Karnataka State Higher Education Council

Online Affiliation System User Guide

(EXISTING Colleges)

Login to Affiliation SW System

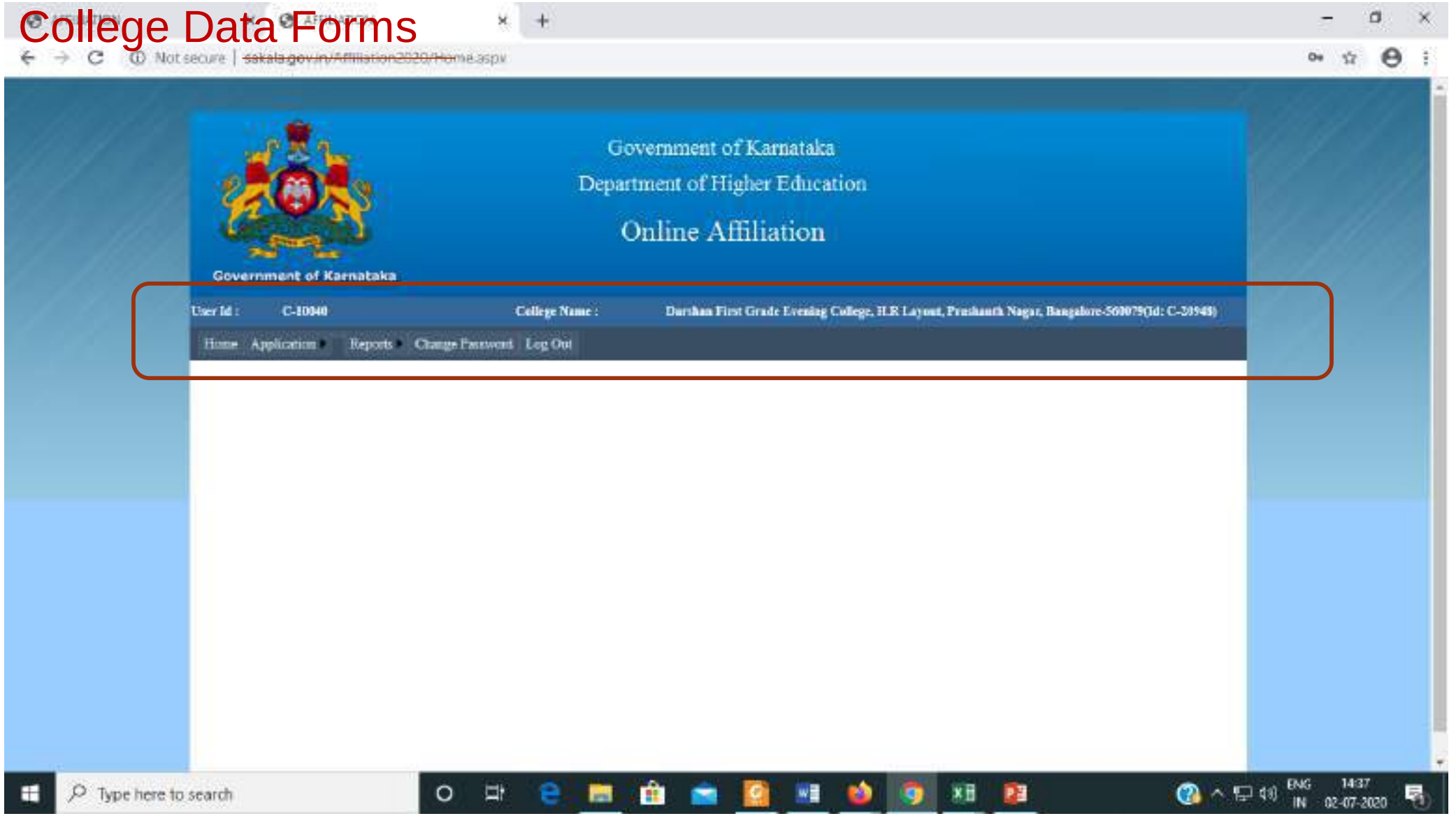
All EXISTING colleges can use USER ID and PASSWORD used for affiliation during 2020-21.

To Login to Affiliation portal, visit
https://www.onlineaffiliation.karnataka.gov.in/Affiliation2122/login.aspx
(Internet Explorer Browser is preferred)

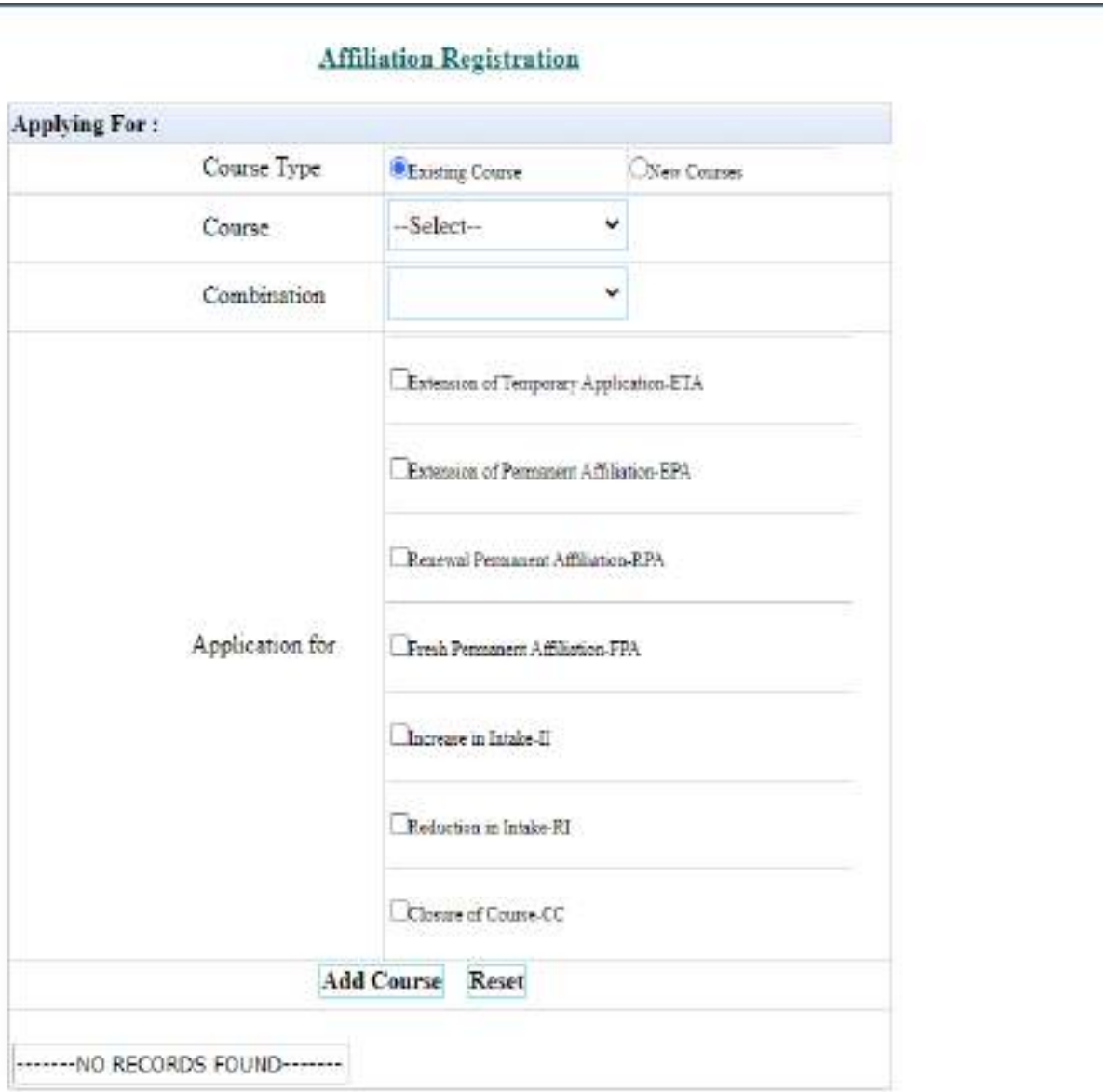
Use the provided User ID and Password and Login.

