of the university ;
- (h) That the directions, and orders issued by the Chancellor, Vice-Chancellor, and other officers of the university in exercise of the powers conferred on them under the provisions of the Act, Statutes, Ordinances and Regulations shall be complied with;

- (i) That there shall be no change or transfer of the management without previous permission of the university;
 - (j) That the college or institution shall not be closed without previous permission of the university;
 - (k) That in the event of disaffiliation or de-recognition or closure of the college or institution under Section 92, all the assets of the college or institution including building and equipment which have been constructed or created out of the amount paid as a grant-in-aid by the State Government or the University Grants Commission shall vest in the state Government;
- (2) No college which is part of another university shall be considered for affiliation unless a "no objection certificate" is given by the parent university.

82. PROCEDURE FOR PERMISSION:

- (1) The university shall prepare a perspective plan and get the same approved by the state Council for Higher Education for educational development of the location of Colleges and Institutions of higher learning in a manner ensuring equitable distribution of facilities for Higher Education having due regard, in particular, to the needs of unserved and under-developed areas within the jurisdiction of the university. Such plan shall be prepared by the Board of College and University Development and shall be placed before the Academic Council and the Senate through the Management Council and shall if necessary be updated every year.
- (2) No application for opening a new college or institution of higher learning which is not in conformity with such plan, shall be considered by the university .
- (3) The managements seeking permission to open a new college or institution of higher learning shall apply in the prescribed form to the Registrar of the university before the last day of October of the year preceding the year from which the permission is sought.
- (4) All such applications received within the aforesaid prescribed time-limit shall be scrutinised by the Board of College and University Development and be forwarded to the State Government with the approval of the Management Council on or before the last day of December of the year, with such recommendations (duly supported by relevant reasons) as are deemed appropriate by the Management Council.
- (5) Out of the applications recommended by the university, the State Government may grant permission to such institution as it may consider right and proper in its absolute discretion, taking into account the State Government's budgetary resources, the

suitability of the managements seeking permission to open new institutions and the State level priorities with regard to location of institutions of higher learning.

Provided, however, that in exceptional cases and for the reasons to be recorded in writing any application not recommended by the University may be approved by the State Government for starting a new college or institution of higher learning.

Provided further that, from the academic year 2001-2002, such permission from the state Government shall be communicated to the University on or before 31st May of the year, in which the new college is proposed to be started. Permissions received thereafter shall be given effect by the university only in the subsequent academic year.

- (1) No application shall be entertained directly by the State Government for the grant of permission for opening new college or institution of higher learning.

83. PROCEDURE FOR AFFILIATION:

- (1) On receipt of the permission from the State Government under Section 82 of the Academic Council of the university shall consider grant of first time affiliation to the new college or institution by following the prescribed procedure given in sub-section (2) and after taking into account whether the extent to which the stipulated conditions have been fulfilled by the college or institutio. The decision of the Academic Council in this regard shall be final.
- (2) For the purpose of considering the application for the grant of affiliation the Academic Council shall cause an inquiry by a committee constituted for the purpose by it.
- (3) The Academic Council shall decide
 - (a) Whether affiliation should be granted or rejected;
 - (b) Whether affiliation should be granted l whole or part;
 - (c) Subjects, courses of study, the number of students to be admitted;
 - (d) Conditions, if any, which may stipulated while granting or for granting the affiliation.
- (4) The Registrar shall communicate the decision of the Academic Council to the Management with a copy to the Director of Higher Education, and if the application for affiliation is granted, along with an intimation regarding
 - (a) The subjests and the courses of study approved for affiliation;

- (b) The number of students to be admitted;
- (c) The conditions, if any, subject to the fulfilment of which the approval is granted.
- (5) The procedure referred to in section 82, except the second proviso to subsection (5) thereof shall mutatis mutandis apply for the permission to open new courses, and additional faculties. The procedure for permission for starting new subjects and additional divisions in the existing colleges and institutions shall be such as may be prescribed by the State Government, from time to time.
- (6) No student shall be admitted by the college or institution unless the First Time Affiliation has been granted by the university to the college or institution.
- (7) The procedure referred to in sub-section (1) to (4) shall apply, mutatis mutandis, for the consideration of continuation of affiliation, from time to time.

84. PROCEDURE OF RECOGNITION OF INSTITUTION:

- (1) The management of an institution actively conducting research or specialised studies for a period of not less than five years, and seeking recognition shall apply to the Registrar of the University, with full information regarding the following matters, namely :-
 - (a) The constitution and personnel of the management ;
 - (b) The subjects and courses of study for the which recognition is sought ;
 - (c) The accommodation, equipment and the number of students for whom provision has been made;
 - (d) The staff, permanent, visiting and honorary, of the institution, recognized for guiding research or recognizable for the purpose by the university; their experience, evidence of research work carried out at the institution; publications, reports, monographs, books published by the institution.
 - (e) The fees levied, or proposed to be levied, and the provisions made for maintenance and efficient working of the institution.
- (2) Before considering such an application, the Board of College and University Development may call for any further information, which it thinks necessary.

