Instruction Manual
for
Affiliation Management

For

State Universities of Andhra Pradesh

Academic Year 2020-21

ANDHRA PRADESH
Centre for Financial
Systems and Services

To complete the Affiliation Application, click on the below link

https://affiliation.apcfss.in/

- On clicking the above link, below screen will appear. Click on the "College login" button under concerned university.

- On clicking the "College login" button the type of college under the university will be displayed like as shown in below screen.

- On clicking the course type college login screen will be opened. Enter the login credentials and click on "Sign in" button

S.no	Section Name	Service Name	Uploads Required

- Please read the Instructions, Upload fields (Documents to be uploaded for completing Affiliation Application) shown in home page.

- For any technical assistance needed the "Help Desk" number and mail ids are also displayed in home screen.

- For completing the Affiliation Application all the required fields are to be filled and required documents are to be uploaded in given services.

Note:

1. For Affiliation Application Different PDF Formats are required in all Forms. Please go through with the below Document for the Required list of Field in all the Sections in the Affiliation Application.

2. Size Allowed: PDF Documents: < 5 MB (Less than 5 MB)

                                      Image Files: JPEG/JPG <100 KB (less than 100 KB)

3. Latitude and Longitude Will Capture from the Jnanabhumi Mobile Application.

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S.no	Section Name	Service Name	Uploads Required
1	Society Details	Society Details	1. Type of Organization 2. Certificate of Incorporation (If an Organization is a Company) 3. Photo of Secretary and Correspondent
		Colleges & Approvals	1. Address proof of the College 2. Upload Initial Permission Order(APSCHE/AICTE/Others) 3. Upload Latest EOP/EOA Order 4. Upload Initial Affiliation Order(University) 5. Upload Last AC Year Affiliation Order (University) 6. Autonomous Status by (UGC) 7. Autonomous Status by (University) 8. Upload NAAC Accreditation Certificate 9. Upload NBA Accreditation Certificate 10. Governing Body Minutes of Meeting I 11. Governing Body Meeting Minutes of II
2	Land & Building Details	Society and Land Allotments	1. Upload Latest Issued G. O (Upload latest G.O means the Order Issued by the Government at the establishment of the College) 2. Upload Notarized Affidavit (by the Advocate) 3. Upload Copy of Resolution (Society & Land Allotment) 4. Upload Certificate(Khasra) 5. Upload Conversion Certificate(Land) 6. Upload Land Usage Certificate 7. Upload Land Registration

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|			Document 8. Upload Land EC
		College Building Related Approvals	1. Proceedings of Approved Building Plans till date 2. Approved Building Plans till date 3. Latest Photograph of the College Building Certified 4. Existing Plan of the Building drawn to scale by Licensed Architect and certified by the Principal 5. Upload latest Occupancy certificate issued by Competent Authorities (All the Building blocks should be covered) 6. Upload (Latest Sanitary Certificate Issued by Competent Authority) 7. Upload (Latest Structural Stability Certificate Issued by Competent Authority) 8. Upload the Latest NOC issued by Fire Prevention Wing
		Building/Block Details	
		Instructional Area Details	
		Administrative Area Details	
3	Amenities Area	Sports & Hostels	
		College Attached Hostel Details	1. Upload Plan Approval PDF (Issued by the Competent Authority) 2. Upload Document of Building (If OWN) 3. Inspection report document upload
		Bio-Metrics & College Facilities	

		Co-Curricular Aspects	1. **Affiliation Order by University** 2. **Affiliation Order by Competent Authority (APSCHE/UGC)**
4	Couse Related Details	Course Details	
		Course Intake Details	
5	Employee Details	Principal Details	1. **Upload Appointment Letter** 2. **Upload Ratification Order** 3. **Upload Qualified NET/SLET/SET** 4. **Upload Experience Certificate** 5. **Upload association Certificate** 6. **Upload Certificate (Only PDF)**
		Staff Details	1. **Upload Ratification Certificate (University Issued)** 2. **Upload Issued Certificate NET/SLET/SET** 3. **Upload Experience Certificate (Issued by Previous Organization)** 4. **Upload Certificate (Marks Memo/Provisional Certificate)**
6	Infrastructural Details		
7	Financial Details	Financial Details	**1. Account statement /Bond copy upload (Issued by the Bank)** **2. FD Bond Upload (Issued by the Bank)** **3. Audit Report Signed by CA**
8	Affiliation Fee Payment		
9	Affiliation		**Upload Affidavit(Download the**

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	Upload Affidavit		**Affidavit from the portal and Print on Rs.100/ Stamp)**
10	Compliance		**Upload**

1. SOCIETY DETAILS:

- Click on the "Society Details" button.
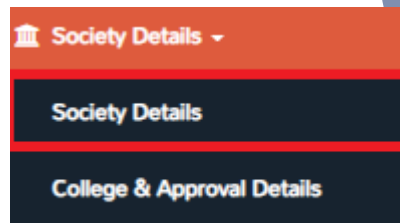
- Click on the drill down button to find your society and click on "Map Society" button.
- If your society is not displayed in the list click on "Register Society" button and fill the required details and click on "Submit" button. Your Society will be added to the list. Select your society and click on "Map Society" button.

