

**S.N.D.T.WOMEN'S UNIVERSITY**  
**1, Nathibai Thackersey Road,**  
**Mumbai- 400 020**

Ref. No. Affi-Gen-1/ Format/2019-20/

August 16, 2019

**To,**  
**The Principal of**  
**Colleges affiliated to the S.N.D.T. Women's University,**  
**in the States of Maharashtra and Other States**

**Sub:- Continuation of Affiliation & Permanent Affiliation for the**  
**Academic Year 2020-21.**

Sir/Madam,

I am forwarding herewith the proformas for applications to be submitted for following types of affiliations granted for the academic year 2020-2021:

(1) Form 'B' for Extension of Affiliation for **the Subjects of Natural Growth**

For the purpose of **Continuation of Affiliation** of the present courses following proformas need to be filled & submitted.

(2) Form 'E' for Continuation of Affiliation of **Present Courses** or **Faculties for first year** or **Divisions** or **Subjects**

(3) Form 'G' for **Permanent Affiliation**

As per Section 109 of the ***Maharashtra Public Universities Act, 2016***, the affiliated Colleges, which have been granted First Time Affiliation to conduct Course/Courses of study are required to apply for Continuation of Affiliation for such Course/ Courses of study.

The Concerned affiliated Colleges are requested to note the same and send the proposals for Continuation Permanent / Natural Growth of Affiliation, giving all requisite information in the **prescribed form**, irrespective of type of affiliation.

**It may be noted that if the temporary affiliation is granted by the State Government / University, the said Trust on completion of 5 years of affiliation, has to apply for NAAC accreditation failing which their affiliation will be automatically cancelled.** However, if they have applied for NAAC accreditation a copy of the form be submitted for consideration. It may be noted that all the documents as per GR of 30.10.2010 be sent to the University alongwith proposals failing which such proposals will not be considered. The said GR is available on the Government of Maharashtra website [www.maharashtra.gov.in](http://www.maharashtra.gov.in)

In case of any difficulty in filling up the proforma or any suggestions for improvement and simplification, the same may be communicated to the Assistant Registrar, Affiliation Section, S.N.D.T. Women's University, Mumbai-20, urgently through the email Id- [ar.affiliation@sndt.ac.in](mailto:ar.affiliation@sndt.ac.in).

Separate proposals **for each type of affiliation in Separate files** with form & documents, along with the requisite fees for each affiliation, should reach this office on or before **September 30<sup>th</sup> 2019**. The Demand Drafts towards the affiliation fee be drawn in favour of **"The Registrar, S.N.D.T. Women's University, Mumbai"** payable in Mumbai. The College may refer to the fee schedule for different types of affiliation on web site :- [www.sndt.ac.in](http://www.sndt.ac.in)

This is to bring to your notice that the colleges which have been granted **Permanent Affiliation** are requested to send applicable Annual fees **without filling up any Form**.

All Principals are hereby directed to send the required forms alongwith the fees on or before **30.09.2019**, failing which the **penalty of 20%** will be levied on the total amount due by your college upto **30.11.2019** & failing which the **penalty of 30%** will be levied on total amount due by your college upto **31.12.2019**. If the particular college fails to pay the said fees (alongwith penalty) up to **31.12.2019** the process of withdrawing the affiliation for the said course will be processed.

**This is to be treated as URGENT AND TIME BOUND.**

Yours faithfully,

(Dr. Archana Bhatnagar)  
Officer on Special Duty (Additional Charge)  
Affiliation Section

# S.N.D.T.WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,  
Mumbai- 400 020

APPLICATION FOR VARIOUS TYPE OF AFFILIATION TO BE SOUGHT  
For the Academic Year : 2020-21

To,  
The Officer on Special Duty  
Affiliation Section  
SNDT Women's University  
Mumbai - 400 020

Dear Sir/Madam,

I hereby apply for the

- A) Continuation in Present Courses/Division/Subject, Vocational Subject courses/
- B) Extension in new Subject, natural growth, Additional Division and New faculty,
- C) Permanent Affiliation,

In prescribed forms, of our College as hereunder.

The name of the College is \_\_\_\_\_,  
which is affiliated to the S.N.D.T. Women's University, which is conducted by  
\_\_\_\_\_(Name of the  
Society/Trust/Management/Local authority)

Details of affiliation to be sought for the academic year \_\_\_\_\_ are given in the attached  
Forms - A, B, C, D, E, F and G. (Please Strike off whichever is not applicable.)

