

NOTIFICATION

Application forms are available for Affiliation of Colleges / Recognition of Institutions and also for continuation of affiliation / Renewal for consideration, for offering various approved courses of the Tamil Nadu Music and Fine Arts University. The details including the application form are available at the following link www.tnmfau.in

The Cost of application is Rs.500/- and the Processing Fee Rs. 10,000/-. Interested Institutions / Colleges should submit the application form along with the Cost of application and Processing fees of Rs.10,500/- in the form of Demand Draft drawn in favour of The Registrar, Tamil Nadu Music and Fine Arts University, Chennai, payable at Chennai” at the earliest, preferably before **30th November 2015**.

Whether the above matter may be uploaded in the Tamil Nadu Music and Fine Arts University Website.

**TAMIL NADU MUSIC AND FINE ARTS UNIVERSITY
CHENNAI-600 028**

APPLICATION FORM

FOR PROVISIONAL AFFILIATION FOR NEW **U.G / P.G. / P.G.DIPLOMA / DIPLOMA / CERTIFICATE COURSES FOR THE ACADEMIC YEAR**
.....

FOR CONTINUATION OF PROVISIONAL AFFILIATION FOR THE **ACADEMIC YEAR**

✓ (PLEASE TICK THE APPLICABLE BOX)

ACADEMIC YEAR FOR WHICH THE AFFILIATION IS SOUGHT FOR	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of the Trust/Society	:	
Name of the College	:	
District	:	
Fresh Affiliation/ Continuation of Affiliation	:	
Date of Submission of Application	:	<input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> -- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Submitted to
The Registrar, Tamil Nadu Music and Fine Arts University,
Dr.DGS.DinakaranSalai,

PAYMENT OF PROCESSING FEE				
S.NO.	Demand Draft No.	Demand Draft Date	Name and Place of the Bank	Amount (in Rs)
<p>⇒ Processing Fee : Rs.10,000/- for New/Continuation of Provisional Affiliation / Fine Arts, Sculpture, Performing Arts Degree/Certificate /Diploma courses.</p> <p>⇒ Demand Draft in favour of “the Registrar, Tamil Nadu Music and Fine Arts University, Chennai ” payable at Chennai should be enclosed.</p>				

01.	NAME AND ADDRESS OF THE TRUST/SOCIETY				
Name of the Trust/Society	:				
Address of the Trust/Society	:				
Village/Town	:				
Taluk	:				
District	:				
Pin Code	:				
Phone	:	STD CODE :		Phone No.	
Fax	:	STD CODE :		Fax No.	
Mobile No.	:				
E-mail	:				
Website	:				

02.	DETAILS OF THE TRUST/SOCIETY	
Trust Registration Act No. or Society Act No.	:	
Registration No.	:	
Date of Registration	:	
Place of Registration	:	

05.	DETAILS OF THE FINANCIAL STATUS OF THE TRUST		
S.No	Description		Amount [Rs.]
1.	Endowment Created with Government	: YES / NO	
2.	Current/Savings Account	:	
	Name of the Bank	:	
	Branch	:	
	Account Number with Amount	:	
	Balance amount at the end of last financial year (Rs.)	:	
	Balance amount as on date (Rs.)	:	
3.	Long Term Deposits	:	
	Bank/Government/Government Recognized/Financial Institutions	:	
	Branch	:	
	Amount (Rs.)	:	
	Date of Deposit	:	
	Period	:	
	Date of Maturity	:	
4.	Land Value		
5.	Building Value		
6.	Total investment on Library Books till date		
7.	Total investment on Equipments till date		
8.	Expenditure on Salary		
9.	Annual Budget – Recurring		
10.	Annual Budget – Non-recurring		
11.	Whether Audit Report attached (Income / Expenditure)	YES / NO	

06.	DETAILS OF BANK BALANCE AMOUNT				
Type of Account	Whether Account in the Name of Trust/College	Name and Place of Bank	Account Number	Balance as on Date	Amount (in Lakhs)
Current					
Savings					

07.	NAME AND ADDRESS OF THE COLLEGE / INSTITUTIONS					
Name of the College	:					
Address of the College as approved by the Government	:					
Village/Town	:					
Tauk	:					
District	:					
Pin Code	:					
Nearest Landmark	:					
Phone	:	STD Code:		Phone No.		
Fax	:	STD Code:		Fax No.		
Mobile No.	:					
E-mail	:					
Website	:					
Is the College is functioning at the above said-approved site	:					
Year of establishment of the College	:					

