



MADHUSUDAN LAW UNIVERSITY

**APPLICATION FOR ADMISSSION OF COLLEGES TO THE PRIVILEGES
OF THE
MADHUSUDAN LAW UNIVERSITY**

STATION ROAD
CUTTACK, ODISHA
753003



MADHUSUDAN LAW UNIVERSITY

STATION ROAD, CUTTACK – 753003

APPLICATION FOR ADMISSION OF COLLEGES TO THE PRIVILEGE OF THE UNIVERSITY

(For affiliation and renewal affiliation)

(Application & information form)

(To be filled online via-offline in Triplicate)

Note: Fill all columns neatly & carefully. Don't contras any information. The information supplied by Institution shall display in University website as it is.

1.	Name of the college/Proposed College applying for affiliation.			
	(a)	(i)	Revenue Address	
			(1)Name of the village/town where the college is situated.	
			(2)Police Station	
			(3) Tahasil	
			(4)Sub-Division	
			(5)District	
	(ii) Postal Address with pin code			
	(iii) Telephone Number with STD code			
	(iv) Mobile Number			
	(v) Email Id			
(b)	(i)	Year of Establishment		
	(ii)	Year of first Affiliation to the University		

	(c)	Whether situated in Urban/Rural Area?				
	(d)	Whether situated in scheduled area?				
	(e)	Whether Co-educational/Women?				
2.	Stage of Affiliation					
3.	Session for/from which affiliation is sought for i.e., year of admission of students.					
4.	Status of the College: whether Government, Private (Aided) self financing					
5.	(a)	(i)	Whether the College has already been affiliated to the University and if so, whether permanently or provisionally granted and year of such affiliation with the course to be mentioned.	1. Course & Stream – LL.M. / LL.B. / B.A.LL.B. (Hons.) 2. Permanent / Provisional / 3. Year		
		(ii)	In case the college has already been affiliated the existing number of seats in each course and total number of seats in the course with pass and honours. If any, be separately mentioned.	Subject	Sanction strength	No. of students actually admitted
				TOTAL		
		(iii)	In case the college seeks new affiliation the number of total number of seats in the course with Pass and Honours be separately mentioned.	Subject		No. of seats

		TOTAL		
	(iv) In case the college seeks affiliation to open a new course, besides the existing course, the proposed course with number of seats in the course with Pass and Honours be separately mentioned.	Subject		No. of seats
		TOTAL		
	(v) In case the college seeks affiliation to increase the total number of seats in the course and subjects the total number of proposed increase of seats in each subject with Pass and Honours be separately mentioned.	Subject		No. of seats
		TOTAL		
	(b)	Relevant concurrence from state Govt. and approval of the Bar council of India. Please mention the letter No. and date of such letter. (A copy of the same also be annexed to this.)		

6.	(a)	Previous application, if any, for affiliation and course in which affiliation was sought for together with information on the manner of disposal of such application. Here the conditions laid down by the University and Government item wise. A copy of University letter to this effect be annexed.				
	(b)	The performance of the students for the 3 consecutive years preceding year of which affiliation is sought for.	Year	Number appeared	Number passed	Percentage
7.	Pledging Money for Non- Government Colleges per stream. Such amount be pledged in favour of Registrar, Madhusudan Law University in prescribed form for the continued maintenance of respective colleges. (Original pledging Certificate with photo copy of F.D.R. valid for 10 years be annexed.) Rs. 1,00,000/- for each college.		F.D.R. No.	Date	Amount deposited	Date of Maturity
	(b)	Documentary evidence of security deposit any with Bar Council of India by the management of the Colleges. A copy of FDR to be annexed.	F.D.R. No.	Date	Amount deposited	Date of Maturity
8.	Payment of fees. The Bank Draft No., date and Amount to be mentioned. N.B.:(a) Statutory last date of deposit i.e, due date of deposit. 30 th Nov. in the preceding year of admission. (b) Statutory last date of deposit with late fee of Rs. 2000/-. 31 st July in the year of admission.		Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date
	(a)	Documentary evidence of payment of subject fees as prescribed by the Statute 174& 177 (for affiliation Rs.1000/- per subject, increase of seats Rs. 500/- per subject, late fee of Rs. 2000/- for each proposal of new affiliation, further affiliation, extension of affiliation and increase of seats in each stream (to be credited in the examination fund				
	(b)	Documentary evidence of payment of non-refundable academic fee for	Due date of deposit	Date on which deposited	Amount deposited	Bank Draft No. & date

