# Samarth

Affiliation Management

Introduction

Affiliation Module helps the University to manage its affiliated colleges, requests and extension. In this module, Colleges can either upload all documents on the University's page or already affiliated colleges can apply for sanctioning of new courses. It helps colleges to upload all documents (in any format) on the server effortlessly.

The data that gets uploaded is scrutinized by the Affiliation Committee for remarks and approval. Colleges can view notifications that are sent by Universities and also receive affiliation certificates. New course allotment letters can also be accessed through this module. While filling the affiliation form, applicant colleges need to follow sequential steps which will be covered further.

Dashboard
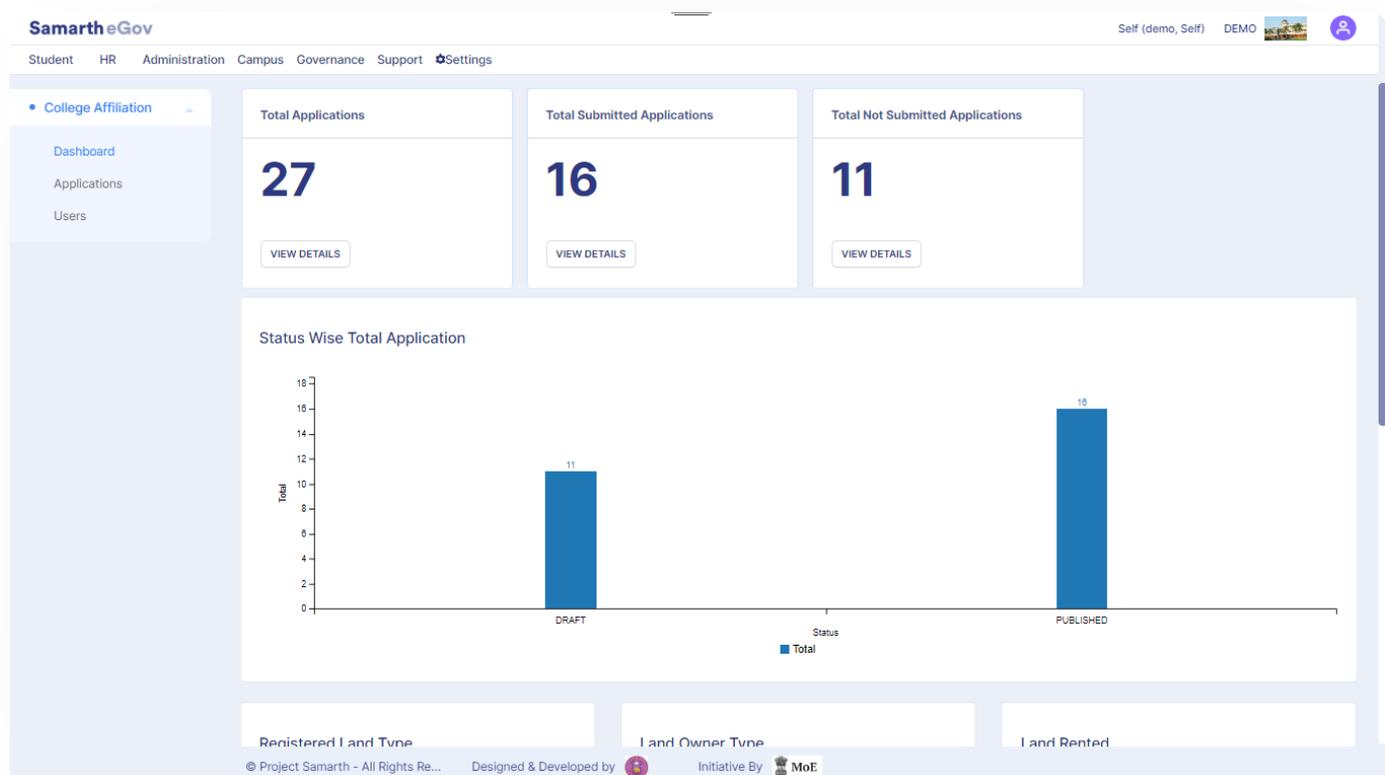
The applicant can register themselves for college affiliation by clicking on the portal link and fill in the required details:-

- Applicant's Name

- Applicant's Mobile

- Applicant's Email ID

After clicking on the **Register** button, a mail will be sent to the applicant's registered email id.

Login as a User

User can log in his/her account by clicking on the portal link and fill in the required details:-

- User Name

- Password

Existing User

Existing users can only log in to his/her account after the activation of account by the admin.