In case if Password is forgotten, use this link
And retrieve Password to the registered mobile number.

College Name and Menu will be displayed. Through Dropdown list access College Data Forms

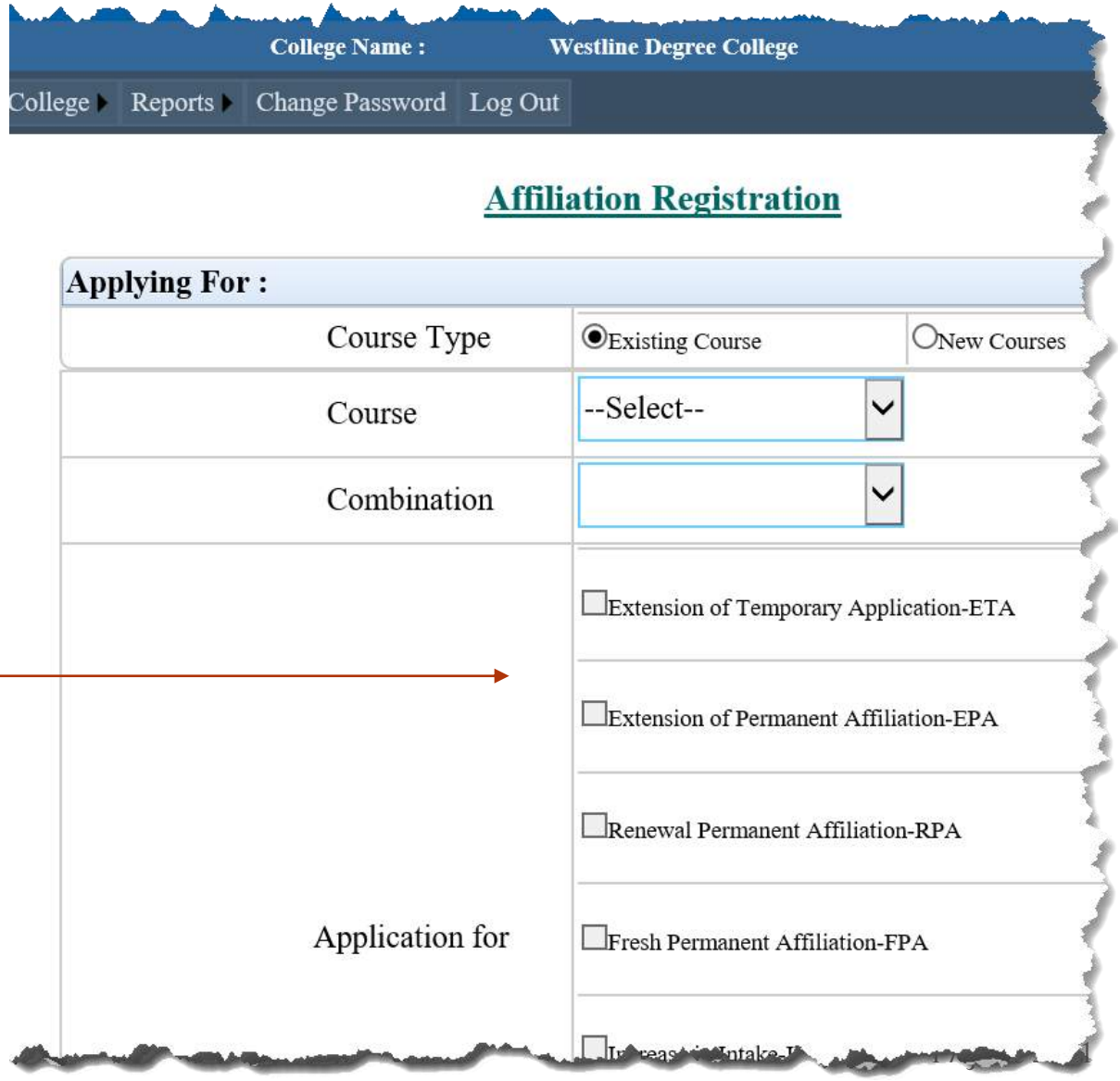


Part -1.1: Affiliation Registration



- All Courses and Combinations, both **Existing** and **New**, have to be added and appropriate type of Affiliation for each course should be selected in **PART 1**, under "**Affiliation Registration**"

- The **types of Affiliation** for Existing Course-Combinations are:
  - Extension of Temporary Application-ETA
  - Extension of Permanent Affiliation-EPA
    Renewal Permanent Affiliation-RPA
  - Fresh Permanent Affiliation-FPA
  - Increase in Intake-II
  - Reduction in Intake-RI
  - Closure of Course-CC

