

UNIVERSITY OF MUMBAI.

(Format of application for Recognition/continuation of recognition/extension of recognition/
permanent recognition, for conducting Research/Special Studies leading
to _____ Degree/s)

To,

The Registrar

University of Mumbai,

M.G.Road, Fort

Mumbai-400 032.

Sir,

I/We hereby wish to apply for:

- 1) Granting of recognition.....
- 2) Continuation of recognition
- 3) Extension of recognition
- 4) Permanent recognition

for conducting Research/Special Studies leading to _____ Degree/s of The
University of Mumbai.

Our College/Institute is affiliated/not affiliated to this university and is also conducting
research/Special Studies in _____ for the past _____ years; as required by
section 84 of the Maharashtra Universities Act of 1994.

The required fees of Rupees _____ is paid along with this application in the form
of DD payable at _____.

I/We am here by provide the necessary information in support of my/our application for your
consideration.

1. Name & Address of the College/Institute:

2. Name of the Society/Trust/Industry/Association/Company/Organization administering the College/Research Centre/Institute:

3. Details of Registration of the Management Administering the College/Research Centre/Institute:

- i) Registration No. and Date :.....
- ii) Date and Year of Establishment :.....
- iii) University Recognition/affiliation letter No. and Date.....
- iv) Government Permission letter and Date.....
- v) Any other Recognition letter and Date.....

4. **Courses offered** : 1) 2)..... 3)
4) 5) 6)

5. **Present Status of the** : **Recognition**

6. **Details of Student Enrolment during the Year 200 -200 :**

..... (Previous Academic Year)

7. **i) Whether the reservation is provided for the students for admission as per policy of the State Government/University ? Please give details of the same for for each course.**

| Name of the Course | Sanctioned annual intake | Actual position | Admission in the year 200 -200 (Previous Academic Year) |
|--------------------|--------------------------|-----------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

| Name of the Course | No. of students admitted from Reserved Category | Category |
|--------------------|---|----------------------------------|
| | | SC ST DT NT OBC (A) (B)(C)(D) |

ii) If number of students admitted belonging to reserved category not upto reservation given to them please mention

a) reasons for not filling reservation

b) Initiatives taken towards the same

iii) Deatails of various Co curricular/Extra Curricular Activities such as such as Sports,Cultural Welfare, etc. Conducted Encouraged for the students: (attach separate sheet if required)

8. Tuition fee and other fees charged/to be charged from the students during the year for each course :

Name of the Course

Tuition fee charged during

Other fees

9. Time Table :

a) Total Working days in a Week :

b) Duration of the First Term: from.....to.....

Second Term: from.....to.....

c) Total Teaching days for the course :
(Information of each course may be given separately).

d) Working hours of the office :.....

10. i) Course/Subjects for which :

1) Recognition

2) Permanent Recognition

3) Continuation of Recognition

4) Extension of Recognition for

| Recognition | Permanent Recognition | Continuation of Recognition | Extension of Recognition |
|------------------|-----------------------|-----------------------------|--------------------------|
| Courses/Subjects | Courses/Subjects | Courses/Subjects | Courses/Subjects |
| a) | | | |
| b) | | | |
| c) | | | |
| d) | | | |
| e) | | | |
| f) | | | |
| g) | | | |

11. Details of the Head/Director of the Institute/Research Centre :

- a) Name of the Principal/Head/Director :
- b) Qualifications :
- c) Date and Nature of appointment(whether for a given tenure) :
- d) Appointment letter No. and date :
- e) Scale of Pay :
- f) University Approval Letter No. And Date :

12. Teaching Faculty/Guide Information :
(Exclusively appointed for the Institute/Research Centre)

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------------|-----------------------------|--|--|---------------------|---|--|
| Category of Staff | Name of the staff appointed | Full Time/ Part Time/ Visiting/ C.H.B. | Teachers appointed from Reserved Category (P1. Give details) | Date of Appointment | University Approval Letter No. and Date | University Approval as Guide letter No. & date : |

A) Professors or equivalent

- 1
- 2

B) Associate Professors or equivalent (Readers)

- 1
- 2
- 3

C) Assistant Professors or equivalent

- 1
- 2
- 3
- 4
- 5

Please furnish details of publication and impact thereof made by the staff and/or student during last three years, including impact/recognition parameters such as Citation index or Impact Factors of the journals in which articles/papers/short notes are being published

A)* Professors

- 1
- 2
- 3

B) Associate Professors (Readers)

- 1
- 2
- 3

C) Assistant Professors

- 1
- 2
- 3

D) Students

- 1.
- 2.
- 3.

(Please attach separate sheet if necessary)

13. Librarian :

- a) Name :
- b) Qualifications :
- c) Date of Appointment :
- d) University Approval :
Letter No. and Date :
- e) Scale of Pay :

14. Teachers appointed from Reserved Category (P1. give details) :

.....
.....
.....