Activate the Account

Only Admin can activate the Applicant's account which has registered to make it a valid user by clicking on the **Activate Account** button present in front of the entry under **College Affiliation » User Administration » Users » Guest Entry.**

After clicking on the **Activate Account** button, a mail will be sent to the applicant's registered email id.

Application for Affiliation

User can apply by clicking on the **Apply** button present on the portal and fill in the required details:-

In this section, the user has to enter his land's details:-

- Applicant Name

- Applicant Mobile

- Applicant Email

- Address Line 1

- Address Line 2

- City

- Country(Select from the drop-down)

- State(Select from the drop-down)

- In whose name the owner of the land is? (Select from the drop-down)

- Whether the land is Registered/Leased Deed/Rented? (Select from the drop-down)

- Is the building constructed on the land purchased by the Trust/Society? (Select from the drop-down)

- Is the College being run on rented buildings? (Yes/No)

- When the Trust/Society would complete the construction of its building? (Select from the calendar)

- Name of society president

- Name of Society Secretary

- Secretary Phone

- Is the building disabled-friendly? (Yes/No)

- Scope for future expansion of buildings

After filling all these details, click on the **Save and Continue** button to proceed further.

Facility Details

In this section, the user has to enter all the facility's details available in their University/College/Institute:-

- Number of Reception Room

- Reception Area (in meter square)

- Number of Principal Room

- Principal room Area (in meter square)

- Admin Office Area (in meter square)

- Number of Admin Office

- Hod room Area (in meter square)

- Number of HOD Room

- Faculty room Area (in meter square)

- Classroom Area (in meter square)

- Number of Class Room

- Lab Area (in meter square)

- Number of Labs

- Computer Lab Area (in meter square)

- Number of Computer Lab

- Number of Store Room

- Storeroom Area (in meter square)

- Number of Seminar Room

- Seminar room Area (in meter square)

- Multipurpose room Area (in meter square)

- Number of Multipurpose Room

- Number of Libraries

- Library Area (in meter square)

- Girls Common Room Area (in meter square)

- Number of Girls Common Room

- Boys Common room Area (in meter square)

- Number of Toilets

- Toilets Area (in meter square)

- Number of Xerox room

- Xerox room Area (in meter square)

- Playground Area (in meter square)

- Number of Playgrounds

- Canteen Area (in meter square)

- Number of Canteens

- Other Room Details

- Number of Library Books

- Number of Library Journals

- Number of Offices

- Number of Almirah

- Number of Halls

- Number of Furniture

- Number of Racks in Library

- Number of Stools in Lab

- Number of OHPs

- Number of LCDs

- Number of PCs

- Internet Facility (give the name of Broadband Service Provider)

- Does the campus have a Wi-Fi facility?

- Hostel facility for Boys (Intake of Students)

- Hostel facility for Girls (Intake of Students):

- Number of Sewer Facility

- Number of Rainwater Harvesting Facility

- Plantation done/ plans proposed for it

- Alternative sources of energy used/ proposed

After filling all these details click on the **Save and Continue** button to proceed further.

Category-wise details of employees in the College

In this section, the user has to enter all the employees's category details available in their University/College/Institute:-

- **Teaching Staff**

    - Male-UR/OBC/SC/ST Counts

- **Non-Teaching Staff**

  - Male-UR/OBC/SC/ST Counts

  - Female-UR/OBC/SC/ST Counts

After filling all these details click on the **Save and Continue** button to proceed further.

Other Details

In this section, the user has to enter all the other details available in their University/College/Institute.\For Example:- measures adopted for the security, anti-ragging measures, year/session when temporary affiliation was first granted, etc.

- Application Fee DD Number(Details of University Fee for starting new programmes/ courses payable as DD for each course)

- Application Fee Date(Select from Calendar)

- Details of measures adopted for the security of women employees and students in the Campus and Girls Hostel

- Give details of anti-ragging measures in the campus and hostels

- Has the college been accredited by NAAC or other accrediting bodies? If so, give Rank and period of validity of accreditation

- Is the Programme/Course approved by the Academic Council/Executive Council of the University?

- State the year/session when temporary affiliation was first granted to the programme/course for which extension of affiliation is being applied, State whether there was a break in temporary affiliation for this programme/course? If so, give the years in a break of affiliation

Faculty Details

In this section, the user has to enter all the Faculty details of their University/College/Institute:-

- Name

- Percentage in UG

- Percentage in UG

- Year of Ph.D.