Society Details

Name, Details, etc. of the Society should be same as on the Certificate of Incorporation

Society Name : *	Society Name
Date of Registration : *	Date of Registration
Society Registration No. : *	123/1999
Type of the Organisation : *	--Select--
Society Registration Certificate (.pdf (5MB)only) *	Choose File No file chosen
PAN No. : *	PAN No.
House/Door/Flat/Plot No.: *	Society Address
Street/Road : *	Street_Road
District : *	--Select--
Mandal : *	

Details of Correspondent/ Secretary

Name : *	Chairperson Name
Designation : *	Designation
Aadhar No. : *	Aadhar No.
PAN No. : *	PAN No.
Upload Photo (Passport size in jpeg/jpg format only): *	Choose File No file chosen
Educational Qualification : *	EducationalQualification
House/Door/Flat/Plot No.: *	Address
Street/Road : *	Street/Road
District : *	--Select--
Mandal : *	
Village : *	
Pin code : *	Pincode
Office Landline(Phone No.): *	Phone No. Office
Mobile No. : *	Mobile No
Email ID : *	Email ID
Previous Chairperson : *	Change of Chairperson

Submit

- Click on "College & Approval Details" button

🏛 **Society Details** ▾
Society Details
College & Approval Details
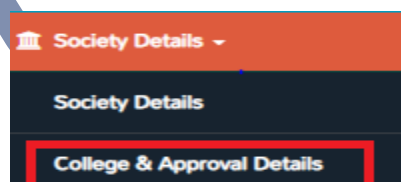
- All the * marked fields to be mandatorily filled and required documents to be uploaded in all the fields where "Choose File" button is given. Click on Save button after entering the details.

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College & Approval Details

Info: Please upload PDF's for this Academic Year 2020-21. Please click on VIEW available under PDF.

Nature of the college * | Private College

Institution Details

Name of the University : * ANDHRA UNIVERSITY | Year of Establishment : * 1998

College Name : * PYDAH DEGREE COLLEGE FOR WOMEN 319 | College PAN No. : * College PAN No.

Type of College Address Proof * --SELECT-- | Upload Address Proof of the College : * Choose File No file chosen

House/Door/Plot No. : * D.No 10-12-7/1 REDNAM GARDENS OLD JAIL ROAD VISAKH/ | Street/Road : * REDNAM GARDENS

District : * Visakhapatnam | Mandal : * VISAKHAPATNAM(U)

Institution Status

College Type : * Integrated | Category of the College : * Women

Having Minority Status : * No

Examination & CET Details

Examination College Code: * 319

ICET Code : null

Approvals

Approvals-Competent Authority (APSCHE/AICTE/PCI/BCI/NCTE)

Competant Authority for Approval : * APSCHE

Date of Initial Permission * | Upload Initial Permission Order : * Choose File No file chosen

Latest Date of EOP/EOA : * Society Approved Date | Upload Latest EOP/EOA Order: * Choose File No file chosen

Autonomous Status by UGC

○ Autonomous ● Non-Autonomous

Autonomous Status by University

○ Autonomous ○ Non-Autonomous

College Accreditation Details

Whether Accredited by NAAC : * Not Yet Applied

Whether Accrediated by NBA : * Not Yet Applied

Governing Body

Date of Governing Body Meeting Held I (Recent) * 08/08/2017 | Governing Body Minutes of Meeting I * Choose File No file chosen

Date of Governing Body Meeting Held II (Recent) * 03/01/2018 | Governing Body Meeting Minutes of II * Choose File No file chosen

Save

2. LAND AND BUILDING DETAILS:

- Click on "Society Land Allotment Details" button.

Land & Building Details ▾
- Society Land Allotment Details
- College Building Related Appr...
- Building/Block Details
- Instructional Area
- Administrative Details

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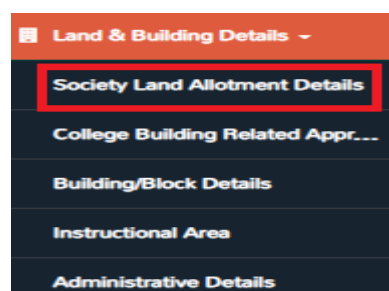
- Details like Society Land Allotment Details / College Details / Building Lease Details / Land Details / Proposed Land Details are to be filled. After entering the details click on Submit button.

  (Upload latest G.O means the Order Issued by the Government at the establishment of the College)

Society Land Allotment Details

Field	Value
Type of College Accomodation:	Leased
Upload Latest Issued G.O(.pdf only):	Choose File No file chosen / View
No. of Years the college is being run in Leased Accommodation:	10
Plot No:	11
Survey No:	12
Distance from the present location of the college to the proposed shifting location (in KM) :	13
District Name:	Anantapur

College Details

Field	Value
Strength of the college:	50
Is any other College running in the same Premises :	Yes

Other Colleges Details

Add Row / Delete Row

S.No	College Name
1	PYDAH DEGREE COLLEGE FOR WOMEN 319

Building Lease Details

S.No	Document No./Year	Date of Registration (dd/mm/yyyy)	Survey No.	District	Mandal	Panchayat/Village	Name of the Lessee	Leased From (dd/mm/yyyy)	Leased Upto (dd/mm/yyyy)	Address of the Property Leased	Extent of Land (in Acres)	Delete
1	123	03/09/2007	145	Kadapa	BADVEL	APPAJEPETA	bingo raj	06/09/2006	16/09/2020	hghgf	105	Delete

