

जीवाजी विश्वविद्यालय, ग्वालियर

प्रेषक :
सम्बद्धता विभाग,
जीवाजी विश्वविद्यालय
ग्वालियर



ग्राम : यूनिवर्सिटी
दूरभाष : (0751-244228
(कार्यालय)
ई-मेल : E-mail :
jiwajidcdc@gmail.com
Website
:http://www.jiwaji.edu/

क्रमांक : एफ/सम्बद्धता/2024/10520
प्रति,

दिनांक : 07.03.24

प्राचार्य/प्राचार्या
समस्त सम्बद्ध सामान्य एवं मेनेजमेन्ट महाविद्यालय
सम्बद्ध जीवाजी विश्वविद्यालय ग्वालियर

विषय:- सत्र 2024-25 में सामान्य एवं मेनेजमेन्ट महाविद्यालयों की सम्बद्धता एवं निरीक्षण शुल्क जमा करने के सम्बन्ध में।

महोदय,

उपरोक्त विषय में आपको सूचित किया जाता है कि, सामान्य एवं मेनेजमेन्ट महाविद्यालयों की सत्र 2024-25 की सम्बद्धता एवं निरीक्षण शुल्क जमा एम.पी. ऑनलाईन पोर्टल पर अपलोड की जा चुकी है।

उच्च शिक्षा विभाग, मध्यप्रदेश शासन, भोपाल के पत्र क्रमांक 1251/67/सी. सी./22/38 भोपाल दिनांक 16.02.2024 में हुई समन्वय समिति की 101वीं बैठक के विषय क्रमांक-21 के निर्णय के अनुक्रम में विश्वविद्यालय द्वारा 50-50 प्रतिशत किशतों में सम्बद्धता शुल्क ली जायेगी। 50 प्रतिशत शुल्क निरीक्षण प्रारूप के साथ जमा करना अनिवार्य होगा। शेष 50 प्रतिशत शुल्क के संबंध में अधिसूचना पृथक से जारी की जायेगी।

अतः उक्त संबन्ध में समस्त सामान्य एवं मेनेजमेन्ट महाविद्यालयों के प्राचार्य/प्राचार्या/संचालक को सूचित किया जाता है कि, वे सत्र 2024-25 की अस्थायी सम्बद्धता हेतु सम्बद्धता एवं निरीक्षण शुल्क एम.पी. ऑनलाईन पोर्टल के माध्यम से भरकर निरीक्षण प्रारूप के साथ संलग्न निर्देशों का पालन करते हुए निर्धारित तिथि दिनांक 25.03.2024 तक अनिवार्य रूप से सम्बद्धता विभाग में जमा करें।

अंतिम तिथि उपरांत महाविद्यालय का निरीक्षण प्रोफार्मा जमा किसी भी परिस्थिति में स्वीकार नहीं किया जावेगा तथा निरीक्षण हेतु प्रोफार्मा जमा न करने की स्थिति में महाविद्यालय का निरीक्षण नहीं कराया जावेगा। महाविद्यालय को सत्र 2024-25 की सम्बद्धता प्रदान नहीं किये जाने की स्थिति में महाविद्यालय प्रबंधन स्वयं जिम्मेदार होंगे।

संलग्न:-

- निरीक्षण आवेदन जमा करने हेतु आवश्यक निर्देश।
- सामान्य एवं मेनेजमेन्ट निरीक्षण प्रोफार्मा।


कुलसचिव

प्रतिलिपि :-

1. कुलपति के सचिव, जीवाजी विश्वविद्यालय, ग्वालियर।
2. कुलसचिव के निज सहायक, जीवाजी विश्वविद्यालय, ग्वालियर।
3. श्री संजय बरथरिया, प्रभारी, आई. टी. सेल. जीवाजी विश्वविद्यालय, ग्वालियर की ओर सूचना पटल पर चरपा करने हेतु।