- NET

- Other Information

To enter multiple faculty details click on the **Save** button and enter other faculty details.

Users can delete the details just entered by clicking on the **Delete** button prompting you to be sure to delete the entry/item.

After filling all the available details click on the **Proceed to Next Section** button to proceed further.

Category Wise Students

In this section, the user has to enter all the students's details category-wise enrolled in the courses offered in their University/College/Institute:-

- **Course**

    - Male - UR/OBC/SC/ST Counts

    - Female - UR/OBC/SC/ST Counts

Users can delete the details just entered by clicking on the delete button prompting you to be sure to delete the entry/item.

After filling in all the available details click on the **Proceed to Next Section** button to proceed further.

State-Wise Students

In this section, the user has to enter all the student details who are state-wise enrolled in the courses offered in their University/College/Institute:-

- **Course**

    - Male - Counts of (Same state/ Other state/ Foreign nationals)

    - Female - Counts of (Same state/ Other state/ Foreign nationals)

To enter multiple student details state-wise for different courses, click on the **Save** button and enter the details for the next course.

Users can delete the details just entered by clicking on the delete button prompting you to be sure to delete the entry/item.

After filling all the available details, click on the **Proceed to Next Section** button to proceed further.

Upload Documents

In this section, the user has to upload the supporting documents:-

- Land Registration Document(Enclose copies of deed & mutation)

- The validity of the registration of the Society (Attach copy)

- Security FDR

- Affidavit

- Clearance/ No Objection Certificate

- Document for Registration of the Society/Trust

- Documents of classification of land and its location as Metropolitan or other areas

- Land Use Certificate

- Registered land/Government leased land documents

- Appropriate order from the Govt. permitting

- Building Plan

- Documents by the registered Society/Trust earmarking land and buildings for the proposed college.

- Details of the latest fund position

- Project Details

After filling in all the available details click on the **Proceed to Next Section** button to proceed further.

Preview

A preview page will appear to verify all the details at once and then click on the **Submit** button present at the bottom of the form/Proforma to finally submit all the entered details.

Application

application if **Pending/Published/Drafted.**

Users

Admin can either Activate the account or can reset the password in this section.

The account can be activated by clicking on the **Activate Account** button present in front of the entry under **College Affiliation » User Administration » Users » Guest Entry.**

Passwords can be reset by clicking on the reset icon present in front of the entry under **College Affiliation » User Administration » Users » Guest Entry.**
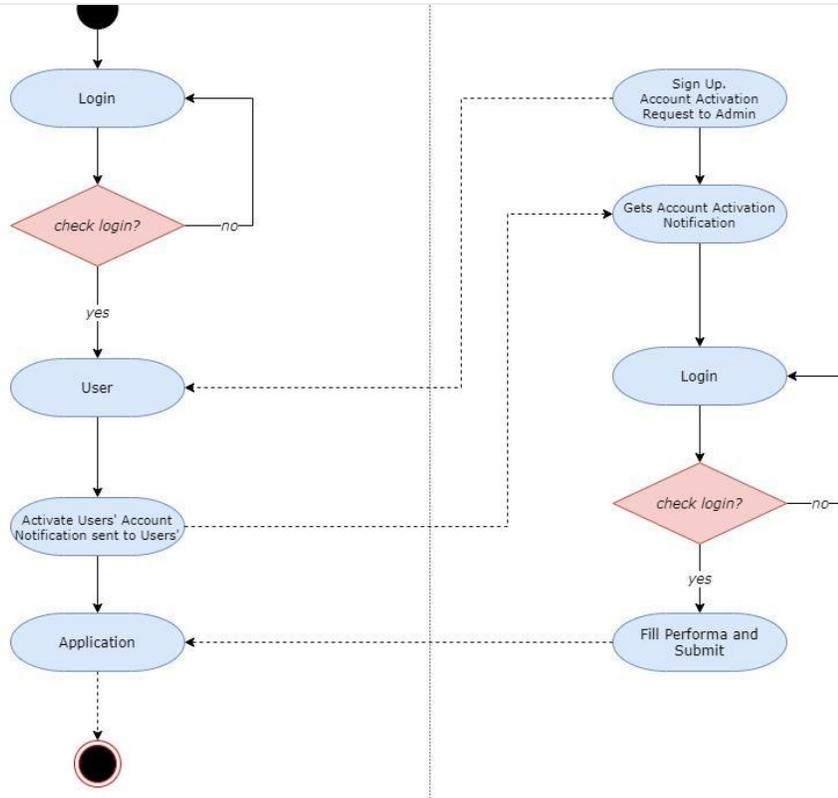
Annexure