Building Lease Details

Add Row / Delete Row

S.No	Document No./Year	Date of Registration (dd/mm/yyyy)	Survey No.	District	Mandal	Panchayat/Village	Name of the Lessee	Leased From (dd/mm/yyyy)	Leased Upto (dd/mm/yyyy)	Address of the Property Leased	Extent of Land (in Acres)
1				--Select--	--select--	--select--					

Land details

| S.No	Document No./Year	Date of Registration (dd/mm/yyyy)	Survey No.	Extent of Land (in Acres)	District	SRO Division	Registrar Office	Upload Land Registration Document	Upload Land EC	Is Land Mortgaged	Mortgage registrared Document No	Delete
1	4545	11/09/2017	477	106	Anantapur	ANANTHAPUR	Ananthapur Rural	View	View	true	4545	Delete

Proposed Land details

Add Row / Delete Row

S.No	Document No./Year	Date of Registration (dd/mm/yyyy)	Survey No.	Extent of Land (in Acres)	District	SRO Division	Registrar Office	Upload Land Registration Document	Upload Land EC	Is Land Mortgaged	Mortgage registrared Document No
1					Select	--select--	--select--	Choose File N...	Choose File N...	--Se	

Submit

Field Name	Document No/Year	Date of Registration	Survey Number	Extent of Land	District	SRO Division	Registrar Office	Mortgage Number
Example Value	1235/2001	15/02/2001	154/2	15.2	District	Revenue Division	Registrar Office	1564

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- Click on "College Building Related Approvals" button
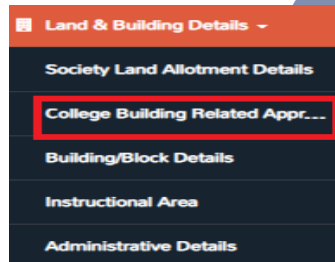
- Details like College Building Related Approvals / Occupancy/Building Completion Certificate / Sanitary Certificate / Structural Stability Certificate / Fire Safety Certificate are to be filled. Once the details are filled click on Save button.

College Building Related Approvals

Competent Authority who has approved the Building Plan for the College	--Select--	Name of the Competent Body that have approved Building Plan	
Date of Approval of Building Plan		Is any portion of the Building Unauthorized / Constructed in deviation to the Approved Building Plan	○ Yes ○ No

Any BPS Application Pending for Consideration: ○ Yes ○ No

Upload Documents

Add Row			Delete Row
S.No	Proceedings of Approved Building Plans till date :	Approved Building Plans till date :	
1	Choose File No file chosen	Choose File No file chosen	

Latest Photograph of the College Building Certified by the Principal of the nearby Government Degree College : (.Pdf only)   Choose File No file chosen

Existing Plan of the Building drawn to scale by Licensed Architect and certified by the Principal of the nearby Government Degree College : (Pdf only)   Choose File No file chosen

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Sanitary Certificate

| Sanitary Certificate issued by Competent Authority(CMOH/Medical Officer/ Municipal Health Officer) | | Date of Issuance | |
| Valid Till : | | Upload(Latest Sanitary Certificate Issued by Competent Authority) : (.pdf only) | Choose File No file chosen |

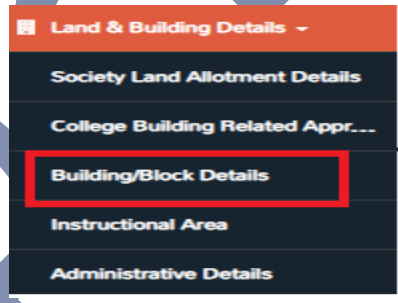## Structural Stability Certificate

| Structural Stability Certificate issued by Competent Authority | | Date of Issuance | |
| Valid Till : | | Upload (Latest Structural Stability Certificate Issued by Competent Authority) : (.pdf only) | Choose File No file chosen |

Fire Safety Certificate (This shall be provided for all the Building blocks available)

Date of the Latest Fire NOC issued by the Competent Authority		Certificate Number	
Certificate Issued by		Valid Till Date	
Upload the Latest NOC issued by Fire Prevention Wing : (Pdf only)	Choose File No file chosen		

Save

- Click on Building / Block Details button

Land & Building Details
- Society Land Allotment Details
- College Building Related Appr....
- **Building/Block Details**
- Instructional Area
- Administrative Details

- Details like Building Area Details are to be filled. After entering all the details click on Save button

Building/Block Details

Building Area Details (in Sq.mts)

Instructional Area : [Instructional Area]   Administrative Area : [Administrative Area]

Amenities Area : [Amenities Area]   Access & Circulation Area : [Access & Circulation Area]

Total Built-up Area : [Total]

No. of Building Blocks : [1]

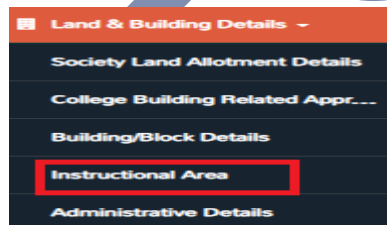**Add Row**   **Delete Row**

S.No	Block No.	Building/Block Name	Survey No.(Building block is located)	No. of Floors	Site Area	Purpose
1			--Select--	Ground	Ground floor	Ground floor