08.	STATE THE COURSE(S) FOR WHICH AFFILIATION IS SOUGHT						
	Criteria (Please tick the appropriate box)	1. U.G. Course 2. P.G. Course 3. P.G. Diploma course 4. Certificate course 5. Diploma course				Subjects offered	
Medium of Instruction	Tamil & English						
NON-MINORITY	<input type="checkbox"/>	MINORITY (please tick the appropriate box) <input type="checkbox"/>				Others (Specify) <input type="checkbox"/>	
	Linguistic			Religious			
	Malayalam	Telugu	Sourashtra	Christian		Muslim	Jain

09.	EXISTING AFFILIATED PROGRAMMES					
A.	Details of the Existing Programmes					
S.No.	Degree / Diploma / Certificate Course	Nature of Affiliation (Permanent / Provisional)	Original Sanctioned Intake for the Programme conducted	Date on which Affiliation Granted	Additional Sanctioned Intake for the Programme conducted	Date on which Affiliation Granted

10.		Programmes for which Continuation of Provisional Affiliation is sought for the Academic Year					
S.No.	Degree	Whether continuation of affiliation is sought for the academic year					
		If Yes				If No, answer one of the following	
		Sanctioned Intake in the Academic Year	Additional Intake sought for the academic year	Total Intake sought for the academic year	Govt.TN .Approved Intake for the academic year (if available)	Do you want to suspend the programme/ If yes, for how many years?	Do you want to phase out the Programme?

11.		ENDOWMENT FUND CREATED BY THE TRUST WITH GOVERNMENT AND UNIVERSITY						
Sl. No.	Created with	Name and Place of Bank	Amount (in lakhs)	Deposited in the Bank (Name)	Branch	Period of Deposit	Instrument No. and Date	Date of Maturity
1.	Govt.							
2.	University							

12.	DETAILS OF AVAILABILITY OF LAND AS PER THE GOVERNMENT NORMS					
Classification of the Permanent site (Please tick on any one of the classification)				:	0 Rural Area	
				:	0 Other than Rural Area	
Ownership of Land				:	0 Government	0 Govt. Leased
					0 Trust	0 Private Leased
					0 Society	
Details of Land:					Land	Wet <input type="checkbox"/>
					Dry	<input type="checkbox"/>
(The Survey No. with sub-division and extent of lands for each survey number to be indicated)						
S.No	Registration Document No.	Registration Date	Name of the Village	Survey No. with Sub-division	Extent of Lands (in acres)	Remarks
Total						----

13.	DETAILS ABOUT THE BUILDING OF THE INSTITUTION AT THE PERMANENT SITE					
Whether the Building Plan is approved by the Competent Authority				:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, then						
Name of the Authority approved the Building Plan				:		
Designation of the Authority approved the Building Plan				:		
Date of Approval				:		
Proceedings Number issued by the Authority				:		

FURNISH DETAILS FOR EACH PROGRAMME / COURSE SEPARATELY IN THE FOLLOWING FORMAT

Sl. No.	Details	Required Area	Available Area	Deficiency
1.	Land	As Per Annexure I		
2.	Constructed Area			
3.	Land for Additional Intake			
4.	Land for intake beyond			

Sl. No.	Details	Required Area	Available Area	Deficiency
1.	Land	As Per Annexure I		
2.	Built up Area (inclusive of requirement for Unit of			
3.	Space of Instructional Room			
4.	For Intake about			

(Authenticated Photographs for the above must be enclosed)

In case of temporary premises all the documents should be submitted for verification to the Commission apart from enclosing a set of Xerox copies

14.	FACULTY – QUALIFICATION AND EXPERIENCE		<div data-bbox="944 611 1145 842" style="border: 1px solid black; width: 126px; height: 103px; margin: 0 auto;">Photo</div>												
	PRINCIPAL / DIRECTOR / DEAN – QUALIFICATIONS														
	NAME OF THE PRINCIPAL / DIRECTOR / DEAN		Date of Birth & Age	Qualification with Class obtained starting from the highest Degree	Teaching Experience Institutions Position held& no. of years	Date of Joining	Scale of Pay	Present Basic Pay	Total Emoluments	Land line & Telephone No.	Fax.No	Mobile No.	E-mail	Residential Address	Signature

15. FACULTY AND STAFF REQUIREMENTS							
DEGREE PROGRAMME							
Sanctioned Intake							
Sl.No.	Discipline	UG #	PG #	Certificate course. @	Diploma course @	Available	Deficiency
1	Foundation Course	1	-	-	-		
2.	English	1	-	-	-		
3.	Theory	1	1	1	1		
4.	Practical Major	1	1	1	1		
5.	Practical Allid / Elective	1	1	-	-		
6.	Technical	1	1	1	1		
TOTAL STAFF AVAILABLE (ON THE PAY ROLL)						:	
6.	Principal / Director / Dean					:	
7.	Librarian/ Assistant Librarian					:	
8.	Technical Staff					:	
9.	Non-Teaching Staff					:	
10.	Number of Basic Servants					:	
11.	Whether UGC Pay Scales Implemented					:	YES / NO

In the cadre of Assistant Professor as per UGC Norm.