I have gone through Section 109 to 116 of the *Maharashtra Public Universities Act, 2016* and  
conditions stipulated by the University for Colleges seeking affiliation and I am prepared to abide  
by all the conditions and such other conditions that may be stipulated hereafter. I also hereby give  
an assurance on behalf of the \_\_\_\_\_  
(Name of the Society/Trust/Management/Local authority) that any transference of Management  
and all changes in the teaching staff and all other changes which may result in the requirements  
stipulated not being fulfilled or not being continued to be fulfilled shall be forthwith reported to the  
University.

Details of fees remitted towards the above affiliations are as under:-

Sr. No.	Particulars of the affiliation forms (Mention the affiliation form-wise)	D.D. Details*	Amount
Grand Total .....			

(Demand Drafts should be drawn in favour of "The Registrar, S.N.D.T. Women's University,  
Mumbai" payable at Mumbai)

I enclose herewith the true copy of the resolution of the authorities of the  
Society/Trust/Management, authorizing me to sign and send this application on their behalf. I also  
hereby confirm that the financial resources of the Society/Trust/Management are such as to make  
due provision for its continued maintenance.

Date:

Place:

Yours faithfully,

(Signature & Seal)

Stamp of the Society/Trust/Management  
Short name of the College

\_\_\_\_\_  
\_\_\_\_\_

## S.N.D.T.WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,  
Mumbai- 400 020

### GENERAL INFORMATION

1. Registered Name and Address of the applicant Society/Trust with Phone No. E-mail, Fax No. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name, Address and Date of Establishment of the College \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Name of the Principal/Mobile No. /E-mail address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Date/Year of First Time Affiliation granted to the college \_\_\_\_\_
5. Date/Year of Permanent Affiliation Granted to the College (if applicable) \_\_\_\_\_
6. Whether College is covered under UGC Act 2(f) and 12(B)? Yes/No  
If yes, from the year \_\_\_\_\_
7. Academic year from which affiliation is sought \_\_\_\_\_
8. Date of Application \_\_\_\_\_

9. **Details of present affiliation (already granted)**

Faculty	Class	Medium	Subject (Mention all the subjects) Please specify the subjects as CC/DC/AC/APC/or compulsory subjects, Specialization, Optional etc. of concerned faculty.	Number of students and divisions, if any permitted initially provisionally	Number of students admitted and Number of divisions formed
1	2	3	4	5	6



**14. Library : Books and Journals Expenditure on Books Journals and Library fittings**

Particulars	Years		Numbers		Amount (in Rs.)	
	Previous	Current	Previous (till date)	Current (Year)	Previous (till date)	Current (Year)
Books						
Journals						
Academic Technical Others						
Fittings and Furniture						

A list of books purchased during the current academic year be attached.

**15. Academic information about the college.  
(Courses offered (faculty wise))**

Faculty	Class	Subjects offered (Clarify CC/DC/AC/APC or Compulsory) Subdivide the column Subject as Compulsory, Specialization and Optional under each faculty etc. of concerned faculty)
A- Faculty	FY	
	SY	
	TY	
B- Faculty	FY	
	SY	
	TY	
C- Faculty	FY	
	SY	
	TY	

**16. Faculty wise enrolment for the last 3 years**

Faculty	Class	Approved No. of divisions with Division Strength	Actual Enrolment	Total
A- Faculty	FY			
	SY			
	TY			
B- Faculty	FY			
	SY			
	TY			
C- Faculty	FY			
	SY			
	TY			

**17. Faculty wise results of the college for the last 3 years in all examinations  
(Final Year only)**

Examination	Appeared	Passed	Percentage
A-Faculty FY SY TY			
B-Faculty FY SY TY			
C-Faculty FY SY TY			

**18. Faculty wise tuition and other fees (including deposits) collected from students  
term-wise :**

Course	Tuition fee	Laboratory Fee	Library Fee	Gym & Union Sports Fees	Laboratory Deposit	Library Deposit	Others (State nature)	Total

**Mumbai**

Date \_\_\_\_\_

**Signature of the Principal/In-charge  
(Seal)**

**Enclosed : Forms**

*(Please mention whichever are applicable)*

## Form "B"

### Form for Extension of Affiliation for Subject of Natural Growth for the academic year 2020-21

Name of College:

1) The Subject already granted by the Government

Faculty	Class	Subject granted	Subject wise Student Strength					
			Preceding year of the previous year		Previous year		Current year	
			2017-18		2018-19		2019-20	
			Admitted	Appeared for Exam	Admitted	Appeared for Exam	Admitted	Appeared for Exam
	1 st Year							
	2 nd Year							
	3 rd Year							

1) The Subject of Natural Growth asked for

Faculty	Class	Subject of Natural Growth	Medium	Expected Students Strength
1	2	3	4	5
	1) 2 <sup>nd</sup> Year			1) 2 <sup>nd</sup> Year
	2) 3 <sup>rd</sup> Year			

3) The student's of the faculty under which the subject of Natural Growth is asked for.