S.No	Survey No.(Building block is located)	Building/Block Name	No. of Floors	Action

Save

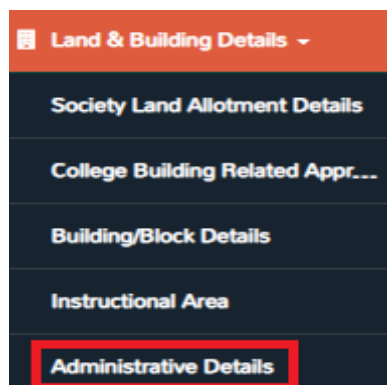- Click on "Instructional Area Details" button

- Enter the details and click on save button

Instructional Area Details

Type of Academic Program :	Particulars	Building/Block Name	Level/Floor No.	Room no.	Measurements of room (in Sq.mts.)			Area in Sq.mts. (l*b)	Facilities Available
					Length	Breadth	Height		
--Select--		--Select--						0	

Save Details

- Click on "Administrative Details" Button

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- Administrative Area Details like Particulars / No of Rooms / Total Area are shown.
- Click on Submit button once all the details are entered
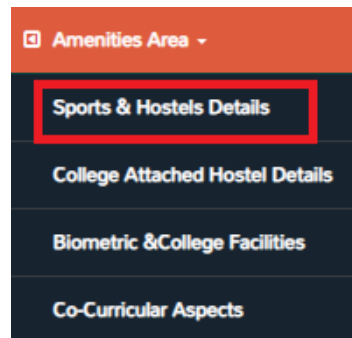
Administrative Area Details

Particulars	No of Rooms	Total Area (Sq.Mts.)
Chairperson/Secretary Room:*	No of Rooms	Total Area
Principal Room:*	No of Rooms	Total Area
Board Room:*	No of Rooms	Total Area
Office Room:*	No of Rooms	Total Area
Department Office:*	No of Rooms	Total Area
Head of Department:*	No of Rooms	Total Area
Faculty Rooms:*	No of Rooms	Total Area
Central Stores:*	No of Rooms	Total Area
Maintenance:*	No of Rooms	Total Area
Pantry:*	No of Rooms	Total Area
Examination Control Office:*	No of Rooms	Total Area
Placement Office:*	No of Rooms	Total Area
IQAC Room :*	No of Rooms	Total Area

Submit

3. AMENITIES AREA

- Click on Sports & Hostels Details button

Amenities Area ▾

Sports & Hostels Details

College Attached Hostel Details

Biometric &College Facilities

Co-Curricular Aspects

Select Yes or No button in all * marked fields and click on submit button.

Sports Area Details

Swimming Pool: *	○ Yes ○ No		
Multipurpose GYM: *	○ Yes ○ No		
Indoor Stadium: *	○ Yes ○ No		
Cricket Field: *	○ Yes ○ No	400 Mts.Running Track: * ○ Yes ○ No	Ball Badminton Court: * ○ Yes ○ No
Badminton Court: *	○ Yes ○ No	Basket Ball Court: * ○ Yes ○ No	Foot Ball Field: * ○ Yes ○ No
Volley Ball Field: *	○ Yes ○ No	Soft ball Diamond: * ○ Yes ○ No	Tennis Ball Court: * ○ Yes ○ No
400 Mts Standard Track/Non Standard Track: *	○ Yes ○ No	Hand Ball Field: * ○ Yes ○ No	Kabadi Court: * ○ Yes ○ No
Hockey Field: *	○ Yes ○ No	Kho-Kho Field: * ○ Yes ○ No	Total Area of Sports Field (in Sq.Mts): * [in Sq.Mts.]
Any Other Sports Area: *	○ Yes ○ No		

Is Hostel Available: ○ Yes ○ No

Give Details, if Applying for College Attached Hostel status:

Land Location :	[Name of the Location]	Total Area Of Land(in acres): [in acres]	No.of Buildings: [No of Buildings]
No of floors:	[No of Floors]	Total floor area in (Sq.Mts.): [in Sq.Mts.]	Whether internet is provided: ○Yes ○No

Submit

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- Click on "College Attached Hostel details" button
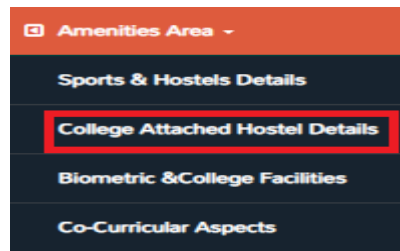
- Select Yes/No button and click on Update button

College Attached Hostel Details

College Attached Hostel Exists in your College : ○ Yes / ◉ No

Note: Select **"Yes"** If properly permitted College Attached Hostel is available. Otherwise select **"No"**

Update

- Click on "Biometric & College Facilities" button
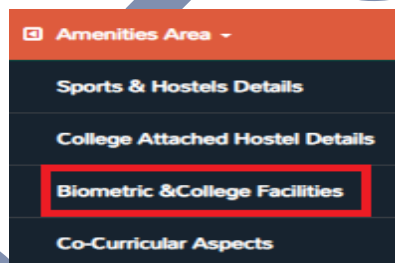
- Details like College Facilities / Toilets / Aadhar Enabled biometric system of attendance / CC Cameras and Parking Place are displayed. If any changes required please update and click on submit button