@ PG Degree or "B" high grade of AIR / TV.

16.	TEACHING FACULTY - QUALIFICATION													
Name of the faculty member with stamp size photo	Designation	Department	Qualification with class obtained starting from the highest Degree	Teaching Experience			Date of Birth & Age	Date of Joining the present Post	Scale of Pay	Present Basic Pay	Total emoluments	Residential Address	Phone No & Mobile No.	Signature
				Institution	Positions	Years								
<div data-bbox="213 871 376 1104" style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"> Photo </div>														

17.		Librarian / Assistant Librarian									
Name of the faculty member with stamp size photo	Designation	Qualification with class obtained starting from the highest Degree	Previous Experience	Date of Birth and Age	Date of Joining	Scale of Pay	Present Basic Pay	Residential Address	Phone No. Cell No.	Total Emoluments	Signature

18.		MINISTERIAL STAFF										
S.No	Name of the Staff	Place of Work	Designation	Qualification	Date of joining the Present Post	Previous Experience	Date of Birth and Age	Date of Joining	Scale of Pay	Present Basic Pay	Total Emoluments	Signature

19	NAME AND ADDRESS OF THE MEMBERS OF THE GOVERNING BODY						
Sl. No	Name	Position	Qualification	Present Professional Position / Occupation	Phone Number / Mobile Number	E-mail	Address
01.		Chairman/ Correspondent					
02.		Secretary					
03.		Members					
04.							
05.							
06.							
07.							
08.							

20 NAME AND ADDRESS OF THE MEMBERS OF THE ANTI-RAGGING COMMITTEE AS PER THE UGC NORMS(EXISTING COLLEGE)							
Sl.No	Name	Position	Qualification	Present Professional Position / Occupation	Phone Number / Mobile Number	E-mail	Address
01.							
02.							
03.							
04.							
05.							

21.	COMPUTER CENTRE – COMPUTERS, SOFTWARE, INTERNET AND PRINTERS			
	Computer Facilities	Number of Terminals		
Sl. No.		Available		
1.	Computers / Laptop			
2.	Multimedia Computers –Library / Internet Surfing in Reading Room			
3.	Computer – For Administrative Office			
4.	Printers			
5.	Internet Facility			
6.	UPS	Number of UPS:		
		Capacity		
7.	Computer Table / Chair	No. of Computer Table:		
		No. of Computer Chairs:		
8.	Air Conditioners	Yes / No		
9.	Central Xerox Facility	Yes / No		
10.	Computer Specifications (General, in brief)			

22	BOOKS, JOURNALS AND LIBRARY FACILITIES				
Sl.No	Description	No. of Divisions	Required	Available	Deficiency
1.	Number of Titles				
2.	Number of Volumes (Subjectwise)				
3.	No. of National Journals				
	(a) Regional				
	(b) National				
	(c) International				
4.	Digital Library Facility	YES / NO			
5.	Document Scanning Facility	YES / NO			
6.	Document Printing Facility	YES / NO			
7.	Internet	YES / NO			
8.	Multimedia Facility	YES / NO			

23	ESSENTIAL AND DESIRED REQUIREMENT		
Sl.No	Description	Available	Not Available
1.	Water Supply		
2.	Electric Supply		
3.	Generator Facility		
4.	Sewage Disposal		
5.	First Aid Facility		
6.	Vehicle Parking		
7.	Institution Web-site (Website address to be provided)		
8.	General Insurance provided for assets against fire, burglary and other calamities		
09.	General Notice Board and Departmental Notice Boards		
10.	Security arrangement (Day / Night)		
11.	Sufficient halls for examination		
12.	LCD (or similar) projectors in classrooms		
13.	Group Insurance to be provided for the employees		
14.	Hostel for boys and girls separately, if necessary		