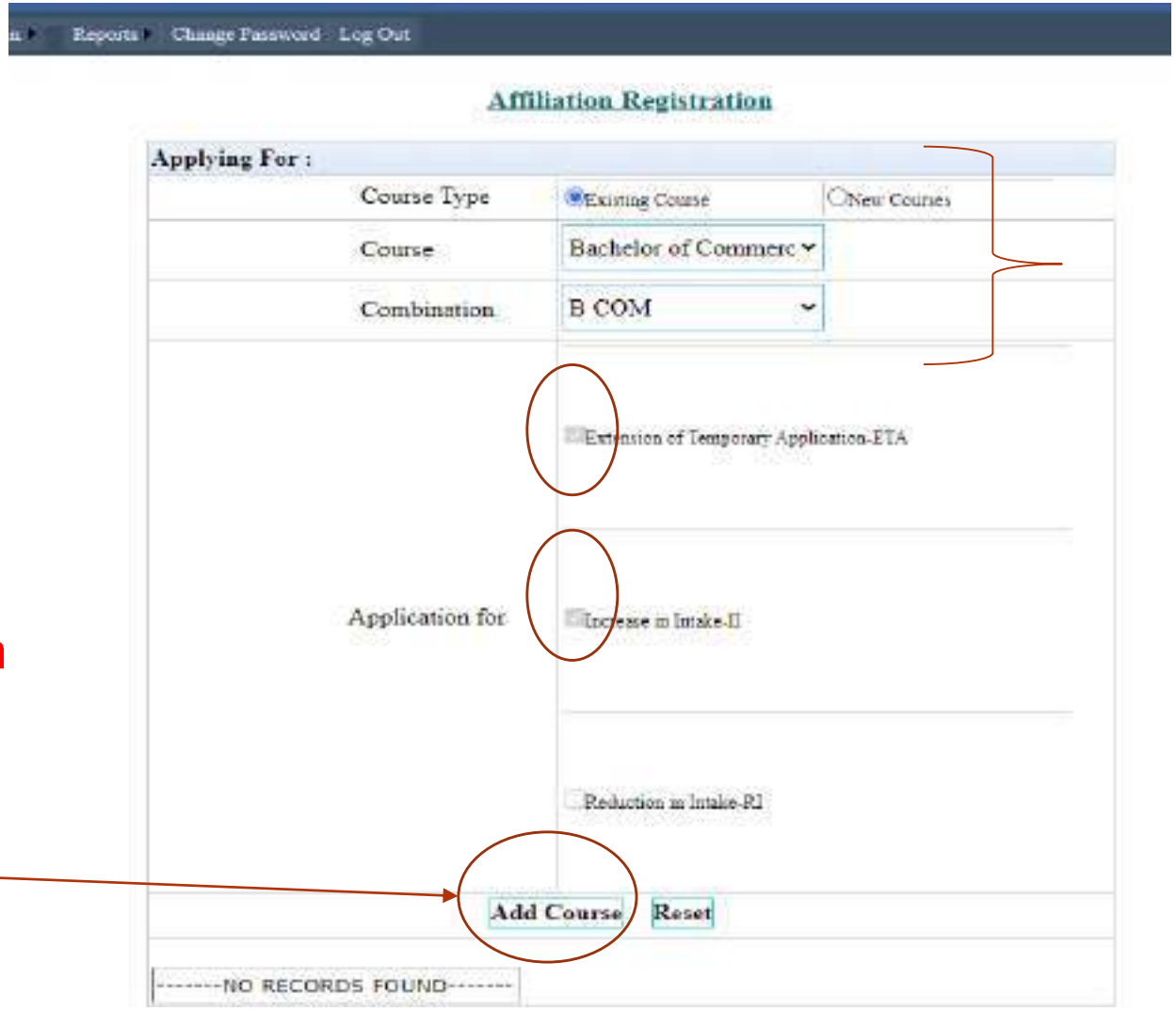


Select Course Type, Course Combination

- All Courses and Combinations, both **Existing** and **New**, have to be added and appropriate type of Affiliation for each course should be selected in **PART 1**, under "**Affiliation Registration**"

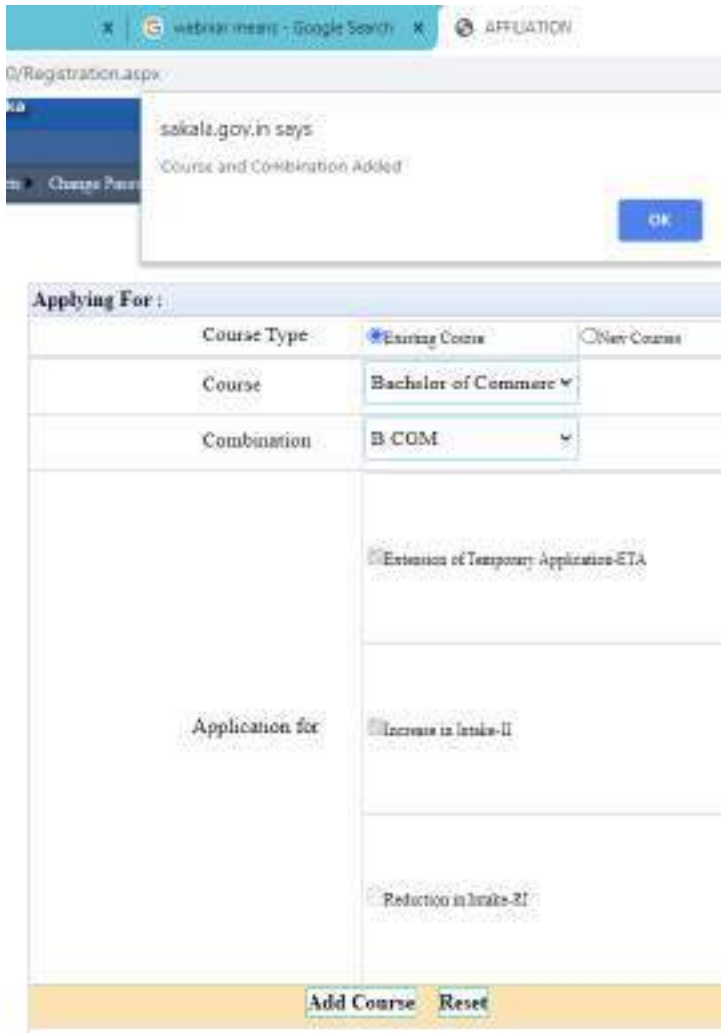
B.Com. Course opted for Extension of Temporary Affiliation and increase in intake