15. a) : Whether roster is prepared and maintained : YES/NO

b) If roster is prepared

Whether it is checked by Competent Authority : YES/NO

16. Non-Teaching Staff appointed exclusively for the Institute :

| Name | Designation | Scale of Pay | Category | Appointment Letter No. and Date | Details of provident fund Account |
|------|-------------|--------------|----------|---------------------------------|-----------------------------------|
| a) | | | | | |
| b) | | | | | |
| c) | | | | | |
| d) | | | | | |
| e) | | | | | |
| f) | | | | | |

Rooms/Office Area in Sq.ft. as per AICTE's /UGC Norms

- a) Director's Office :-
- b) Class Rooms: No. 1 No. 2 No. 3 No. 4 :-
- c) Seminar Hall :-
- d) Student's Common Room
 - 1) Gent's Common Room :-
 - 2) Ladies Common Room :-
- e) Library & Reading Room :-
- f) Staff Room :-
- g) Computer Laboratory :-
- h) Gymkhana Facilities :-

17. Land (Details be furnished) :

18. Library Facilities :

- a.
- b.
- c.

19. Journals and Periodicals :

- a. No. of Journals and :
Periodicals :
- b. No. of e-Journals and :
Periodicals
- c. Yearly subscription : Rs.

20. Audio Visual and Teaching Aids :

- a. No. of Books as on :
- b. Total Cost as on : Rs.
- c. Yearly Purchase cost : Rs.

- a) Details of Computers, Hardware, Software & Internet facilities (Please, give details of the existing facilities)
- b) No. of Terminals and Type of Computer : (Hardware/Software : Original Licensed Copies)
(Please, give details; if required enclose separate sheet)
- c) No. of overhead projectors, Slide projector, T.V. V.C.R., L.C.D. Projector

- 1 **Details of Laboratory Facilities :**
- 2 **Seminars, Workshops, Tests conducted by the Institute/Research Centre :**
 (Detailed information be furnished) :

21. Whether proper record of Internal Assessment is maintained
 (Detailed information be furnished) :

22. Funds :

1. Whether Maintained as per the University rules : (Please be furnished as under)

- a. Building Fund-Rs.
- b. Reserve Fund-Rs.
- c. Deficit Fund-Rs.
- d. Library Fund-Rs.

2. Name of the Bank Receipt

- a.
- b.
- c.
- d.

3. Whether the Hostel Facilities are provided for Students :
 (Please, give details)

23. Local Managing Committee (Whether constituted under the Section 85 of the Maharashtra Universities Act, 1994) : Yes/No

a) Names of the Members of the Local Managing Committee :

- 1 President/Chairman
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10 Principal/Director/ Member-Secretary

c) No. of Meetings held during the Academic Year :

24. i) Observations and suggestions about the course and academic programme run by the Institute /Research Centre

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

ii) Deficiencies found by the committee :

1. Staff :

- a.
- b.
- c.
- d.

2. Building :

- a.
- b.
- c.
- d.

3. Library :

- a.
- b.
- c.
- e.

4. Academic excellence (Workshops, Seminars, Conferences etc.) (During last Year):

- a.
- b.
- c.
- d.

1 Financial Position :

.....

.....

2 **Other terms and conditions:**
.....
.....

3 Details of previous L.I.C. Visit

- a. : Date of Visit :
- b. : Compliance Report : (enclosed xerox copy of the compliance report)

25. Recommendations :

I) The Institute/Research Centre be not granted Continuation of Recognition/Extension due to following reasons :

- a.
- b.
- c.
- d.
- e.
- f.
- g.

II) The Institute/Research Centre be granted Continuation of Recognition/Extension of Recognition /Permanent recognition for the following courses for the period of One Year/Two Years/Three Years i.e. fromto..... subject to the fulfillment of following terms and conditions;

Name of the Course Contribution of Recognition/Extension

- a)
- b)
- c)
- d)
- e)
- f)

Terms and Conditions :

- i)
- ii)
- iii)
- iv)
- v)
- vi)

()
Chairman

()
Member

()
Member

I.N.B. :-1. Please enclose separate sheet wherever necessary.

- 1 Report shall be signed by all members present.
- 2 Undertaking of the management may please be attached as Appendix 'A'.
- 3 A Certificate may please be attached with this report as Appendix 'B'.]

Appendix 'A'
UNDERTAKING

I hereby undertake that –

- i) The Institute/Research Centre has constituted a separate Local Managing Committee (LMC) as required under Section 85 of the Maharashtra Universities Act, 1994 and – meetings of the LMC were held during the year _____ ,
- ii) The emoluments including allowances that are required to pay to the teachers and other employees of the College/Institution are and shall be in accordance with the grades and allowances as per the rules. All the appointments of teachers and other employees are strictly made in accordance with the rules and regulations,
- iii) All the necessary facilities are provided to the students. iv) All the necessary funds such as Building Fund, Security Fund, etc. are deposited in the Scheduled Bank..... as directed by the University, v) The institute has complied with all the provisions of MU Act, 1994 and provisions of Statutes, Ordinances, Regulations and Rules made in this behalf by the University from time to time.

Place : _____

Principal/Director

Date : _____

Institute :

Seal

Appendix 'B'

CERTIFICATE

I hereby certify that –

- i) the Local Inequity Committee (LIC) has verified all the papers and documents such as Salary Payment Record, P.F. Record, etc. of the Research Centre /Institute as required by the University,
- ii) the Research Centre /Institute has also deposited various funds, Security Fund, Reserve Fund, etc. accordingly,
- iii) the Research Centre /Institute has complied with all the provisions of Maharashtra University Act, 1994 and the provisions of Statutes, Ordinances, Regulations and Rules made there – under as required under section 81 of the Act.

This certificate is given on behalf of Local Inquiry Committee.

Place : _____

Date : _____ Chairman, Local Inquiry Committee