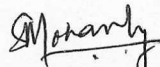


Annexure-5

Documents required for affiliation

1. Application booklet for the session for which affiliation is sought.
2. Copy of the receipt of CDC fee , affiliation fee and fine (if applicable)
3. Recognition copy from the RDE, BBSR for which affiliation is sought.
4. Certificate of Registration of Societies under Act XXI of 1860.
5. Proceedings of the meetings of Governing Body and constituted copy of the Governing Body.
6. Land record of College (Possession of at least five acres of land if situated in rural area and at least two acres of land if situated in urban area).
7. Details of permanent or semi-permanent buildings for its exclusive use, providing adequate accommodation for class rooms, administrative office, well-equipped laboratory wherever needed, separate common rooms for students, common room for teaching staff, hostel and staff quarters, and has playground for the students.
8. List of Class rooms, Library, Seminar Hall, Office, Common room (Students and Staffs), laboratories, Principal room, Lavatories and any other room.
9. Proceedings of the meetings of College Council (Represented by the teaching staff to advise the Principal in regard to the internal affairs of the college).
10. Statement of Teaching Staff and No-teaching staff of the college along with appointment letters.
11. Details of text books, journals and reference books etc. in the Library and annual financial provision for purchase of books, journals and periodicals.
12. No of Seminar / Workshop conducted by the department during the last 3 (for UG) /5 (for PG) years.
13. Evidences of Students' Achievement in the field of extra Co-Curricular activities.
14. Evidences of Teachers' Achievement (Projects received /Awards / Honours etc.)


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15. Pledging Money Certificate (The College has made a fixed deposit of rupees one lakh in case of Arts Stream, in Science and Commerce Stream, the amount is rupees one lakh and twenty five thousand each in favor of the Registrar, RDWU for a period of 10 years).
16. Budget estimate for the session for which affiliation is sought.
17. Students' enrolment and pass out details in given below format for the last three years.

Admission Year	Pass out year	No. of students enrolled	No. of students appeared in the exam	No. of students passed	Pass %

18. Undertaking of **“The College shall not collect any capitation fee or donation in any form amounting to corrupt practices from or on behalf of any of its students or their parents/ guardians except the prescribed fee and other charges as approved by the University based on the norms of the UGC”**.
19. Details of the latest fund position along with photocopies of relevant bank accounts.
20. Details of Permanent Endowment/fixed deposits, UGC grants and sources of income.
21. Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students' intake and introduction of postgraduate programmes / research and the time scheduled for stage wise development of the academic infrastructure like recruitment of faculty and other support facilities, including student amenities such as hostels, sports and recreational facilities.

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RDWU, BBSR

Sh. Mahant
Director, CDC
RDWU, BBSR

22. Soft copy of the College Database (in Excel format) shall be sent to the CDC email at **cdc@rdwu.ac.in**
23. Details of the Games and Sports, playground in the campus.
24. Undertaking of "all statutory and administrative registers of the College are properly maintained, updated regularly and preserved as per the rules and regulations prescribed by the University and Government from time to time".
25. Undertaking of "I, _____ (Name of the Authorized Signatory), Designation: _____, on behalf of _____ (Name of the Institution), do hereby solemnly affirm and declare as under:
1. That I have submitted the required documents to _____ (Name of the Affiliating University) for the purpose of affiliation.
 2. That all the documents submitted by me are true, genuine, complete, and correct to the best of my knowledge and belief.
 3. That no information has been concealed or suppressed in respect of the documents submitted for affiliation.
 4. That in case any document is found to be false, forged, or incorrect at any stage, I will be fully responsible for the consequences arising therefrom.
 5. That I undertake to submit any additional documents or information as and when required by the concerned authority.

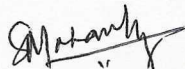
Signature: _____

Name: _____

Designation: _____

Date: _____

Name of Institution with Seal: _____


Director, CDC
RDWU, BBSR

RDWU, BBSR
Director, CDC

**Checklist of Documents to be filled in and submitted by the College to
the University every year**

Sl. No.	Documents submitted	Remarks
1.	Application booklet	
2.	Copy of the receipt of CDC fee , affiliation fee and fine (if applicable)	
3.	Recognition copy from the RDE, BBSR/ Higher Education Department, Govt. of Odisha	
4.	Certificate of Registration of Societies under Act XXI of 1860	
5.	Proceedings of the meetings of Governing Body and constituted copy of the Governing Body.	
6.	Land record of the College	
7.	Building details of the college	
8.	List of Rooms with specification	
9.	Proceedings of the meetings of College Council	
10.	Statement of Teaching Staff and No-teaching staff of the college along with appointment letters.	
11.	Details of text books, journals and reference books etc. in the Library and annual financial provision for purchase of books, journals and periodicals.	

12.	No of Seminar / Workshop conducted by the department during the last 3 (for UG) /5 (for PG) years.	
13.	Evidences of Students' Achievement in the field of extra Co-Curricular activities.	
14.	Evidences of Teachers' Achievement (Projects received /Awards / Honours etc.)	
15.	Pledging Money Certificate	
16.	Budget estimate for the session for which affiliation is sought.	
17.	Students' enrolment and pass out details for the last three years.	
18.	Undertaking of collection of No capitation/ donation fee	
19.	Details of the latest fund position along with photocopies of relevant bank accounts.	
20.	Details of Permanent Endowment/fixed deposits, UGC grants and sources of income.	
21.	Development plan for the college	
22.	Soft copy of the College Database (in Excel format)	
23.	Details of the Games and Sports, playground in the campus.	
24.	Undertaking of maintaining of all the Registers of the college	
25.	Undertaking of submission of documents	

S. Mohan
 Director, CDC
 RDWU, BBSR