निदेशक,

महाविद्यालयीन विकास परिषद्

जीवाजी विश्वविद्यालय, ग्वालियर

निरीक्षण प्रोफार्मा जमा करने हेतु आवश्यक निर्देश:-

- निरीक्षण प्रोफार्मा विश्वविद्यालय की वेबसाईट से डाउनलोड कर डाउनलोड किये गये प्रोफार्मा को कम्प्यूटर से भरकर एवं उसके साथ वांछित दस्तावेज निम्न क्रम में संलग्न कर PDF Formet में विश्वविद्यालय की सम्बद्धता विभाग की ई-मेल आईडी jiwajidcdc@gmail.com पर आवश्यक रूप से भेजकर ऑनलाइन सेंड किये गये प्रोफार्मा की प्राचार्य से प्रति पृष्ठ पर हस्ताक्षरित हार्डप्रति विश्वविद्यालय के सम्बद्धता विभाग में दिनांक **25.03.2024** तक जमा करें
संलग्न किये जाने वाले दस्तावेजों का क्रम निम्नानुसार रहेगा:-
- सम्बद्धता हेतु प्रस्तुत आवेदन।
- सत्र 2024-25 की जमा की गयी सम्बद्धता शुल्क एवं निरीक्षण शुल्क की प्रथम किश्त की रसीद की प्रति संलग्न करें।
- महाविद्यालय में कार्यरत 28/17 के अंतर्गत कार्यरत शिक्षकों की जानकारी मय फोटो हस्ताक्षर सहित एवं चयन समिति की अनुशंसा एवं कार्यपरिषद के अनुमोदन की प्रति के साथ संलग्न करें।
- महाविद्यालय में मैनेजमेंट के अंतर्गत कार्यरत शिक्षक/गैर-शैक्षणिक स्टॉफ की जानकारी के साथ संलग्न करें।
- विश्वविद्यालय का सत्र 2023-24 का सम्बद्धता पत्र संलग्न करें।
- उच्च शिक्षा विभाग का अनापत्ति पत्र (NOC) के साथ संलग्न करें। (सामान्य पाठ्यक्रमों हेतु)
- गत वर्ष का ए0आई0सी0टी0ई0 का मान्यता का पत्र। (मेनेजमेन्ट पाठ्यक्रमों हेतु)
- ए0आई0एस0एच0ई0 प्रमाण पत्र। (सत्र 2021-22 एवं 2022-23)
- नैक प्रमाण पत्र। (यदि उपलब्ध हो तो)
- महाविद्यालय की समिति का प्रमाण पत्र।
- महाविद्यालय के भवन/भूमि संबंधी समस्त दस्तावेज।
- महाविद्यालय के भवन, प्रयोगशालाओं, क्लास रूम एवं अन्य उपलब्ध सुविधाओं के फोटो जियोटैग के साथ अनिवार्य रूप से संलग्न करें।
- महाविद्यालय समिति की विगत तीन वर्षों की ऑडिट रिपोर्ट।
- प्राचार्य/प्राचार्या/संचालक उपरोक्तानुसार संलग्न किये गये दस्तावेजों को स्कैन कर PDF Formet में विश्वविद्यालय की E-Mail ID पर आवश्यक रूप से भेजना सुनिश्चित करें।
- ऑनलाइन किये गये समस्त दस्तावेजों की हार्डप्रति (HARDCOPY) के प्रत्येक पृष्ठ पर प्राचार्य के नाम, हस्ताक्षर एवं पदमुद्रा एवं प्रत्येक पृष्ठ पर संलग्न दस्तावेजों पर पलैंग संलग्न कर स्पाइरल बाईंडिंग कराकर निर्धारित तिथि तक जीवाजी विश्वविद्यालय में अनिवार्यतः भेजना सुनिश्चित करें।
- आवेदन उपरोक्तानुसार प्रस्तुत नहीं किये जाने की स्थिति में स्वीकार किया जाना संभव नहीं होगा। जिसके लिये संबंधित महाविद्यालय प्रबंधन/प्राचार्य/प्राचार्या स्वयं जिम्मेदार होंगे।