Faculty	Class	Subject wise Student Strength					
		Preceding year of the previous year		Previous year		Current year	
		2017-18		2018-19		2019-20	
		Admitted	Appeared for Exam	Admitted	Appeared for Exam	Admitted	Appeared for Exam
1 <sup>st</sup> Year							
2 <sup>nd</sup> Year							
3 <sup>rd</sup> Year							

4) Additional staff required for teaching the subject of Natural Growth (approximately)

A) Teaching Staff

B) Non-Teaching Staff

5) Total annual expenditure on the additional staff to be appointed for the subject

**Mumbai**

Date \_\_\_\_\_

**Signature of the Principal/In-charge  
(Seal)**



**CONTINUATION OF AFFILIATION**  
**FACULTIES/DIVISION/SUBJECTS**

**FORM "E"**

**Form for Continuation of Affiliation for FACULTIES/DIVISION/SUBJECTS for the academic year 2020-21.**

Name of the College

--

1) 1) The Faculties/Division/subjects already granted by the University

Faculty	Divisions & granted	Students Strength					
		2017-18		2018-19		2019-20	
		Admitted	Appeared for Exam	Admitted	Appeared for Exam	Admitted	Appeared for Exam
	1 <sup>st</sup> year						
	2 <sup>nd</sup> year						
	3 <sup>rd</sup> year						

2) The Continuation of Affiliation asked for

Faculty	Division & Class	Subject	Medium	Expected Student Strength
	1 <sup>st</sup> year			
	2 <sup>nd</sup> year			
	3 <sup>rd</sup> year			

3) Details of the Vocational Subject granted under Continuation of Affiliation during previous year:

a) Sanction letter No. of the U.G.C. \_\_\_\_\_

b) Sanction letter No. of the University \_\_\_\_\_

4) Details of the enrollment of previous 3 years for Vocational Subject:

Faculty & Class	Vocational Subject	Granted from the year	Student strength						
			2017-18		2018-19		2019-20		
			Admitted	Appeared for Exam	Admitted	Appeared for Exam	Admitted	Appeared for Exam	
1 <sup>st</sup> Year									
2 <sup>nd</sup> Year									
3 <sup>rd</sup> Year									

5) Additional staff, if any required for teaching the Subject : ( Approximately)  
(Kindly provide information regarding requirements as per norms and actual position :)

A) Teaching Staff

--

B) Non-teaching Staff

--

Signature of the Principal / In-charge  
with Seal

# S.N.D.T.WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,  
Mumbai- 400 020

PERMANENT AFFILIATION  
2020-21

## FORM "G" (Covering Letter)

To  
The Officer on Special Duty  
Affiliation Section  
SNDT Women's University,  
Mumbai - 400 020.

Sub: Application for Permanent Affiliation

Dear Sir/Madam,

I am forwarding herewith an application for the Permanent Affiliation of the \_\_\_\_\_

(Write Name of the College)

for courses of studies leading upto the \_\_\_\_\_ with specialization in / optional in  
\_\_\_\_\_. The present affiliation expires in the month of \_\_\_\_\_ 20\_\_.

The information on account of the present affiliation is as under:

Sr. No.	Ref. Nos. of the University Letter/s sanctioning the affiliation	Class	Present Affiliation			Affiliation asked for		
			Division	Subjects	Students	Division	Subjects	Students

I have gone through Section 116 of the *Maharashtra Public Universities Act, 2016* and conditions stipulated by the University/U.G.C. for the colleges seeking affiliation, and I am prepared to abide by all the conditions and also such other conditions which may be stipulated hereafter. I hereby also give an assurance on behalf of the \_\_\_\_\_  
(Name of the Society/Trust/Management/Local Authority) that any transference of Management and all changes in the teaching staff and all other changes which may result in the requirements stipulated not being fulfilled or not being continued to be fulfilled, shall be forthwith reported to the University.