26.	DOCUMENTS, REGISTERS AND RECORDS		
	The following documents, Registers and Records should be maintained / available in the Institution and it should be produced for verification at the time of inspection to the Inspection Commission Members		
Sl.No	Name of Register / Record	Available	
I Administration Related Registers			
1.	Fees Receipt Book Registers	Yes	No
2.	Admission Register		
3.	T.C. Book		
4.	Postage Register		
5.	Delivery Book		
6.	Term Fee Register		
7.	Attendance Register for Teaching Staff		
8.	Attendance Register for Non-Teaching Staff		
9.	On Duty Register for Teaching and Non-Teaching		
10.	Acquittance Register		
11.	Students Attendance Register		
12.	Service Register for Teaching and Non – Teaching		
13.	Teachers Provident Fund Register		
14.	Leave Register		
15.	Late Attendance / Permission Register		
II Finance Related Registers			
16.	Receipt Book		
17.	Bank Challan		
18.	Pass Book		
19.	Cheque Book		
20.	Cash Book		
21.	Ledger for Individual Accounts		
22.	Voucher file for all accounts		
23.	Asset Register for Movable and Immovable Property		
24.	Stock Register		
III Academic Related Registers			
25.	College Calendar		
26.	Magazine / Newsletter		
27.	Minutes Books		
28.	Circular Note Book		
29.	Register for Registering Letters		
30.	Time Table File		
31.	Workload Register		

Sl.No.	Name of Register / Record	Maintained / Available (YES / NO)
IV.	Library Related Registers	
32.	Stock Register	
33.	Journal Register	
34.	Grant Related Files	
35.	Circulation Register	
36.	Members Register	
37.	Purchase Register	
38.	Book Bank Register	
39.	Daily Library User's Register	
V.	Student Related Register	
40.	Admission Register	
41.	Students Attendance Register	
42.	Students Late Attendance Register	
43.	Examination Register	
VI.	Meeting Related Registers(Separate Registers for each Board / Committee)	
44.	Circular Note Book	
45.	Minutes Book	
46.	Attendance Register	
47.	Minutes of the meetings of the Governing Council of the College	
48.	Minutes of the Meeting of the Registered Trust / Society of the College.	

UNDERTAKING

I have read and understood the contents of the application and the details filled in are true and correct to the best of my personal knowledge and on the basis of the records of the Institution.

In connection with my / our application for the grant of affiliation(Name of the Institution) to conductCourses withSanctioned intake, I / We hereby undertake to comply with the following.

- (I) That infrastructural, instructional and other facilities are provided as per the Norms, Standards and Guidelines prescribed by the Government of Tamil Nadu Music and Fine Arts University from time to time.
- (II) That the admission to the course will be made only after recognition is granted by the Government of Tamil Nadu and affiliation is granted by the Tamil Nadu Music and Fine Arts University, Chennai.
- (III) That the admission of students, satisfying the eligibility conditions will be made on the basis of marks obtained in the qualifying examinations or as per the guidelines prescribed in the Government Order / University issued for the respective academic year.
- (IV) That there shall be reservation of seats for SC / ST / BC / MBC / Other categories as per the guidelines of the Government of Tamil Nadu issued from time to time.
- (V) That the tuition and other fees will be charged at rates prescribed by the Government of Tamil Nadu.
- (VI) That there shall be teaching and non-teaching staff appointed as per the guidelines of the Government of Tamil Nadu / University. The staff will be paid salary as may be prescribed by the competent authority from time to time.
- (VII) That the management shall discharge the statutory obligations relating to provident fund, pension, gratuity, etc., in respect of all its employees.
- (VIII) That the management will make adequate funds available for providing satisfactory facilities and for proper programme implementation announced from time to time.
- (IX) That the accounts of the institution will be properly maintained and audited annually by the audit authorities or chartered accountant and will be open for inspection.
- (X) That the institution will involve all the eligible staff members in the invigilation work, evaluation work and any other academic assignments prescribed by the University from time to time.
- (XI) In the event of non-compliance by the(Name of the Trust/Society/College, etc.) with regard to the norms and standards of any other conditions laid down/prescribed by the Government of Tamil Nadu / University from time to time, the concerned authorized authority will be free to take all necessary measures for effecting withdrawal of its affiliation, without consideration of any other issue and that all liabilities arising out of such a withdrawal would solely be that of the Institution/Management.
- (XII) That the institution shall take all efforts to eradicate ragging as per State Government / UGC regulations on ragging will be strictly enforced.
- (XIII) That the existing Government of Tamil Nadu / University regulations and the new regulations announced from time to time will be strictly enforced and intimated by the authorities.
- (XIV) That we are aware of the fact that monitoring and enforcement of academic discipline in our campus shall be as required by regulations of Government of Tamil Nadu /University.
- (XV) That we will not allow any disputes among the member of the Governing Body /the Trust and in the event of any disputes we will surrender the affiliation.
- (XVI) That we will not implead the University as Party/Respondent in all Legal Proceeding, Court Cases/Civil Suits in disputes among Trust Members or internal affairs of the college between the Trust Members.