		private colleges (to be credited in the Development fund) for opening of LL.B. course. Rs.75000/- for one course				
	(c)	One time non-refundable processing fee (to be credited in Development fund for grant of No Objection Certificate (NOC) to private colleges. Rs.1000/- for each course				
9.	(a)	Has the College got it own land ? (The Khatian, sale deed, up-to-date tax payment receipt and building plan be noted and copy of such records be annexed,				
	(i)	If so, its area with specifications				
	(ii)	Purchased or donated, The sale or donated deed No.....and date..... with a photo copy				
	(b)	(i) Whether there is a permanent pucca building of the college?				
		(ii) If so, the number of Lecture Halls/ Computer Labs/ Moot Court Room/ Legal Aid Clinic etc.				
		(iii) Measurement of such halls and Computer Labs with seating capacity.				

	(iv)	Number of rooms with size.	
	(v)	Any other accommodation/ facility available with specification. (Lavatory, Guest House, Conference Hall/ Auditorium) etc.	
	(vi)	If the College is providing co-education, whether separate accommodation for common room and other necessary convenience for the women students are available? If so, give details.	
	(vii)	Is there a pucca compound wall around the College?	
	(viii)	Distance between administrative Buildings, Class room, Lab to be specified if situated in different campus.	

	(ix)	Mode of conveyance from the Class room/ Administrative Building/ Laboratory/ Workshop. If situated in different campus.	
	(x)	Please mention if the college is accommodated in a house which is rented/ leased/ otherwise. If so, a copy of agreement be annexed.	
	(c)	If there is no permanent pucca building, the present accommodation with detailed specification to be furnished room wise and facilities wise.	
	(d)	If the permanent building is under construction or proposed to be constructed in near future, the specification be furnished with plans or drawing and expected date of completion	
10.	Residence allotted to the staff:-		
	(i)	For The Principal :-	
	(ii)	For other teaching staff :-	
	(iii)	For other non-teaching staff	

11.	(a)	Has the college got its play ground?	
	(b)	If so, specification of each field is to be given.	
	(c)	Equipment/facilities available for games and sports.	
12.	(a)	Has the college made adequate provision for residence of its students not residing with parents or recognized guardians?	
	(b)	If so, the number of hostels managed by the College.	
	(c)	The specifications of the hostel building with number of students accommodated in each hostel are to be furnished.	
	(d)	Are there any approved lodging for the students?	
	(e)	If so, specification of the building be approved lodgings with number of students accommodated in each lodge are to be furnished.	

13.		Equipment (The list of Equipment is to be furnished. An additional list of equipment procured in the preceding academic year and cost of the same be furnished.)	
	(i)	For Teaching (prior to the preceding year of admission)	
	(ii)	For teaching during the preceding year of admission and the cost of the same.	
14.	(a)	Has the college a Library?	
		Is there a separate reading room?	
	(b)	Accommodation for library available including reading room.	
	(c)	The total number of books available before the Preceding year of admission. (to be mentioned subject-wise)	

	(d)	The total number of books available during the Preceding year of admission and the cost thereof. (to be mentioned subject-wise)				
	(e)	The total number of journals and periodicals available before the Preceding year of admission.				
	(f)	The total number of journals and periodicals available before the Preceding year of admission and the cost of the same.				
	(g)	Annual financial provision for purchase of books, journals and periodicals.	For Books Rs.			
			For Journals Rs.			
	(h)	Detailed staff position appointed for the library with qualification of the Librarian and Assistant Librarians.				
	(i)	Whether facility for E-Library is available? If yes, give details				
15.	(a)	Number of students in the college.	STUDENTS	BOYS	GIRLS	TOTAL
			General			
			SC			

			ST			
			OBC			
			Physically handicapped			
			Ex- Servicemen			
			Grand Total			
	(b)	Number of students in each class (Boys, Girls, SC,ST, and Others) (A separate sheet be annexed)				
	(c)	Students admission : Whether advertised in News papers and method of selection of students. (A copy of College Calendar and/or College admission prospectus be annexed.)				
	(d)	Fees charged/received from the students on different heads (Separate sheet be attached)				
16.	Teachers of the College					
	(a)	Detailed information in respect of all teachers of the college including the Principal is to be furnished as per Form No.3. appended (Subject-wise)				
	Note (1)	The appointment letter issued to the teaching and non-teaching staff be made available to the committee for verification (photo copies be annexed)				
	(2)	The ineligible teachers should not be included in the list and be replaced				
	(3)	Visiting faculties shall not be considered as teaching staff of the College in terms of provisions of the				