निदेशक

महाविद्यालयीन विकास परिषद्

JIWAJI UNIVERSITY, GWALIOR



**Form for Extension
Of
Affiliation of Degree Colleges
For
M.Sc./ M.Com./M.A./B.Sc./B.A./B.Com
And All General Courses
(SESSION-2024-25)**

Note: The colleges are required to submit the form in duplicate (one hard copy and one CD) with supporting documents before the inspection committee is constituted. In the absence of this documents inspection will not be carried out.

I. <u>GENERAL</u>	
a) Name of College with Address	
b) Principal Name	
c) Phone /Mobile No.	
d) College E-mail/ College Website	
e) Year of Establishment f) Status of College	Govt./Autonomous/Aided/Private
g) AISHE Information [Enclose letter]	
h) Name of ownership Society/Trust/ Company/Individual with Address and Name of President/ Secretary with Mob. No.	
i) Year of Foundation of Society/Trust/ Company	
j) Whether the college is running on rented building YES/No (if so enclosed rent agreement also)	
k) Whether same building/campus is being shared by any other college/any other faculty/ course/subject of the same college or of the same society ?	
<u>II. AFFILIATION</u>	
1. Nature of affiliation granted by the University (Temporary/ Permanent) Give details. [Enclose copy of approval Affiliation letter]	
2. State whether approval of Higher Education of M.P. has been obtained. If so, on what date. [Enclose copy of approval letter]	

Details of other institutions, if any being run by society in the same premises	Course Conducted		
	Course of Jiwaji University	Course of any other University	
III. STATUS Present Course's being run by the college.	B.Sc. B.A. B.Com. M.A. M.Sc. M.Com. And Other Course.....		
IV. TEACHING STAFF	As Per University Norms Statute 27	Present Staff (To be filled by the college) [Enclose Details]	Shortfall (To be filled by the inspection committee)
a) Total number of teachers including the principal, if any, (Full time) with their qualification, experience, pay scales and the Present pay. Total No. of Non teaching staff including last grade employee pay scales and other facilities. (Enclose Details of Non Teaching Staff)	Principal - 01 B.Sc./ B.com/B.A. (per 60 students) Asst. Prof. – one teacher in each subject, per year. Example:- Physics, Chemistry, Math (one teacher in physics, one teacher in Chemistry, one teacher in maths. For total 3 years course requirement in 3- Asst. Prof. Chemistry, 3- Asst. Prof. for physics and 3-Asst. Prof. Maths. Same requirement for B.A. and B.Com. Botany -03, Zoology -03, Math-03, Physics -03. M.A. - 02 M.Sc./ M.Com/M.A Chemistry -03, Biotech -03, Microbiology- 03, Biochemistry -03, Others (Specify)		
b) Present teacher student ratio	Post Graduate: Graduate:		

Note:- fill enclosed Performa Annexure –I and Annexure –II for teaching staff and Annexure –III for Non teaching staff.

V. LIBRARY			
(a) Total number of books in the library with a list of Books Classified subject wise.			
(b) Details of additions during the year with number of books classified subject wise			
(c) Details of Journals per subject.			
VI. Building	As per university Norms		Present Status (To be filled by the college)
			Shortfall (To be filled by inspection committee)
1. Does college has its own building if yes attach map	Completed building within 5 Years of Commencement		
2. No of classrooms and their size	Class Room Number	Area per class Rooms	
• B.A.	Three	20' x40'	
• B.Sc.	Three	20' x40'	
• B.Com.	Three	20' x40'	
• M.A.	Two	15' x25'	
• M.Sc.	Two	15' x25'	
• M.Com.	Two	15' x25'	
• P.G.D.C.A.	One room	20' x40'	
3 Library Hall and reading room size for staging books and reading room facility	1000 Sq.ft. Reading Room facilities for 20% students enrolled		

Note:- Provide approved map showing class room and laboratories.