- (3) If the Board of College and university Development decides to consider the application, it may direct a local inquiry to be made by a competent person or persons having specialised knowledge in the subject or field concerned. After considering the report of such inquiry, and making such further inquiry, as it may think necessary, the Board of College and University Development shall submit to the Academic Council the proposal to grant or reject the application in part or in whole.
- (4) The Academic Council shall after considering the proposal submitted by the said Board, may, either grant or reject it. The decision of the Academic Council in the matter shall be final and binding.

85. LOCAL MANAGING OR ADVISORY COMMITTEE OF AN AFFILIATED COLLEGE:

- (1) There shall be a separate local managing committee for every affiliated college or institution consisting of the following members:-
 - (a) President or Chairman of the management [or his nominee] Chairman;
 - (b) Secretary of the management or his nominee;
 - (c) Three local members representing different fields of the area, nominated by the management;
 - (d) Three teachers, elected by the teachers of the college or institution;
 - (e) One non-teaching employee, elected by the non-teaching employees of the college or institution;
 - (f) Principal [as] Member Secretary.
 - (g) One representative of the Management
- (2) For a College or institution managed and maintained by the Government or local authority, the local advisory committee shall consist of the following members:
 - (a) Joint Director or Deputy Director designated by the Director of Higher Education or Director of Technical Education or the Director of Medical Education and Research, or, as the case may be, the Director of Social Welfare as the nature of the college or institution may require;
 - (b) Three person representing different fields or activities, nominated by the Director concerned;

- (c) Three teachers, elected by the teachers of the college or institution;
 - (d) One non-teaching employee, elected by the non-teaching employees of the college or institution;
 - (e) Principal Member Secretary.
- (3) The local managing or advisory committee shall meet at least twice a year;
- (4) Members elected or nominated shall have a term of five years. [if any vacancy occurs in the office of such members, the vacancy shall be filled within three month and the membres so appointed shall hold office for the residual term for which the earlier member would have held the office if the vacancy had not occurred].
- (5) The powers and duties of the local managing or advisory committee shall be to:-
- (a) Prepare the budget and financial staements;
 - (b) Recommend to the management the creation of the teaching and other posts;
 - (c) Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college;
 - (d) Make recommendations to the management for the improvement of the standard of teaching in the college;
 - (e) Formulate proposals of new expenditure not provided for in the college budget;
 - (f) advise the principal regarding the intake capacity of various classes, preparation of timetables, distribution of the available teaching workload such other matters relating to the internal management of the college and discipline of the college students as may be referred to it by the principal, from time to time;
 - (g) Consider and make recommendations on the inspection report, if any;
 - (h) Consider and make recommendations on the report of the local inquiry committee, if any;
 - (i) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management, the management Council of the university and to the concerned Director;
 - (j) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

86. CONTINUATION OF AFFILIATION AND RECOGNITION:

The affiliated college or recognised institution may apply for continuation of affiliation or recognition for the courses of study for which affiliation or recognition was granted ordinarily six months prior to the date of expiry of such affiliation or recognition. The university shall follow the procedure prescribed in the Statute so far as applicable for grant of continuation.

87. EXTENSION OF AFFILIATION OR RECOGNITION:

The affiliated college or recognised institution may apply for affiliation or recognition for additional courses of study. The university shall follow the procedure as prescribed in section 81, (82) 83 and 84, so far as may be applicable

88. PERMANENT AFFILIATION OR RECOGNITION:

The affiliated college [or institution] or recognised institution with at least six years standing as an affiliated or recognised institution may apply for permanent affiliation or recognition. The Board of College and University Development shall consider and scrutinise the application and make recommendation to the Academic Council. If the Academic Council is satisfied that the affiliated college [or institution] has fulfilled all the conditions of affiliation or recognition satisfactorily, and has attained high academic and administrative standards as prescribed by the university, from time to time, the Academic Council shall grant permanent affiliation or recognition to the college or institution, as the case may be.

89. AUTONOMOUS UNIVERSITY DEPARTMENT OR INSTITUTION, COLLEGE OR RECOGNISED INSTITUTION:

- (1) A university department or institution, affiliated college or recognised institution may apply to the University for Grant of autonomous status. The Management Council on the recommendation of the Academic Council may confer the autonomous status.
- (2) The autonomous university department or institution or college or recognised institution, may constitute its authorities or bodies and exercise the powers and perform the functions and carry out the administrative, academic, financial and other activities of the university as prescribed.