		Acts and Statutes.	
	(b)	Photo copies of certificate and mark sheet of the teachers duly attested by the Principal be annexed.	
	(c)	Whether the teachers have been registered as the college teachers of the University as per provision under Statue 102? If so, the registration number of each teacher be furnished.	
17.	(a)	Working Hours of the College.	
	(b)	Copy of the advertisement inviting application for teaching and non-teaching posts.	
	(c)	Time table of work allotted to each of the above teachers (work load statement is to be annexed)	
18.	Financial provision made for proper maintenance of the College.		
	(a)	Detail of permanent /endowment fixed deposits, if any.	
	(b)	Details of undertaking given by a person or persons or body for provision for adequate financing of the college.	
	(c)	Details of current monthly or annual financial provision along with fees proposed.	
	(d)	Sources of income in detail.	

	(e)	Financial provision made per annum	
	(i)	Capital Expenditure on Building.	
	(ii)	On Equipment.	
	(iii)	On containing maintenance of the College (Like Building, Laboratory, Workshop, Sports & Games).	
	(f)	Amount of Capitation/Donation collected from the students. If any	
19.	(a)	Whether the college is being managed by a duly constituted Governing Body? If so, a copy of Registration of Governing Body under the Society Registration Act is to be annexed.	
	(b)	<p>If so, the name of member of the Governing Body is to be furnished.</p> <p>Please mention the letter No. and date in which the composition of the Governing Body has been approved by the Director. Letter No..... dt.....</p> <p>Also attach a copy of the approval letter.</p>	<ol style="list-style-type: none"> 1. President: 2. Secretary: 3. Principal 4. Teacher Representative 5. Teacher Representative 6. V.C.'s nominee 7. D.H.E.'s nominee 8. D.H.E.'s nominee 9. Women 10. S.C. / S.T. 11. Others 12. 13. 14. 15.

20.	(a)	Whether the College has a duly constituted College Council.	
	(b)	If so, the name or names of the teaching staff as representative in the College Council to advise the Principal as per statute 181(2)	
21.	Whether the College is maintaining under mentioned records:- (Records to be placed before the Inspectors at the time of Local enquiry)		
	(1)	A register of admission and withdrawals.	
	(2)	A register of attendance.	
	(3)	A register of permanent and local address of students; and also on transfer and migration.	
	(4)	A register of members of the staff showing their qualifications, number of hours of work allotted to each teacher together with the classes and subjects taught.	
	(5)	A register of fees showing dates of thye payments.	
	(6)	A counterfoil fee receipt book (counter foil number of the last receipt on the day preceding of the date of submission of application).	
	(7)	A register of scholarship and concessions of all kinds whether tuition, boarding or lodging.	
	(8)	A counterfoil book of transfer certificate (Counterfoil number of the last certificate issued on the day preceding of the date of submission of application.)	
	(9)	A register showing the report from time to time of medical inspection of students.	
	(10)	A register of marks obtained by each student at the college examination.	
	(11)	Account books showing the financial transactions of the college as separate from those of management.	
(12)	a general cashbook (the closing balance on the preceding date of submission of this application).		

Form No. 3

**SPECIMEN LETTER OF PLEDGING FROM THE BANK WHEREIN
THE COLLEGE HAS KEPT FIXED DEPOSIT**

(IN THE LETTERPAD OF THE BANK)

To

The Registrar,
Madhusudan Law University,
Cuttack – 753003

Sub : Pledging Certificate.

Madam/Sir,

I am to inform you that the

College has deposited a sum of Rs.....
(Rupees)

Vide T.D.R./F.D.R. No. Fixed deposit Receipt No.

Dated.....for ten years which is due on

Duly pledged in favour of the Registrar, Madhusudan Law university, Cuttack for opening of
..... course.

Necessary record has been noted in the bank not to allow the college to enjoy the face value of
the Fixed Deposit except to allow the college to get the interest accrued out of the investment.

Further it is be mentioned here that the College shall not be allowed to encash or to get loan
against the value without the production of permission letter from the Madhusudan Law University.

Date.....

Seal and Signature of
Authorised Person of the Bank

C.C :- The Secretary
College

For information and necessary action.

Date.....

Seal and Signature of
Authorised Person of the Bank

STATEMENT OF THEACHERS OF THE COLLEGE

Sl. No.	Subject and Designation	Name of the teacher	Detailed qualification with marks of all exams from secondary to post graduation with % of marks	Salary now drawing with scale of pay	Temporary or substantive appointment and date of joining	Whether selected by selection committee after due advertisement and interview	Registration number as Regd. College Teacher of the University
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)