I enclose and attested true copy\* of the Certificate of Registration of the above Society / Trust /Management and the resolution of the Society / Trust /Management authorizing me to sign and send this application on their behalf.

Yours faithfully,

Date:

Place:

Stamp of the Society/Trust/Management  
\_\_\_\_\_

(Signature)  
(Designation)

# College can apply for permanent affiliation after completion of 6 academic years of the affiliation with the SNDT Women's University.

\* True copy of the resolution as stated above.

PERMANENT AFFILIATION

FORM " G "

FOR PERMANENT AFFILIATION

1. Registered name and address of the Applicant Society/Trust/Management/Local Authority \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name, address and date of Establishment of the College \_\_\_\_\_  
\_\_\_\_\_
3. Academic year from which first Affiliation was granted (Mention Letter No. of N.O.C. from Government and First Time Affiliation letter of the University with dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Academic year from which Permanent Affiliation is to be sought \_\_\_\_\_  
\_\_\_\_\_
5. Date of Application (for Permanent Affiliation) \_\_\_\_\_
6. Details of Permanent Affiliation : *Please furnish information in Enclosure-1 Attached herewith*
7. Present status of affiliation \_\_\_\_\_  
\_\_\_\_\_
8. Validity or justification for Permanent Affiliation \_\_\_\_\_  
\_\_\_\_\_
9. (a) Whether there is any change : Yes/No  
In the name of College/Name of Society/  
Trust/Management/Constitution of the  
S/T/M ? : Yes/No  
  
(a) If Minority status granted : Yes/No
10. (a) Teaching Personnel : (Please see the separate sheet attached)  
Enclosure -2  
(b) Non-teaching personnel : (Please see the separate sheet attached)  
Enclosure -3

[Copy of conditions of service governing tenure of office of teaching and non- teaching staff is to be appended.]

11. Optional subjects taught at various classes for which affiliation is granted:

- (1) First Year : -----  
( Name of the Faculty)
- (2) Bachelor of : -----  
( Name of the Faculty)

12. Schedule of fees for Course of instruction : ( Please attach a copy of the fee schedule separately)

13. Land and Building of the College : (Give necessary details)
- a) Plan Showing Location and area of the college and other buildings. (To be attached separately)
  - b) Detailed plans of the college, playground, Hostel, Canteen and Staff Quarters etc. (To be attached separately)
  - c) Statement of break of areas of each of the above units to be appended.

14.(a) Class wise enrollment of the students :

Sr. No.	Class	No. of Divisions	Approves Strength	Actual Strength
Total				

14(b) Students' Performance for last 3 years:

Class	Appeared for Examination	Passed	Passing Percentage
Total			

15. Library : (Give necessary details)

- (a) Location in Building
- (b) Area
- (c) Books

Subject	No. of Books	Value

(d) Provision made for annual recurring expenditure on books.

(e) Staff/ Details number of staff ( full-time, part-time, visiting or honorary) -  
(Approved staff)

Sr. No.	Position	No. of Staff		
		Full time	Part Time	Visiting or Honorary

(f) Staff/Details of number of staff ( full -time Part-time, visiting or honorary) -  
(Unapproved Staff)

Sr. No.	Position	No. of Staff		
		Full time	Part Time	Visiting or Honorary

16. Laboratory : *(Attach separately)*

Details of area, equipment, apparatus, number in batch, if laboratories are provided.

17. Financial Resources : *(Attach separately)*

A statement of the capital resources, the balance sheets for last three years of the assets and liabilities, if the college is run by a Society or Trust, the budget for the last three years and the provision for meeting possible deficit should be appended.

Date

Stamp of the Society/ Trust/ Management

Signature of the Principal/ Secretary

ENCLOSURE - 1

**[ FORM "G" - Item No. 6] DETAILS OF PERMANENT AFFILIATION APPLIED FOR**

Faculty	Degree	Class	No. of Divisions	Subjects (Mention all the subjects with stating approval letter No. and date )	No. of students & Divisions	Remarks
1	2	3	4	5	6	7

Date :

Stamp of the Society/Trust/Management

Signature of the Principal/Secretary

**ENCLOSURE -2**

[ Form "G" - ITEM No. 10(a)]