4. Laboratories 20x40 sq. ft. (for one Lab.)	Graduation No. of Labs./60 students	Post Graduation No. of Labs./30 students	Present Status With Area		Shortfall (To be filled by the inspection team)
			Graduation	Post Graduation	

i. Chemistry	01	02			
ii. Botany	01	02			
iii. Zoology	01	02			
iv. Bio. chem.	01	02			
v. Microbiology	01	02			
vi. Biotech	01	02			
vii. Physics	01	02			
viii. P.G.D.C.A. 30X20 sq. ft. For 60 Students	01				
Others (Specify)					
1 Principal's Room		01			
2 Office		01			
3. Staff Common Room		01			
4. Girls Common Room		01			
5. Boys Common Room		01			
6. Boys Hostel					
7. Girls Hostel					
8. Principal Quarter					
9. Staff Quarter					
10. Sports/NSS & NCC Room					
11. Playground					
12. Drinking water facility, Parking and Separate Toilets					
13. fire fighting Facility and Generator					

VII. DECLARATION

The statements in this form are truly and responsibly made with awareness that any statement found untrue, suppression any or suggestion false will render the approval of affiliation to the college liable to be cancelled by the Jiwaji University.

This is to certify that all information Given in the Performa is correct To the best of the knowledge.

Date:

Place:

Signature with Seal
(Principal)

Signature
Member of Management Committee
Chairman/Secretary

Note:- Incomplete Performa's are liable to be rejected.

Name of the inspection committee members.

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

Observation of the Inspection Committee :-

Recommendation of the Inspection Committee :-

YES / NO

REMARK:-

COLLEGE

Teachers working under statute 28/17

(Session-2024-25)

Note :- Attach the selection committee's recommendation of 28/17 along with the table.

The college itself is responsible for any inconvenience caused in case the marks are not completed.

S.N.	Teacher Name	Designation	Date of Birth	Bank Account no.	Class 12 th 50%	U.G . 50%	P.G. 55%	NET	P.HD	Experience	Color Photo	Signature

Principal signature & seal

COLLEGE

Teachers working under Management

(Session-2024-25)

Note :- Attach the selection committee's recommendation of 28/17 along with the table.

The college itself is responsible for any inconvenience caused in case the marks are not completed.

S.N.	Teacher Name	Designation	Date of Birth	Bank Account no.	Class 12 Th 50%	U.G . 50%	P.G. 55%	NET	P.HD	Experience	Color Photo	Signature

Principal signature & seal

COLLEGE
List of Non-academic staff
(Session-2024-25)

S.n.	Name of employee	Designation	Information about working employees		
			Regular	Adobe	Outsource

Principal signature & seal

JIWAJI UNIVERSITY, GWALIOR



Form for Extension
Of
Affiliation of M.B.A. & M.A.M. College
(SESSION 2024-25)

Note: The Management colleges are required to submit the form in duplicate one hard copy and one C.D. with supporting documents to the University. In the absence of this documents inspection will not be carried out.

I. <u>GENERAL</u>	
a) Name of College with Address	
b) Principal Name	
c) Phone /Mobile No.	
d) College E-mail/ College Website	
e) Year of Establishment	Govt./Autonomous/Aided/Private
f) Status of College	
g) AISHE Information [Enclose letter]	
h) Name of ownership Society/Trust/ Company/Individual with Address and Name of President/ Secretary with Mob. No.	
i) Year of Foundation of Society/Trust/ Company	
j) Whether the college is running on rented building YES/No (if so enclosed rent agreement also)	
k) Whether same building/campus is being shared by any other college/any other faculty/ course/subject of the same college or of the same society ?	
II. <u>AFFILIATION</u>	
1. Nature of affiliation granted by the University (Temporary of Permanent) Give details. [Enclose copy of approval letter]	
2. State whether approval of Approval of the AICTE has been obtained. If so, on	