Roles

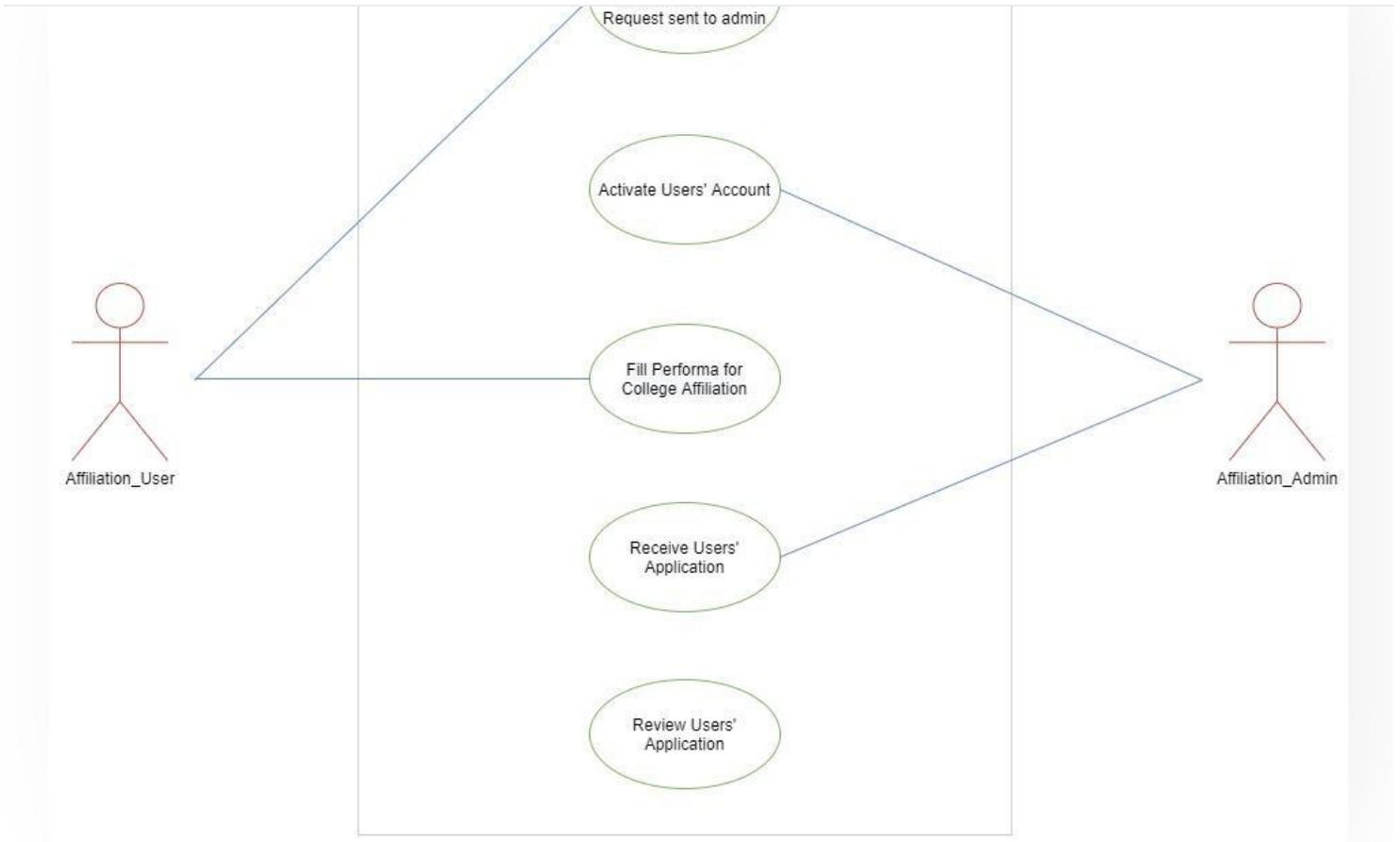| Role Name	Description
affiliation_admin	Can view the application, activate a user account, reset user account password, etc.
affiliation_user	Can log in and apply for affiliation.

Workflow Diagrams

Activity Diagram

Activity Diagram of Affiliation Module

Use Case Diagram

External Resources

📽 Module Training Video ↗

🖉 Edit this page

INTRO

Getting Started

Module Breakup and Prerequisites

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Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

ADMISSIONS

CU Admission Userguide

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Alloaction (E-housing)

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

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Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System