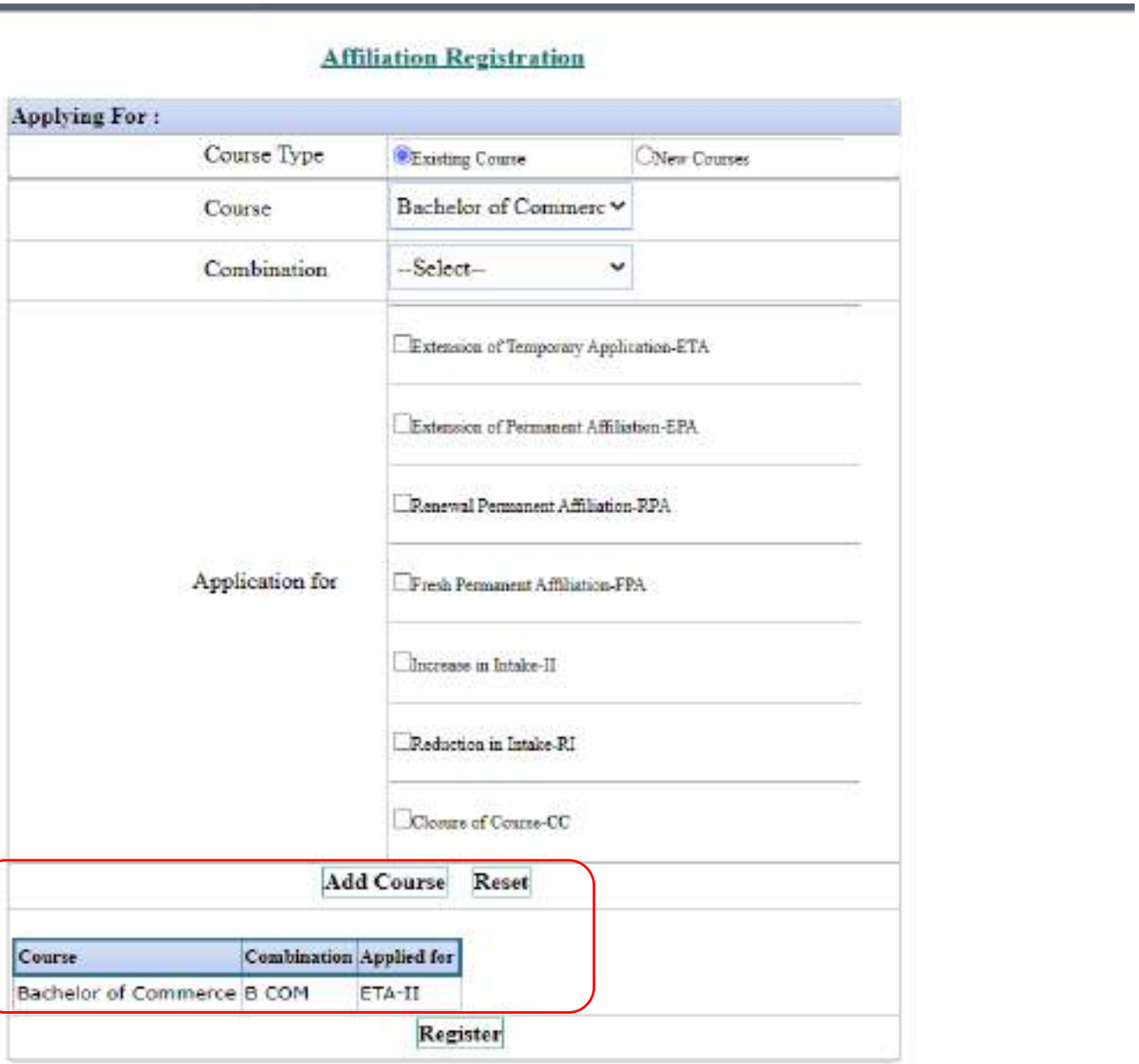
Click on Add course



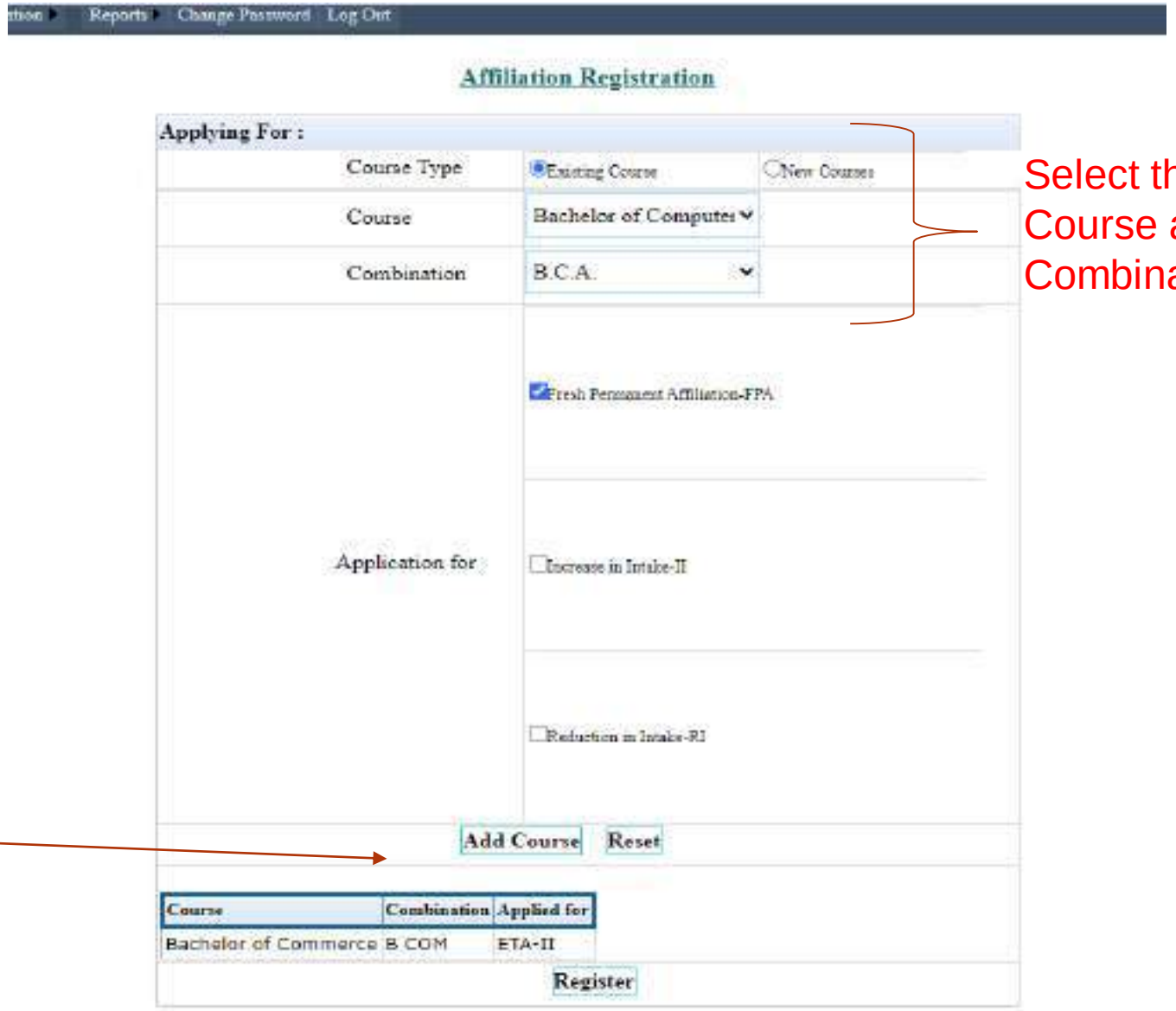
Select the Course and Combination

B.Com. Course gets added under ETA-II



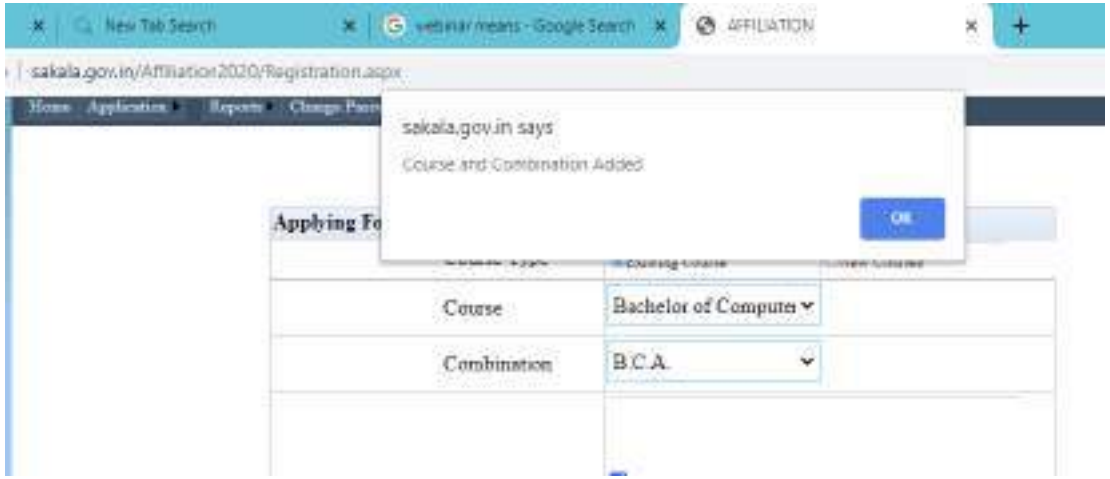


BCA Course opted for Fresh Permanent Affiliation FPA



Select the Course and Combination

Click on Add course



