

# KRISHNA UNIVERSITY

PROF. Y.K. SUNDARA KRISHNA  
REGISTRAR  
Krishna University  
Rudravaram

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No. KRU/Affiliations/Inspection Fee/2021-22

dt. 26.07.2021

To  
The Secretary & Correspondent of All Affiliated Colleges,

Dear Sir/Madam,

- Sub: Krishna University, Machilipatnam – College Development Council – Affiliation process for academic year 2021-22 – reg.
- Ref: 1. Circular received from the APSCHE giving Time lines of Affiliation Process for the Academic Year 2021-22  
2. Instruction Manual for Affiliation Management for 2020-21  
3. G.O. Ms. No. 36, Higher Education (C.E) Department, Dt. 15<sup>th</sup> July, 2021 by the Special Chief Secretary to Government, Government of Andhra Pradesh

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\*With reference to the subject and references cited, I am by direction to inform to the Secretary & Correspondents of all the Affiliated Colleges of Krishna University that affiliation process for the academic year 2021-22 is going to start from 31.07.2021 according to the time lines given by APSCHE as per reference cited (1). In this regard, a revised instruction manual for Affiliation Management is attached along with this letter as per the reference cited (2). Further, the A.P. Govt. issued G.O. Ms. No. 36, Higher Education (C.E) Department, Dt. 15<sup>th</sup> July, 2021 regarding rules for Establishment, Recognition, Administration and Control of Institutions- RULES, 2021, the same was attached along with this letter for your information which helps for starting New Private Un-aided Degree Colleges, Un-aided Under Graduate and Post Graduate Programmes, Shifting of Colleges, Change of Management, Conversion of Colleges, Change of Name of the College, etc., as given by the reference cited (3).

In this context, I request the Secretary & Correspondents & Principals of all Affiliated Colleges to take the printout of above said documents & go through them thoroughly & keep the documents accordingly for the smooth uploading of college details in the affiliation portal. However, I would like to bring the following points for your kind perusal to take utmost care while preparing the documents.

- 1) All the Xerox copies must be taken from the original documents to have proper visibility and readability with regard to numbers, figures etc. Xerox should be taken both the sides for land documents.
- 2) Documents such as building plan approvals, Panchayat approvals etc., shall have signatures of approved authority with clear visibility
- 3) Latest society renewal certificates along with list of Governing body members along with the Email Id's and Phone Numbers of Secretary & Correspondent.

- 4) While providing building details, class room details etc., I request you to prepare details in tabular form in both Sft., & Sq. meters in case of areas. In case of lengths mention the calculations in feets and meters. The same may be utilized while uploading the documents in the affiliation portal with careful observation i.e., whether the details are asked to furnish in sft., Sq. meter, feet (or) meters.
- 5) In case of financial figures, I request you to prepare details both in Rupees & in lakhs and use the details while uploading the information with careful observation.
- 6) While uploading faculty details, list of faculty along with their Certificates, Aadhar Card details, Pan Card, and all other details need to be collected and furnished without missing any of the documents as per the manual.

For other remaining points also, I request you to go through the Instruction Manual provided along with this letter and prepare accordingly.

Further, it is also requested to pay the Inspection fee before the start of Affiliation process 2021-22 (UG Colleges Rs. 10,000/-, UG with PG Colleges Rs. 15,000/- and Professional Colleges Rs. 15,000/-)

Thanking you,

Yours sincerely

*[Handwritten Signature]*  
26/07/2021

REGISTRAR

REGISTRAR

KRISHNA UNIVERSITY

MACHILIPATNAM

Copy to:

The Principals of All Affiliated Colleges

The Vice-Chancellor's table

The File

*[Handwritten Signature]*  
26/7/2021