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Toilets

Are Staff toilets available: * ● Yes ○ No

	Type	Urinals	WCS
Staff Toilets	Gents	4	1
	Ladies	4	1

Are Student toilets available: * ○ Yes ● No

Aadhar Enabled Biometric System of attendance

Whether Aadhar Enabled Biometric system is adopted for all students(both UG & PG)? : * ● Yes ○ No

Whether Aadhar biometric system is adopted for all staff(both Teaching & Non-Teaching)? : * ● Yes ○ No

No of Biometric Systems Available : * 4

College Facilties

Students Feedback Form: * ● Yes ○ No	Boys Common Room : * ● Yes ○ No	Girls Common Room: * ● Yes ○ No
Principals Quarter : * ○ Yes ● No	Staff Quarter : * ○ Yes ● No	Guest House : * ○ Yes ● No
Co-operative Stores : * ○ Yes ● No	Bank : * ● Yes ○ No	Post Office : * ○ Yes ● No
Sewage : * ● Yes ○ No	Student Canteen : * ● Yes ○ No	Health Care Centre : * ○ Yes ● No
Information hand books to the students : * ● Yes ○ No	College Magazines : * ● Yes ○ No	Approcah Roads : * ● Yes ○ No
Carrer Guidance Cell : * ● Yes ○ No	Mode of Transport to reach the insisute : * ○ Yes ● No	Seminar Hall : * ● Yes ○ No

CC Cameras

Whether CC Cameras are installed & found working in the class Rooms,Hostel Carridors,Library,Exam halls and Vantage points? : * ● Yes ○ No

No of CC cameras : * 3

Parking place

Parking Place? : * ● Yes ○ No

Area(sq.mt) : * Parking Area

submit

- Click on "Co-curricular Aspects" button

▣ Amenities Area ▾

Sports & Hostels Details

College Attached Hostel Details

Biometric &College Facilities

Co-Curricular Aspects

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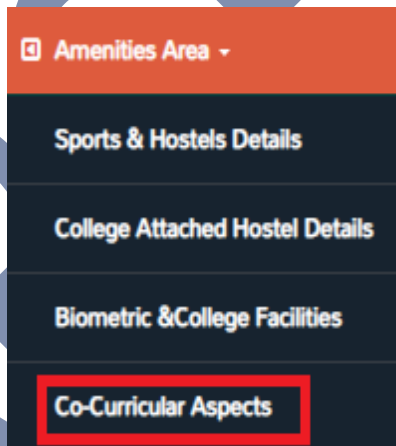
CO-CURRICULAR ASPECTS

Internal Quality Assurance Cell : * ○Yes ◉No

Grievance Redressal Cell : * ○Yes ◉No

Placement Cell:

Placement Cell:* ○Yes ◉No

Campus recruitments in the college: * ○Yes ◉No

MoU with industry: * ○Yes ◉No

Email id :* kk@gmail.com

Entrepreneur Development Cell existing : * ○Yes ◉No

NCC and NSS Details:

College have NSS Unit : * ○Yes ◉No

Account Number:* 78787878787   IFSC Code:* hvtctfct8878

College have NCC Unit : * ○Yes ◉No

Anti Ragging and Women Protection :

Whether Women protection Cell Established:* ○Yes ◉No

Anti Ragging Measures:* yes we will

Whether College has uploaded DCF-II Form Pertaining to MHRD-AISHE for The Current Year:* ◉Yes ○No

Obudusmen Exists:* ◉Yes ○No

Women Empowerment Cell:* ○Yes ◉No

Submit

4. COURSE RELETED DETAILS

- Click on Course Details button

☞ Course Related Details ▾
Course Details
Course Intake Details
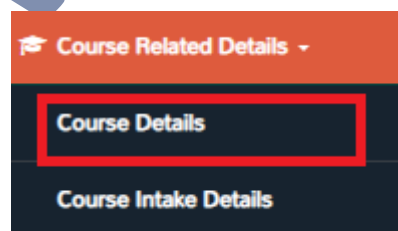
- No of courses offered by the institution are displayed. The number of courses can be added or removed at the bottom of the page.
- Enter the details and click on submit button

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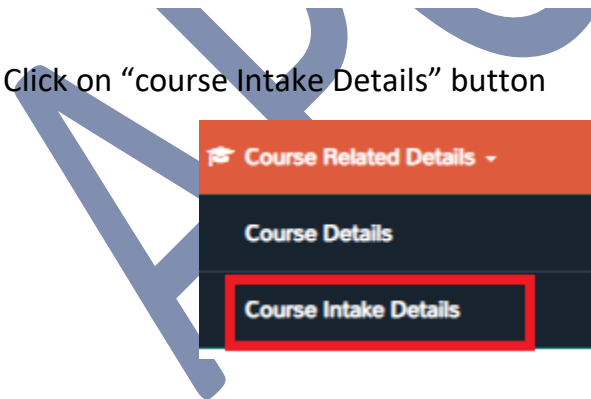Centre for Financial
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DETAILS OF APPROVED EXISTING COURSE (S) / PROGRAMME (S) CONDUCTED BY THE INSTITUTION.

Info: Click on Submit button after entering all the courses to save or update.