BCA Course added for Fresh Permanent Affiliation FPA

Like this Courses may be added for relevant affiliation

Affiliation Registration

Applying For :

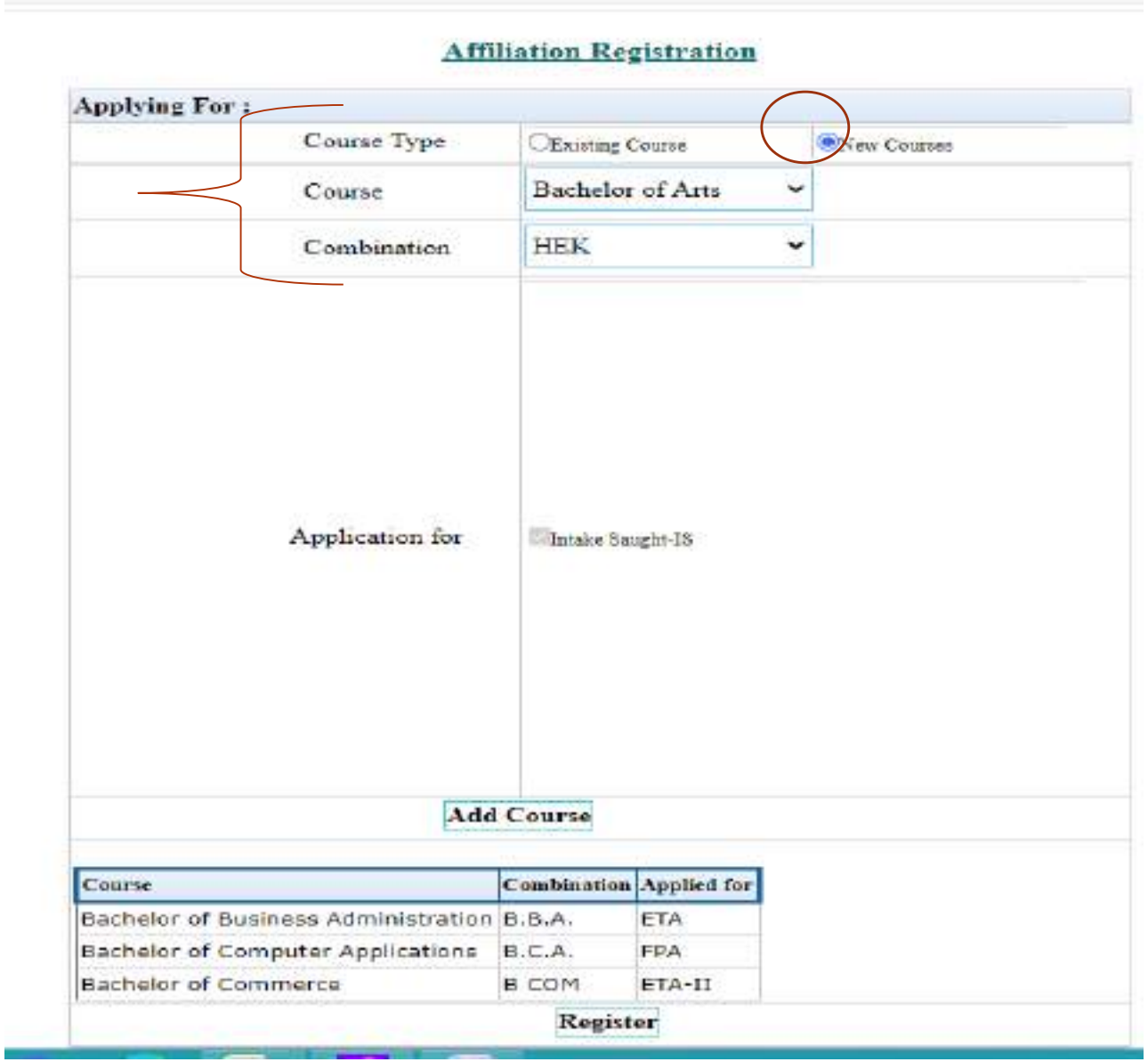
Course Type	Existing Course / New Courses
Course	Bachelor of Business
Combination	B.B.A.
Application for	Extension of Temporary Application-ETA Increase in Intake-II Reduction in Intake-RI