- (3) The autonomous university department or institution or college or recognised institution may prescribe its own courses of study, evolve its own teaching methods and hold examination and tests for students receiving instruction in it and award degrees or certificate to its own. Autonomous university department or institution or college or recognised institution shall function with the objective of promoting academic freedom and scholarship on the part of teachers and students, which are essential to the fostering and development of and intellectual climate conducive to the pursuit of scholarship and excellence.

90. INSPECTION OF COLLEGES AND RECOGNISED INSTITUTIONS AND REPORT

- (1) Every affiliated college and recognised institution shall furnish such reports, returns and other particulars as the university may require for enabling it to judge the academic standards and standards of academic administration of the college or recognised institution.
- (2) The Vice-Chancellor shall cause every university department or institutions, affiliated college or recognised institution to be inspected, at least once in every three years, by one or more committee appointed by him/her in that behalf which shall consist of the following members, namely:-
 - (a) The Director, Board of College and University Development or a Dean nominated by the Vice-Chancellor Chairman;
 - (b) One expert, not connected with the University, nominated by the Academic Council;
 - (c) One expert, to be nominated by the Management Council;

Provided that, no member on such committee shall be connected with the management of college or the institution concerned.

- (d) One expert to be nominated by the Senate.
- (3) The committee shall submit its report to the Vice-Chancellor for his/her consideration and for further action as may be necessary.

91. WITHDRAWAL OF AFFILIATION OR RECOGNITION:

- (1) If an affiliated college or recognised institution fails to comply with the conditions of affiliation or recognition as provided in Section 81 or to allow the local managing or advisory committee as provided in section 85 to function properly or to take action as per direction issued under the Act or if it is conducting the college or the recognised institution in a manner prejudicial to the interest of the University or the standards laid

down by it the Board of College and University Development may issue a notice to the management to show cause as to why privileges conferred on the college or recognised institution by affiliation or recognition should not be withdrawn in part or in whole or modified.

- (2) The Board of College and University Development shall mention the grounds or which it proposes to take the abovementioned action and shall send a copy of the notice to the principal of the college or head of recognised institution. It shall also specify in the notice, the period being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.

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 - (a) The Director, Board of College and University Development or a Dean nominated by the Vice-Chancellor Chairman;
 - (b) One expert, not connected with the University, nominated by the Academic Council;
 - (c) One expert, to be nominated by the Management Council;
Provided that, no member on such committee shall be connected with the management of college or the institution concerned.
 - (d) One expert, to be nominated by the Senate.
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- (2) The Board of College and University Development shall mention the grounds on which it proposes to take the above mentioned action and shall send a copy of the notice to the Principal of the college or head of recognised institution. It shall also specify in the notice, the period being a period which shall not be less than thirty days within which the management should file its written statement in reply to the notice.
- (3) On receipt of such written statement or on expiry of the period specified in the notice issued under sub-section (1), the Board of College and University Development shall place before the Academic Council the notice and the written statement, if any, with or without the motion for withdrawal or modification of such privileges.
- (4) The Academic Council shall having regard to the interest of students studying in the colleges or recognized institutions, recommend to the Vice-Chancellor the action to be taken in this behalf and the Vice-Chancellor shall, thereafter, proceed to implement the recommendations.

91. CLOSURE OF THE COLLEGE OR RECOGNISED INSTITUTION:

- (1) The management of a college or recognised institution shall be allowed to close down the college or recognised institution without prior permission of the State Government.
- (2) The management desirous of closing down the college or recognised institution shall apply to the university on or before the first day of August of the preceding year, stating fully the grounds for closure and pointing out the assets in the form of buildings and equipments, their original cost, the prevailing market value and the grants so far received by it either from the University Grants Commission, the State Government or from public funding agencies.
- (3) On receipt of such an application, the Academic Council shall cause to make enquiries as it may deem fit to assess and determine whether the college or recognised institution is permitted to affect the closure. The Academic Council may

examine whether the closure should be avoided by providing necessary assistance or taking over of the college or institute by the university transferring it to another management.

- (4) If the Academic Council decides to recommend the closure, it shall prepare and submit to the Management Council, a report on the extent of damages or compensation to be recovered from the management and whether the assets created utilising the funds provided by the University Grants Commission, the State Government, or other public funding agencies, be transferred to the university or other management and the payment of compensation to the teachers and the staff retrenched.
- (5) The Academic Council shall, without prior concurrence of the Management Council and approval of the State Government then decide whether the affiliated college or recognized institution be permitted the closure.
- (6) The university may take over a college or a recognized institution or transfer the same to another management with prior approval of the State Government and after following the procedure prescribed in that behalf.
- (7) The procedure to effect the closure shall be in phases, so as to ensure that the students already admitted to the college or recognised institution are not affected, and that the first year shall be closed first and no new admissions shall be effected. The procedure to phase out the closure shall be such as may be prescribed.