No.of Courses *   6

S.No	Course Group	Name of the Course	Combination/Subject	Regular/Self-Financed	Medium	Affiliation Type	Area earmarked(sq.mt.)	Accreditation	Affiliation Order by University	Affiliation Order by Competent Authority (APSCHE/UGC)
1	˅	˅	Mathematics ˅	Regu ˅	I ˅	Temporary ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy		--Select-- ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy	Choose File No file chosen	Choose File No file chosen
2	˅	˅	Mathematics ˅	Regu ˅	I ˅	Temporary ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy		--Select-- ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy	Choose File No file chosen	Choose File No file chosen
5	˅	˅	Mathematics ˅	Regu ˅	I ˅	Temporary ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy		--Select-- ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy	Choose File No file chosen	Choose File No file chosen
6	˅	˅	Mathematics ˅	Regu ˅	I ˅	Temporary ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy		--Select-- ˅ From Date: dd-mm-yyyy To Date: dd-mm-yyyy	Choose File No file chosen	Choose File No file chosen

Add   Submit   Remove

- Click on "course Intake Details" button

☞ Course Related Details ˅

Course Details

Course Intake Details

- Enter the details and click on Save button

Courses with Intake Details

Slno	Course	Branch	Year of Starting Course	2019-20								2018-19						
				Sanctioned by Competent Authority		Sanctioned by University		Total				Total						Sanc by Univ
				No. of Sections	Intake	No. of Sections	Intake	Admitted	Lateral	Super numerary	PIO/ Foriegn	Sanctioned by University	Admitted	Lateral	Super numerary	PIO/ Foriegn	
1	B.Com(English)/Regular/Temporary	General																
2	B.SC(English)/Regular/Temporary	Bio-Technology-Bio-Chemistry-Chemistry																
3	B.SC(English)/Regular/Temporary	Mathematics-Electronics-Computer Science																
4	B.SC(English)/Regular/Temporary	Mathematics-Physics-Chemistry																
5	B.SC(English)/Regular/Temporary	Mathematics-Physics-Computer Science																

Courses with Intake Details

Slno	Course	Branch	Details of Intake year wise									
			2019-20		2018-19		2017-18		2016-17		2015-16	
			Convenor	Management	Convenor	Management	Convenor	Management	Convenor	Management	Convenor	Management
1	B.Com(English)/Regular/Temporary	General										
2	B.SC(English)/Regular/Temporary	Bio-Technology-Bio-Chemistry-Chemistry										
3	B.SC(English)/Regular/Temporary	Mathematics-Electronics-Computer Science										
4	B.SC(English)/Regular/Temporary	Mathematics-Physics-Chemistry										
5	B.SC(English)/Regular/Temporary	Mathematics-Physics-Computer Science										
6	B.SC(English)/Regular/Temporary	Mathematics-Statistics-Computer Science										
Total												

Academic Performance

Slno	Course	Branch	Results									
			2019-20		2018-19		2017-18		2016-17		2015-16	
			Appeared	Passed Out	Appeared	Passed Out	Appeared	Passed Out	Appeared	Passed Out	Appeared	Passed Out
1	B.Com(English)/Regular/Temporary	General										
2	B.SC(English)/Regular/Temporary	Bio-Technology-Bio-Chemistry-Chemistry										
3	B.SC(English)/Regular/Temporary	Mathematics-Electronics-Computer Science										
4	B.SC(English)/Regular/Temporary	Mathematics-Physics-Chemistry										
5	B.SC(English)/Regular/Temporary	Mathematics-Physics-Computer Science										
6	B.SC(English)/Regular/Temporary	Mathematics-Statistics-Computer Science										
	Total											

Save

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5. EMPLOYEE DETAILS

- Click on "Principal Details" button
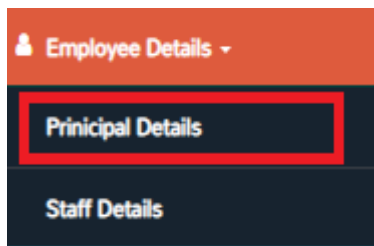
- Enter the details and click on save button

Principal Details

Principal Name : *	Gender: * ○Male ○Female
Aadhar : *	Date Of Birth : * [DD/MM/YYYY]
Person with disability/Divyang/otherwise able: * --select--	
Designation Type : * Teaching	Designation : * Principal
Employee Type : * --Select--	Date of Joining Service: * [DD/MM/YYYY]
Present Designation From: * [DD/MM/YYYY]	Upload Appointment Letter(.pdf Only) * Choose File No file chosen
PAN Number: *	
Ratified By University: * ○Yes ○No	Qualified NET/SLET/SET: ○Yes ○No

Experience of the Principal

University * ○Yes ○No
College * ○Yes ○No

Qualification:

SSC Hall Ticket No:*

Qualification	Specialization	Certificate Number	Percentage	Year of pass(dd/mm/yyyy)	Issuing Authority(university name)	Upload Certificate (Only PDF***)
--Select--						Choose File No file chosen

Contact Details:

Mobile No: *	Email : *
Employee Photo(max 100kb)(only jpg/jpeg**):* Choose File No file chosen	

Other Details

Religion : * --Select--	
Department: * --Select--	Board Discipline Group: * --Select--