**TEACHING PERSONNEL (INCLUDING PRINCIPAL)**

Sr. No.	Name and Qualifications (Class/Grade obtained, Percentage of marks, Name of the University)	Required as per norms	Designation	Post Approved or unapproved	Subjects of Specialization and subjects being taught	Experience of teaching (full-time, part-time to be mentioned separately at College or University.	Salary Scale with details of allowances drawn	Total salary drawn with allowances in the scale	Remarks
1	2	3	4	5	6	7	8	9	10

Date :

Stamp of the Society/Trust/Management

Signature of the Principal/Secretary



**ENCLOSURE 3**

[Form "G" - ITEM No. 10(b)]

NON-TEACHING PERSONNEL

Sr. No.	Name and Qualifications	Required as per norms	Designation	Post Approved or unapproved	Whether Permanent/ Temporary/ or on Probation	Experience	Salary Scale (with present basic) With details of allowances	Total salary drawn including allowances	Remarks
1	2	3	4	5	6	7	8	9	10

Date :

Stamp of the Society/Trust/Management

Signature of the Principal/Secretary

**S.N.D.T. WOMENS UNIVERSITY**  
**AFFILIATION FEE SCHEDULE FROM THE ACADEMIC YEAR 2014-15**

**MANAGEMENT COUNCIL**  
**17.04.2013**

Sr. No.	Category	Faculty/Courses	Fees for First Time Affiliation in Rs.	Fees for Extension of Affiliation in Rs. (Natural Growth, New Division, New Subject) in Rs.	Fees for Extension of Affiliation for New Faculty in Rs.	Fees for Continuation of Affiliation in Rs.	Fees for Permanent Affiliation in Rs.	Fees for Annual Affiliation in Rs.
1	UG Courses	Arts, Commerce, Science, Home Science (For each faculty)	50,000/-	15,000/-	35,000/-	15,000/-	50,000/-	15,000/-
2	UG Course	Arts (BMM)	1,00,000/-	15,000/-	50,000/-	15,000/-	75,000/-	30,000/-
3	UG Course	Science (B.Sc.CLS)	1,00,000/-	15,000/-	50,000/-	30,000/-	75,000/-	30,000/-
4	UG Course	Social Work (B.S.W.)	75,000/-	15,000/-	35,000/-	15000/-	50,000/-	30,000/-
5	UG Course	Craft and Design B. Design (4 years duration) - Fashion Design - Fashion Communication - Life Style - Textile Design	1,00,000/-	15,000/-	50,000/-	30,000/-	75,000/-	30,000/-
6	UG Course	Technology - BCA	1,00,000/-	15,000/-	50,000/-	30,000/-	75,000/-	30,000/-
7	UG Course	Education - B.Ed.	1,50,000/-	--	75,000/-	30,000/-	75,000/-	30,000/-
8	UG Course	Technology - B.Sc. IT, B. Pharmacy,	2,00,000/-	30,000/-	1,00,000/-	50,000/-	3,00,000/-	50,000/-
9	UG Course	Technology - B.Sc. Nursing	--	--	--	50,000/-	--	--
10	UG Course	Management - BMS	2,00,000/-	30,000/-	1,00,000/-	50,000/-	3,00,000/-	50,000/-
11	UG Course	Law - BBA-LLB, LLB	2,50,000/-	30,000/-	1,25,000/-	50,000/-	3,00,000/-	50,000/-
12	PG Course	Arts, Commerce, Science, Home Science (For each faculty)	--	15,000/-	--	15,000/-	50,000/-	15,000/-
13	PG Course	Arts - Master of Mass Media	--	20,000/-	--	30,000/-	75,000/-	30,000/-
14	PG Course	Social Work (M.S.W.)	--	15,000/-	--	15,000/-	50,000/-	15,000/-
15	PG Course	Technology - M. Pharmacy	--	30,000/-	--	50,000/-	3,00,000/-	50,000/-
16	PG Course	Law - LLM	--	30,000/-	--	50,000/-	3,00,000/-	50,000/-
17	PG Course	Management - MMS	--	30,000/-	--	50,000/-	3,00,000/-	50,000/-
18	PG Course	Library Science - M.L.I.Sc. (Integrated)	1,00,000/-	20,000/-	--	30,000/-	75,000/-	30,000/-
19	Research	All Disciplines	1,00,000/-	N.A.	--	50,000/-	75,000/-	30,000/-
20	UG Diplomas	All subjects	--	15,000/-	--	15,000/-	25,000/-	10,000/-
21	PG Diplomas	All subjects	--	N.A.	--	15,000/-	25,000/-	10,000/-