Add Course | Reset

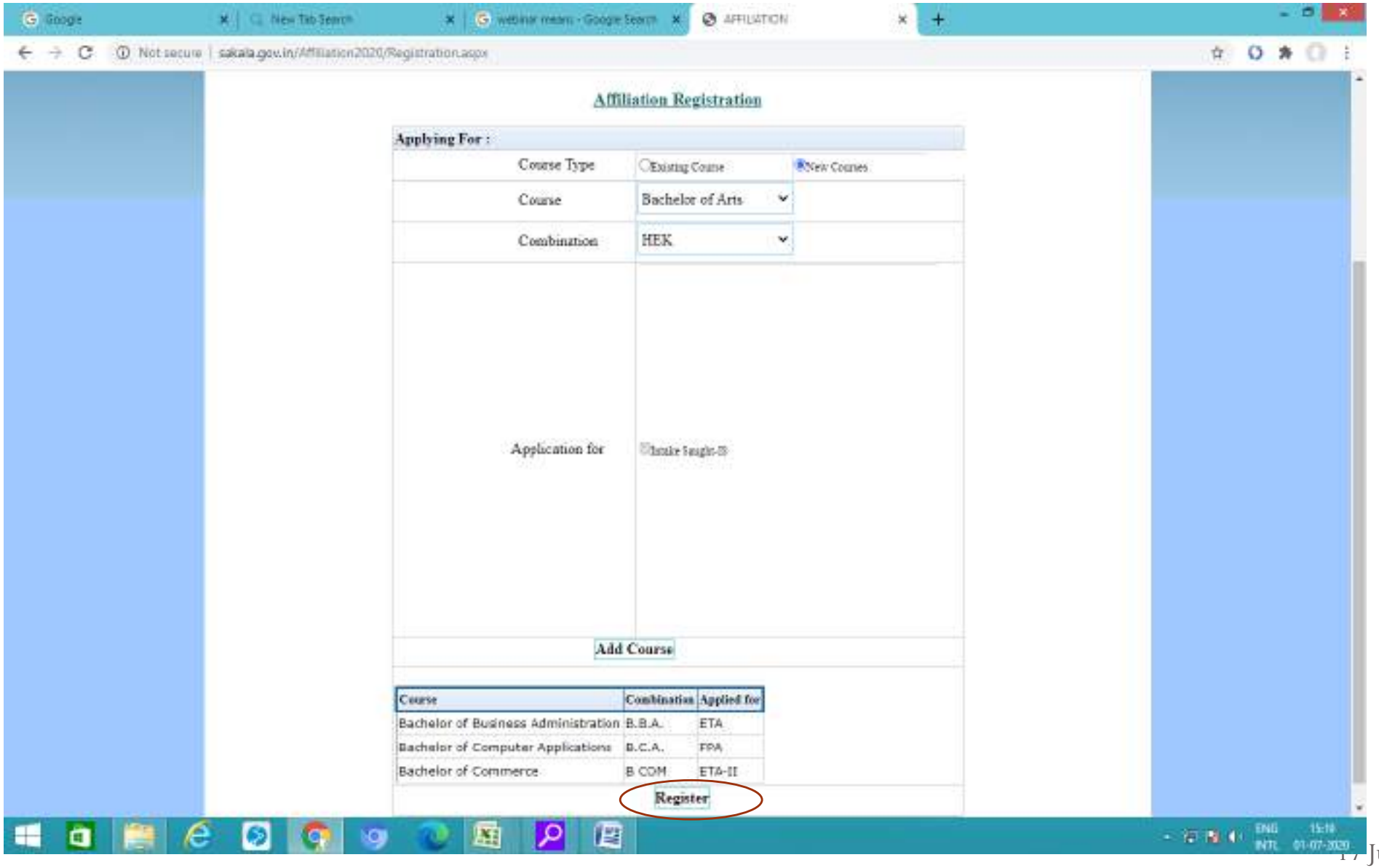
Course	Combination	Applied for
Bachelor of Computer Applications	B.C.A.	FPA
Bachelor of Commerce	B COM	ETA-II

Register

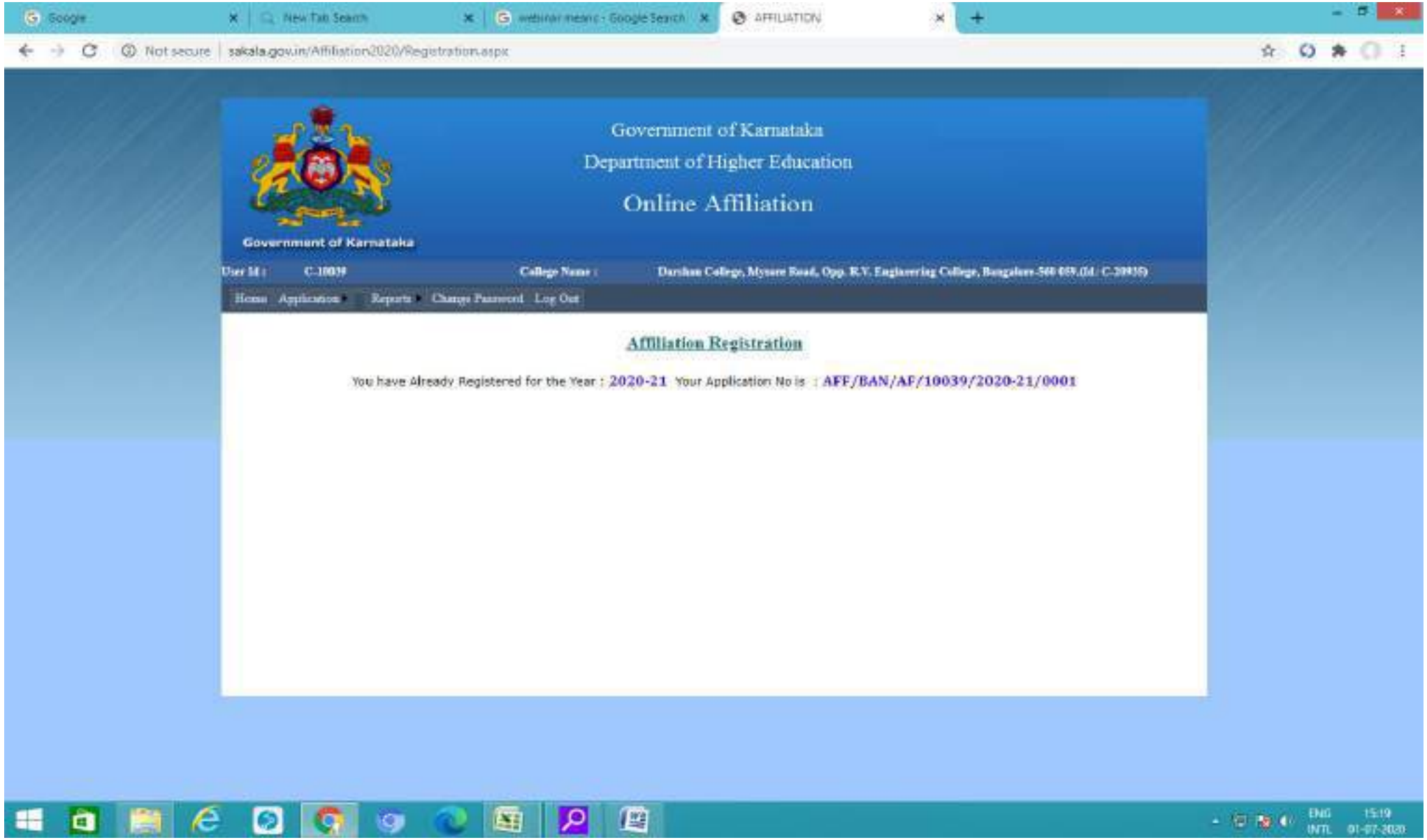
New Courses can be added by Opting New Course and Select the Course and Combination and Click on Add course