<p>what date? If not, reasons to be stated.</p> <p>[Enclose copy of AICTE letter]</p>		
<p>3. (Attach AICTE proforma filled for approval)</p>		
<p>III. STATUS</p> <p>1. Date on which the college was first started along with supporting documents</p>		
<p>2. Whether at any point of time, the college was inspected by the jiwaji university? If so, on what date? If not, reasons to be stated.</p>		
<p>3. Furnish approval given by M.P. state higher education (Enclose Documents)</p>		
<p>IV. Details of other institutions, if any being run by society the same premises</p>	Course Conducted	
	Course of Jiwaji University	
	Course of any other University	
<p>V. Facilities</p> <p>Land area is 0.5 Acre for Urban</p> <p>Land area is 1.0 Acre for Rural</p>		
<p>VI. STUDENT BODY</p> <p>1. (a) Total number students selected for admission in 1st year. [Enclose list]</p> <ul style="list-style-type: none"> • M.B.A. • M.A.M. 		

(b). Number of S.C. S.T. and girls students.	S.C.	S.T.	Girls
M.B.A.			
M.A.M.			
2. (a) Percentage of successful students in the University examination of last year. M.B.A. M.A.M.			
(b) Are the students colleges, from other States of India or from abroad? Give respective numbers of students from each of the above sources.			
VII. TEACHING STAFF (Details of Full Time Teaching Staff)	AICTE Norms	Present Staff (To be filled by the college)	Shortfall (To be filled by the inspection team)
(a) Total number of teachers including the Principal, if any, (full time) with their qualification, experience, pay scales and the present pay (for a batch of 60) Total No. of Non teaching staff including last grade employee pay scales and other facilities. (Enclose Details of Non Teaching Staff)	Principal- 01 Teachers=07 If No. of student increase beyond 60 than Ratio 1:15 -----	(Attach list of teachers only)	
(b) Total number of teachers including the Principal, if any, (Part time) with their qualification, teaching experience,			

standing at the Bar. Pay scale if any and the present pay.			
[Enclosed Documents]			
Note:- fill enclosed proforma Annexure –I and Annexure –II for teaching staff and Annexure –III for Non teaching staff.			
3. Whether any dearth or difficulty experienced in recruiting qualified teachers. State the exact nature of difficulties.			
VIII. LIBRARY 1 (a) Reading Room 1000 sq. ft. (b) Total number of books in the library with a list of books, classified subject wise. (Enclose List)	With a reading room capacity for at least 25% students 500 books for one unit. including text & reference educational encyclopedia, year books. CDROMs, minimum 5 journals. The library must be augmented with 200 titles annually. Photocopier Computer		
(C) Details of additions during the year with a list of books, classified subject wise. (Enclose List)			
(d) Details of journals and periodicals subscribed. (Enclose List)	1. 2.		
(e) Total amount spent during the year for purchase of books with Xerox copies of cash vouchers.	1. Initial 2. First year		

(f) Reading hours and extent of students attendance and use of library facilities. Whether leading of books is allowed.				
IX. Building	AICTE Norms		Present Status (To be filled by the college)	Shortfall (To be filled by inspection committee)
1(a) Details of constructed building with details of area floor/ room wise. (b) Completion certificate from local authority				
	No. of Rooms	Area in SQ.ft.	Present Status (To be filled by the college)	Shortfall (To be filled by inspection committee)
(a) Class Rooms M.B.A. M.A.M.	02 02	660 sq.ft. each 660 sq.ft. each		
(b) Multi purpose Hall	01	1320 sq. ft.		
(c) Activity Room	01			
(d) Principal Room	01	300 sq.ft.		
(e) Faculty Room	01 For each faculty	100 sq.ft.		
(f) Library	01	1000 sq.ft.		
(g) Boys common room Girls common room	01 01	1000 sq.ft. 1000 sq.ft.		