The procedure for closure of colleges or recognised institutions referred to in sub-section (1) to (7) shall mutatis mutandis apply for closure of Faculties or Subjects.

SCHEDULE FOR THE YEAR 2008 - 09 FOR NEW COLLEGE PROPOSALS

Start of issuing application form for opening new College	:- 15th May of every year
Last date for issuing application form	:- 15th October of every year
Last date for submitting duly filled proposal With all necessary documents	:- 31st October of every year
Scrutiny Committee Meeting	:- 15th November of every year
Board of College and University Development Meeting	:-1st week of the December of every year
Management Council Meeting	:-2nd week of the December of every year
Submission of Proposals received from Maharashtra State; to the Higher and Technical Education, Mantralaya, Mumbai and Director of Higher Education, Pune and Joint Director of Concerned District	:- on or before 31st December of every year

Issuing Letters to the Trust / Sanstha / Mandal

for Recommendation / no recommendation

:- On or before 31st December
of every year

- Please note that there will be a first affiliation inspection once the NOC from Govt. is received. Admissions can be started only after the first time affiliation letter is received from the University.

Refund of Affiliation Fees:

One third (1/3) of the amount of affiliation fee received with an application for opening of a new college shall be refunded to the Society / Trust whose application is not recommended by the University and is not approved by the State Government or whose application is recommended by the University but is not approved by the State Government.

Provided, the Society / Trust / Management applies for the said refund, along with the original fee receipt, within one / two years from the date of submission of the proposal / application for the affiliation of new college / institution / course.

Check list of Documents

- 1) Application form can be downloaded from www.....ac. The filled in application form along with the demand draft for Rs 500/- & first time affiliation fees of the concern course has to be sent to the University
- 2) The soft copy of the proposal has to be submit to the University

1. Management / Trust / Society

- a. Registration Certificate
- b. Memo of Association of the Trust
- c. List of office bearers of the Trust
- d. Trust deed
- e. Resolution for the opening a New College

2. Other Educational Programme run by the Society

Resolution of society regarding Activities conducted

- a. School / College
- b. Training Centres
- c. Vocational Courses

3. Infrastructural and Physical facilities

Land

- a. District Collectors Office (Title Certificate)
- b. Resolution of Society
- c. Object Clause

Premises

- a. Amenities Plan
- b. Engineers Certificate
- c. Society Resolution
- d. Municipal Corporation Clearance
- e. Occupancy Certificate
- f. Society / College, agreement regarding rent

g. Details of size of rooms etc.

4. Other existing Colleges in that area

- a. Number of Existing Jr. Colleges and Students strength
- b. Number of Existing Sr. Colleges and Students Strength
- c. Distance between Existing College

5. Financial Position

- a. Audited statements of Account & Balance Sheet for last 3 years
- b. Resolution as types of the fund & their source
- c. Surplus / deficit position
- d. Resolution as to provision of funds for new colleges
- e. Amount to be spend on the new college in 3 years
- f. Source for the same

7. Staff

- a. Resolution as to appointment of teaching and non teaching staff
- b. Resolution as to payment of salary and provision there of in the budget of the society

APPENDICES
TO BE ATTACHED WITH THE APPLICATION FORM
FOR OPENING NEW COLLEGE / INSTITUTION

NOTE:

- (1) Please write the required information asked for in the appendices, correctly and in legible handwriting / typed.**
- (2) Any appendix, if not applicable for the new college / institution applied for, the Appendix Number should be indicated with the remark "NOT APPLICABLE".**
- (3) If space under any item of any appendix is insufficient, a separate sheet giving the information required may be attached with the same appendix.**
- (4) Payment is acceptable only by DEMAND DRAFT drawn in favour of "The Registrar, SNDT Women's University, Mumbai" payable at Mumbai.**
- (5) Please refer enclosed Affiliation Fee Schedule and note the other terms and conditions herein mentioned.**
- (6) All sets of the Application Forms must be arranged in following order :**
 - a) Demand Draft**
 - b) Application Form**
 - c) Appendices**
 - d) Maps of land and building**
 - e) Checklist**

These sets must be separately filed in three SEPARATE files. The name of the Society / Trust / Management (in BOLD CAPITAL LETTERS), complete address with telephone no./s and the address & Tel.No. Contact person must be written on each file.