Save

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- Click on "Staff Details" button
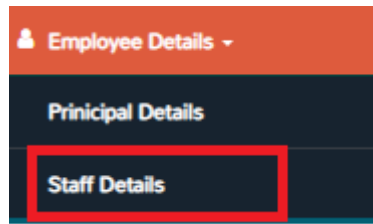
- Enter the details and click on save button

Staff Details

View Staff Details

Field	Field
Employee Name : *	Gender: * ◯ Male ◯ Female
Aadhar : *	Date Of Birth : * [DD/MM/YYYY]
Designation Type : * --select--	Designation : *
Employee Type : * --Select--	Department: * --Select--
Date of Entering Service: * [DD/MM/YYYY]	Present Designation From: * [DD/MM/YYYY]
PAN Number:	SSC Hall Ticket No:
Ratified By University: * ◯ Yes ◯ No	
Qualified NET/SLET/SET: * ◯ Yes ◯ No	

Bank Account Details for Employee:

A/C Number: *	IFSC Code *

Qualification:

Qualification	Specialization	Certificate Number	Percentage	Year of pass(dd/mm/yyyy)	Issuing Authority(university name)	Upload Certificate (upload .pdf files of less than 3 MB only*)	
--Select--	--select--					Choose File No file chosen	+

Monthly Salary: *	Mobile No: *
Email : *	Employee Photo(max 100kb)(only jpg*): Choose File No file chosen

Other Details

Religion : * --Select--	Caste : *

Save

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6. INFRASTRUCTURAL DETAILS

- Click on Lab Area details button
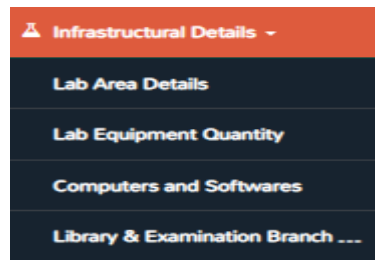
- Enter the lab details and click on Submit button. Lab details can be added or removed.

Details of Laboratories

No.of Labs * 2

S.No	Type of Lab	Name of the Course/Controlling Department	Name of the Lab	Length	Width	Provided Carpet Area(in Sq.Mt.)
1	Common Lab/1st Year Lab		Chemistry	121	121	14641
2	Common Lab/1st Year Lab		Computer Lab	141	111	15651
					Total	

Add   Remove

Submit

- Click on "Computer and Software's" button
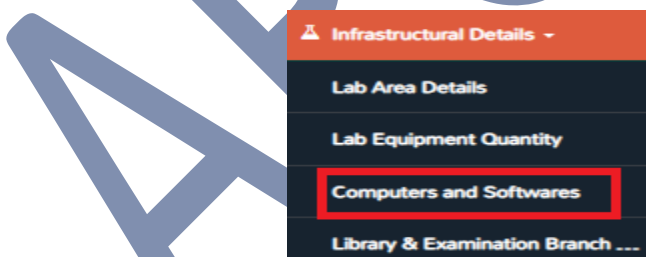
- Enter the details and click on Submit details button

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Computers and Internet

| Total No of Computers available: | 40 | Internet Band width available (in MBPS): | 10 |
| Whether Wi-Fi facility available to staff and students: | No | Computer to Student Ratio | 1 : 7.8 |

Softwares

S No.	Software	No of Licenses
1	Windows Xp Professional with service pack 2	0
2	Adobe Photoshop	0

Add   Delete

Submit Details

- Click on "Lab Facilities" button
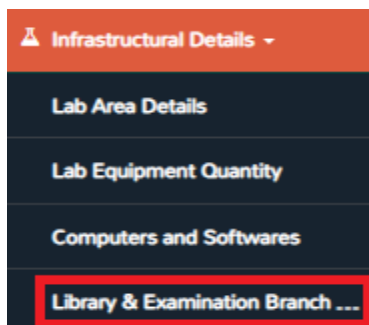
- Enter the details and click on submit button.

Library facilties:

Library carpet area(in Sq.Ft.) : *	20	Reading room seating capacity : *	10	Library Timings : *	10am-5pm

Whether Library automation software is being used : * ◉yes ○No

No.of Supporting Staff : * 3

Reprographic/Photostat facilities : * ◉Available ○Not Available

No of copies per minite : * 5

Books:

No.of Titles : * 1000

No.of Volumes : * 200

journals:

National : * 50

International : 25

Journals : * 15

e-Journals : * 15

Digital Library : ○Yes ◉No

Examination Branch:

Whether location and ambience of the Examination Branch congenial for carrying out confidential work : * ◉Yes ○No

Physical facilities:

Number of computer systems: * 40

No of High Speed copier machines: * 2

Internet Bandwidth(Mbps): * 10

Separate rooms for confidential work: * ◉Yes ○No

Examination Details

[Add Row] [Delete Row]

S.No	Staff Category	Staff Name
1	--Select--	--Select--

Details of measures taken by the College to maintain the confidentiality/security of the Examination Branch : — no information is revealed to anyone except the principal and assistant

Details of officer(s) in charge identified : — --Select--

[submit]