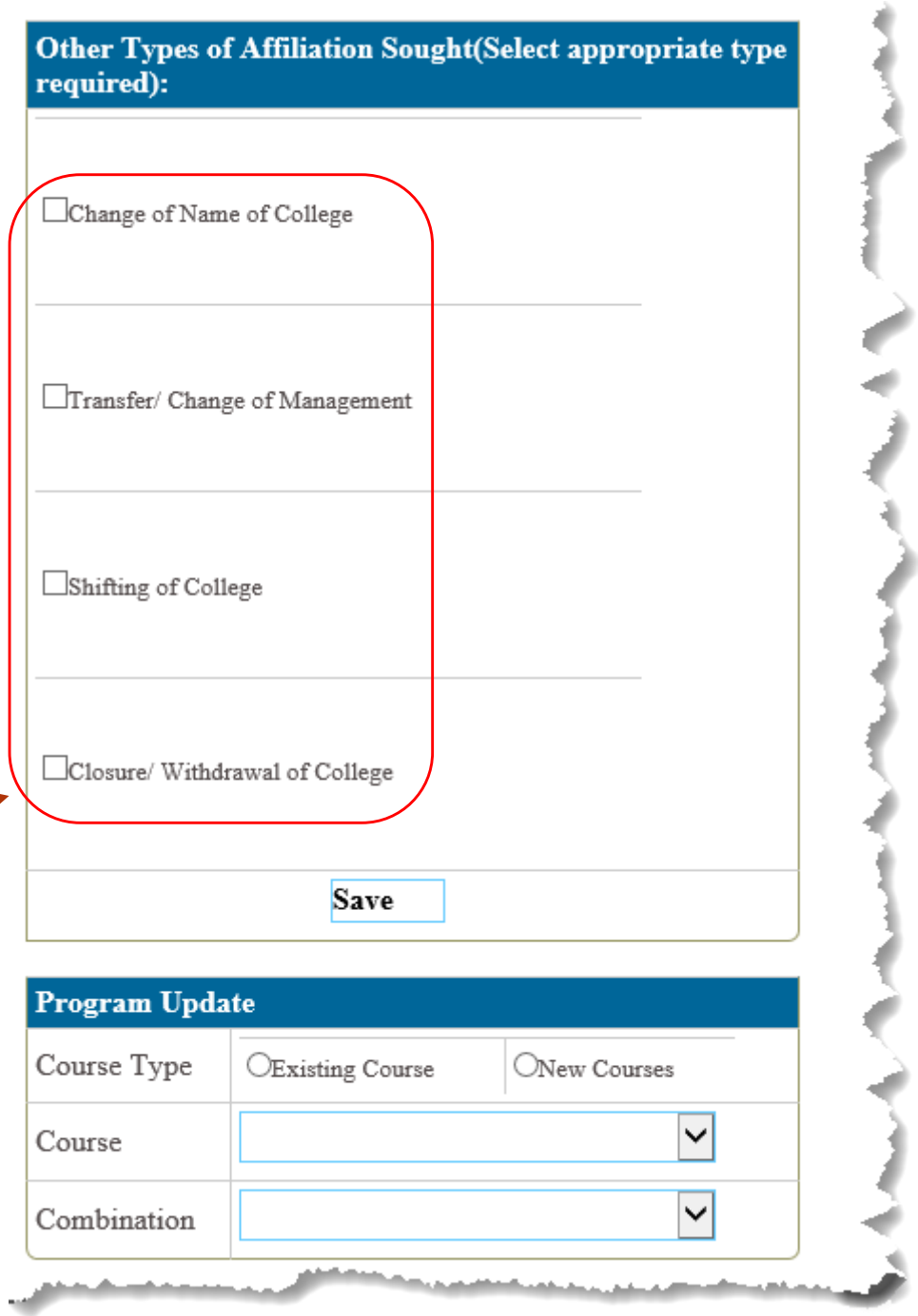
After Adding all the courses Click on Register to Register