(h) Office Room	01	1500 sq.ft.		
(i) Store Room	01			
(j) Computer Lab	01	1500 sq. ft.		
(k) Tutorial Room	04	330 sq. ft. each		
(l) Board Room	01	400 sq. ft.		
(m) Details of outdoor/Indoor Games				
<u>X. PRACTICAL TRAINING</u>				
1. (a) Details as to how the practical training is conducted.				
(d) Whether the prescribed methods of training strictly followed. Whether any difficulty experienced.				
<u>XI. EXAMINATION</u>				
1. (a) Dates of annual examination/semester examinations				
(b) Number of students appeared				
<u>XII. FEE & OTHER INCOME OF THE COLLEGE</u>				
1. (a) Details of the fee structure of the college, admission fee rate, month/annual fee and examination fee rate to be stated.				
(b) Total amount of fee collected during the year and other income of the college.				
(c) Details of amounts spent on the following for further development during the year:				
(i) Library				

(ii) Building of the college	
(iii) Furniture of the college	
(iv) For the welfare of the students and teachers of the college.	
<u>XIII. OTHER INFORMATION</u>	
1.(a) Enclose a copy of the prospectus for the current year.	
(b) Medium of instructions in the college.	
(c) Working hours and shifts, if any. Copies of class routines to be enclosed.	
<u>XV. RECENT TRENDS IN THE COLLEGES REGARDS</u>	
1. (a) Enrolment year wise	
(b) Income and expenditure	
(c) Sources if income, Government and private	
(d) Does the college, charge capitations fees, if so, when and at what rate and what is the trend?	
<u>XVI. STUDENT DISCIPLINE</u> State the nature of discipline maintained by students of the college giving details.	
<u>XVII. COMPETITION IN ATTRACTING STUDENTS</u> Do you experience any unfair competition from any other m.b.a. college or department of University in the matter of inflow of student? If so, state the nature and source of such competition and suggest remedies.	
<ul style="list-style-type: none"> • Playground 	
<ul style="list-style-type: none"> • Drinking water facility, Parking and Separate Toilets 	
<ul style="list-style-type: none"> • fire fighting Facility and Generator 	

XV. DECLARATION

The statements in this form are truly and responsibly made with awareness that any statement found untrue, suppression any or suggestion false will render the approval of affiliation to the college liable to be cancelled by the Jiwaji University.

This is to certify that all information Given in the Performa is correct To the best of the knowledge.

Date:

Place:

Signature with Seal
(Principal)

Signature
Member of Management Committee
Chairman/Secretary

Note:- Incomplete Performa's are liable to be rejected.

Name of the inspection committee members.

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

Observation of the Inspection Committee :-

Recommendation of the Inspection Committee :-

YES / NO

REMARK:-

COLLEGE
Teachers working under statute 28/17
(Session-2024-25)

Note :- Attach the selection committee's recommendation of 28/17 along with the table.

The college itself is responsible for any inconvenience caused in case the marks are not completed.

S.N.	Teacher Name	Designation	Date of Birth	Bank Account no.	Class 12 Th 50%	U.G. 50%	P.G. 55%	NET	P.HD	Experience	Color Photo	Signature

Principal signature & seal

COLLEGE

Teachers working under Management

(Session-2024-25)

Note :- Attach the selection committee's recommendation of 28/17 along with the table.

The college itself is responsible for any inconvenience caused in case the marks are not completed.

S.N.	Teacher Name	Designation	Date of Birth	Bank Account no.	Class 12 Th 50%	U.G. 50%	P.G. 55%	NET	P.HD	Experience	Color Photo	Signature

Principal signature & seal

COLLEGE
List of Non-academic staff
(Session-2024-25)

S.n.	Name of employee	Designation	Information about working employees		
			Regular	Adobe	Outsource

Principal signature & seal