Principal

Chairman /Managing Trustee/Secretary/any
other authorized signatory

Name :

Note : A notarized undertaking in Rs.100 stamp paper duly signed by the Principal and the authorized signatory

ENDORSEMENT OF THE PRINCIPAL

(FOR EXISTING COLLEGE)

I, Thiru / Tmt.....Son / Daughter of Thiru
.....on behalf of the (College / Institute
Name) hereby declare that the
particulars furnished in the application are correct to the best of my knowledge.

PRINCIPAL
(Name in Capital Letters)

SEAL

Place:

Date:

DECLARATION BY THE MANAGEMENT

I, Thiru / Tmt.Son / Daughter of Thiru
..... on behalf of the Trust, Viz.,
.....hereby
declare that the particulars furnished in the application are correct to the best of my knowledge. No Programme(s) will be
started without the prior approval of the Government of Tamil Nadu and Grant of affiliation by Tamil Nadu Music and Fine
Arts University, Chennai for the academic year concerned and all the original documents related to the particulars given in
the application will be produced at the time of inspection and whenever called for.

CHAIRMAN / SECRETARY
(Name in Capital Letters)

SEAL

Place:

Date:

	DOCUMENTS REQUIRED FOR GRANT OF PROVISIONAL AFFILIATION / CONTINUATION OF AFFILIATION	AVAILABLE (YES / NO)
1.	Copy of 1 st Affiliation Order issued by concerned University	
2.	Copy of the Accreditation (minimum at B Level) Certificate issued by the Competent Authority such as NAAC etc.	
3.	Irrevocable Trust / Society / Section 25 Company Registration Deed / Bye Laws / Memorandum of Association and Articles of Association of the management of the College.	
4.	Land document for verifying lands exclusively earmarked by the college along with the Deed must be enclosed.	
5.	Topographical Sketch of the land along with surrounding area with Survey Nos. signed by Village Administrative Officer.(Land sketch details from the competent authority).	
6.	Building Plan (Blue Print) approved by the Authorities viz., CMDA / Town and Country Planning after payment of infrastructure and amenities charges(proposed college name and survey number should be stated).	
7.	Building License issued by Tahsildar.	
8.	Encumbrance Certificate for Land.	
9.	Legal Opinion from not below the rank of the Government Pleader on the ownership of land and extent of coverage.	
10.	Sanitary Certificate issued by the competent authority.	
11.	Pollution Control Certificate issued by the competent authority	
12.	Structural Soundness Certificate (for the current period) issued by the competent authority.	
13.	Fire Prevention Certificate / NOC Certificate from the competent authority regarding safety measures provided for fire prevention and fire fighting (for the current period).	
14.	Documents of qualification of the Principal and other teaching staff members including Minutes of Selection Committee along with the Appointment Order and Joining Report.	

DOCUMENTS REQUIRED FOR GRANT OF PROVISIONAL AFFILIATION / CONTINUATION OF AFFILIATION		Available (YES / NO)
15.	Titles & Books and Journals available in the Library (in a C.D)	
16.	Purchase Bills and other documents (in a C.D)	
17.	Sketch showing the Class Room / Lab Arrangements.	
18.	List of Teaching Office Equipments / Proposed to purchase (Duplicating, Xeroxing facilities, Electronics Boards, TV / VCR / VCP etc).	
19.	A notarized undertaking in Rs. 100 stamp paper duly signed by the Principal and the authorized signatory of the Trust is to be enclosed.	
20.	Latest Audited Financial Statement of the College.	
21.	Documents for having remitted fixed deposit in the joint account of Government of Tamil Nadu & the Trust / College.	
22.	Salary Acquittance (in a C. D)	
23.	Academic Calendar	
24.	List of Teaching Aids – Hardware and Software	

Note: Application can be had from the Office of the Registrar on payment of Rs.500/- (Rupees Five hundred only) by means of Demand Draft drawn in favour of “The Registrar, Tamil Nadu Music and Fine Arts University” together with the requisition letter on the letter head of Trust / Society.