7. FINANCIAL DETAILS

- Click on "Financial Details" button

₹ Financial Details ▾

Financial Details

- Enter the details and click on Submit button

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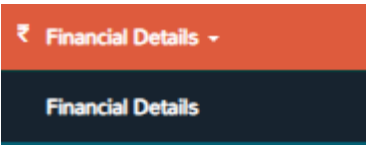
Grant/Revenue Received(in Lakhs)

Central Government Grant: * [ ]	State Government Grant: * [ ]
University Grants Commission: * [ ]	Other state/Central government bodies: * [ ]
Private Trust: * [ ]	Donations: * [ ]
Student Fee: * [ ]	Internal Revenue Gnerated: * [ ]

Others(Please specify): * ○Yes ○No

Details Of Fee Collected From Students

S.No	Title Of The Fee	Frequency for Monthly	Amount (Rs.in.Lakhs)
1	Fine	Select	
2	Hostel Fee	Select	
3	Others	Select	
4	Condonation Fee	Select	
5	Tuition Fee	Select	Convenor Quota Amount Management Quota Amount

Expenditure Details(Rs. in Lakhs)

Salary of full time faculty: * [ ]	Salary of visiting faculty: * [ ]
Salary of non-teaching staff: * [ ]	Library: * [ ]
Computer Center: * [ ]	Equipment for Labs and Workshop: * [ ]

Others(Please specify): * ○Yes ○No

Financial Details of the Institution for the Previous Academic year

Bank Name: * [ ]	Branch: * [ ]
Account No: * [ ]	Ifsc Code: * [ ]
Cash Balance (Rs.in.Lakhs): * [ ]	

Corpus Fund Reciept,If any(Excluding FDR submitted to AICTE): * ○Yes ○No

Financial audit: * ○Yes ○No

[Submit]

8. AFFILIATION FEE PAYMENT

- Click on "Affiliation Fee Status" button

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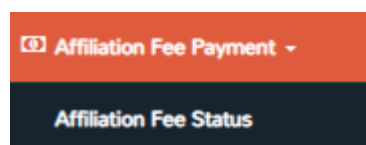
- Fee particulars will be populated like as shown below. Click on "pay amount" button

Affiliation Fee Status

S.No	Academic Year	Fee to be Paid	Fee Paid	Due
1	2020-21	45454	45454	0
2	2019-20	1000	1000	0
3	2018-19	454	454	0
4	2017-18	454	454	0
5	2016-17	454	123	331
6	2015-16	4545	4454	91
	Affiliation Due Fee For Total Years			422
	Inspection And Process Fee For the Current Year : *			50000
	Amount Paid through online :			0
	Total Payment Due: *			50422
	Submit			

* Please Submit Affiliation details to get payment tab

Current Paying Amount:*	
Paying towards :*	
	Pay Amount

9. AFFIDAVIT UPLOAD

- Click on Affidavit Upload button.
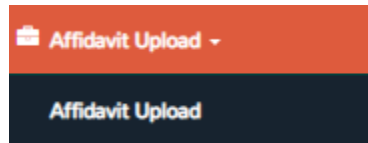
Affidavit Upload ▾

Affidavit Upload

Affiliation Upload Affidavit

I agree the above submitted information,documents,Geo positions are true, I hereby understand and agree that the application being submitted for Affiliation will be processed by the University only. Role of APCFSS is limited only to facilitate the Submission of Application through this portal to the university Please note that the APCFSS (Andhra Pradesh Centre for Financial Systems and Services) is not responsible for legal and RTI cases on any aspect with regard to affiliation process since the APCFSS is only providing technical support to the parties for online affiliation process.

- Click on the box. Upload the Affidavit word file which is downloaded at the home page.

Affiliation Upload Affidavit

☑   I agree the above submitted information,documents,Geo positions are true, I hereby understand and agree that the application being submitted for Affiliation will be processed by the University only. Role of APCFSS is limited only to facilitate the Submission of Application through this portal to the university Please note that the APCFSS (Andhra Pradesh Centre for Financial Systems and Services) is not responsible for legal and RTI cases on any aspect with regard to affiliation process since the APCFSS is only providing technical support to the parties for online affiliation process.

Upload Affidavit*   [Choose File | No file chosen]

Submit

10. COMPLIANCE

- Enter the required fields and upload the required documents and click on submit button.

Compliance

Status of Compliance of specific deficiencies of last approval/extension of approval

Add Row   **Delete Row**

S.No	Specific Conditions/Deficiencies	Compliance Status	Upload	Remarks
1	dnhbhbubgfqjbhbb	Not Complied	Choose File No file chosen	fgklnjn
2	fknjnjinjing	Not Complied	Choose File No file chosen	jgwbuibubibg fononf
3	sfnjiibibg	Not Complied	Choose File No file chosen	kgjbibibg

Submit

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11. GRIEVANCES

- You can raise the Query / Problem in Affiliation Application in which you are facing any technical issue or assistance required by selecting in drill down button and click on submit.

Queries/Remarks/Problems in Affiliation Application

S. No.	Date	In Which Page/Tab	Specify Queries/Remarks/Problems
1	[DD/MM/YYYY]	Select	

Submit

S. No.	Date	In Which Page/Tab	Specify Queries/Remarks/Problems	Solution

For Any Kind of Queries regarding the Affiliation Portal

Help-Desk :   9121103132

7670871536

7670879747

7670856500

E-mail: affiliationhelp@apcfss.in

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Systems and Services