College got Registered

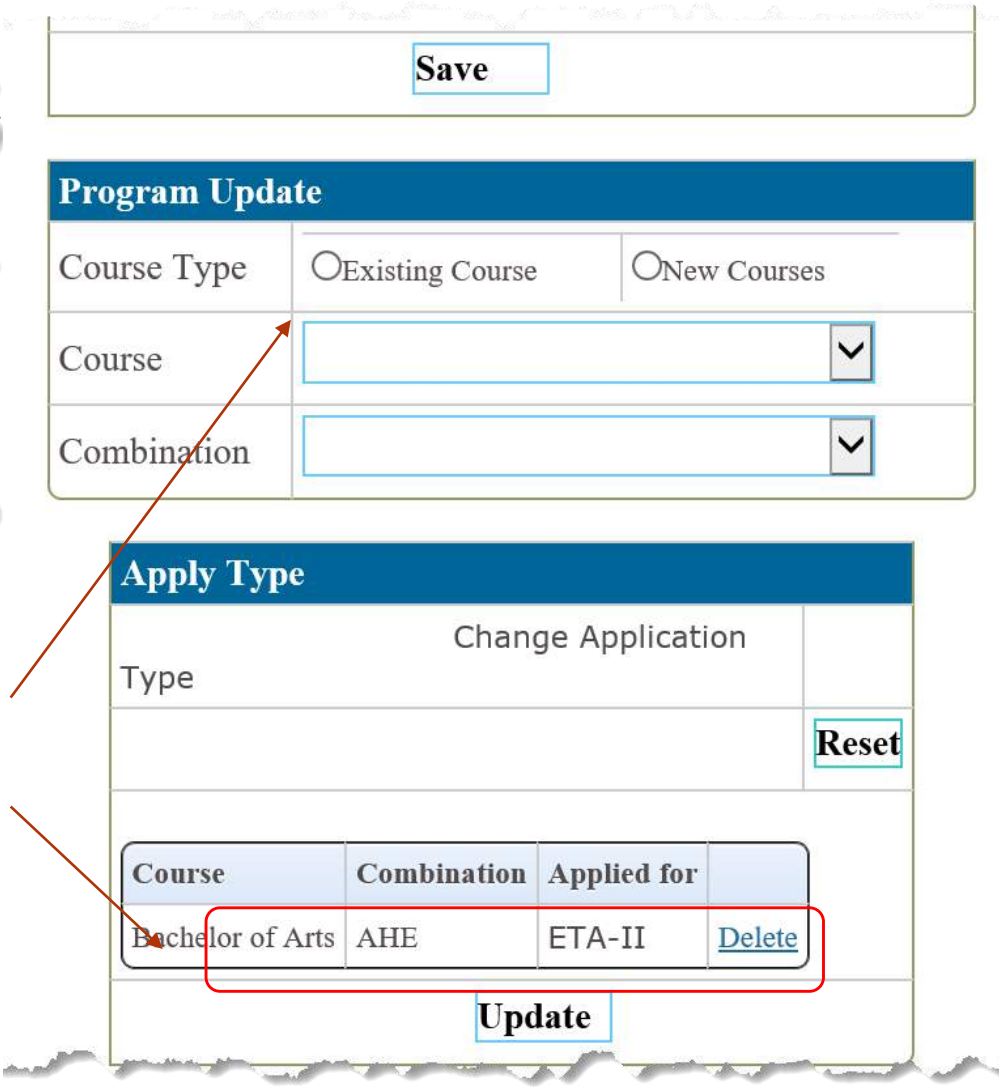


Part -1.2: Programme Update and other Affiliation Types



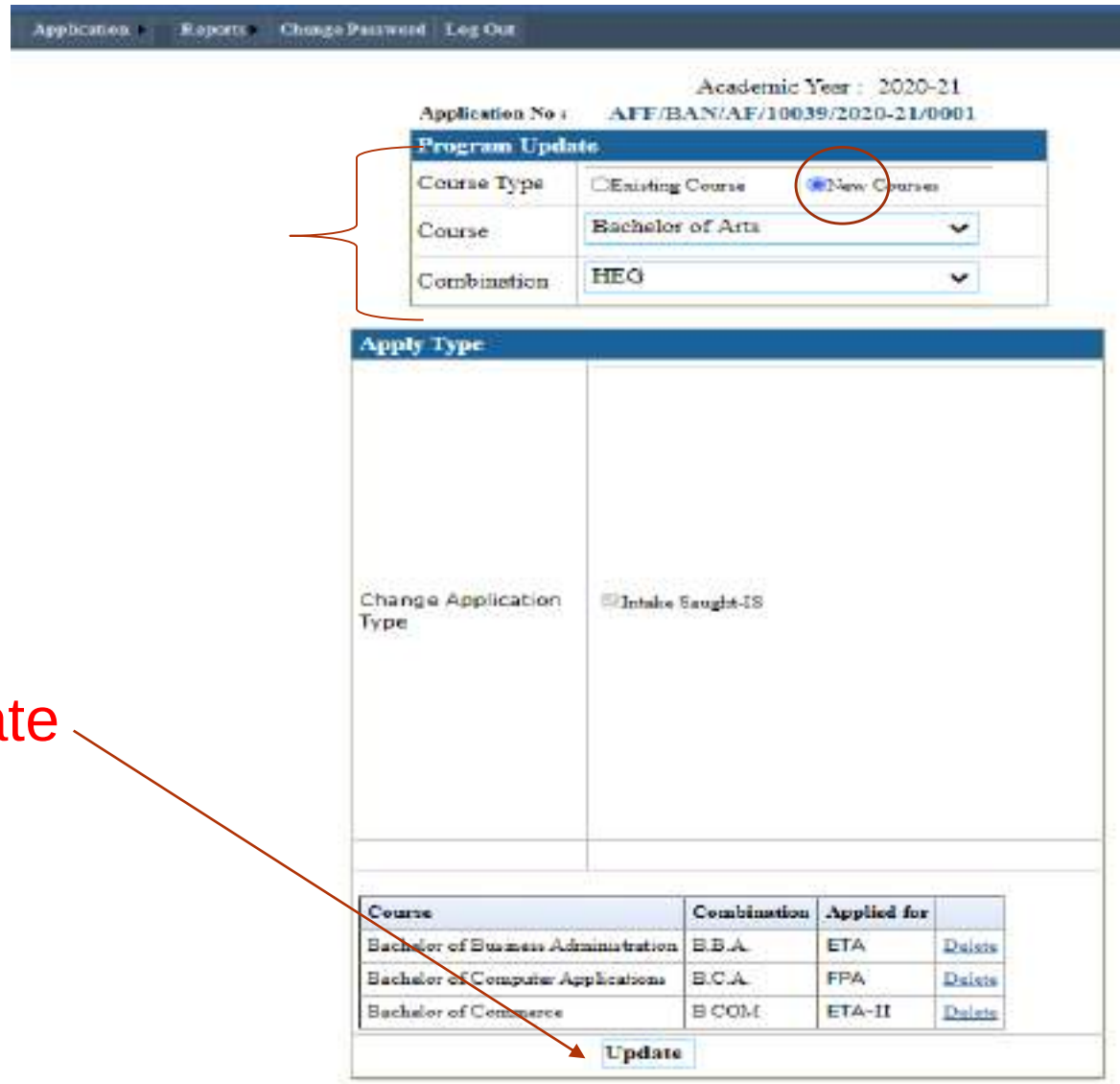
- **Other types of Affiliation**, Viz., Change of Name of College, Shifting of College … can be selected from here, if Required.

Part -1.2: Programme Update and other Affiliation Types

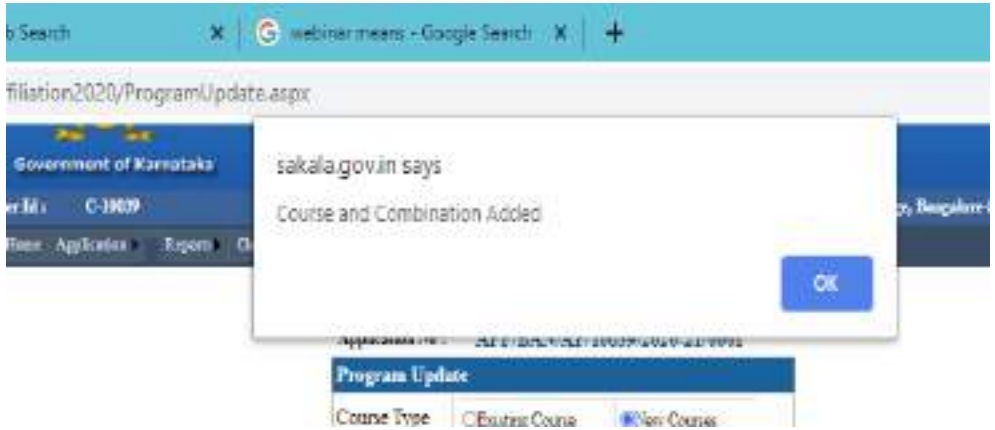


- Courses and Combinations added in **PART 1.1**, under "**Affiliation Registration**" are available to **View** and to **Edit.**

We Can add left out courses. Suppose BA course left out while Registration, We can add that



Click on Update



Courses get updated

Academic Year : 2020-21

Application No : AFF/BAN/AF/10039/2020-21/0001

Program Update

Course Type	Existing Course	New Courses
Course		
Combination		

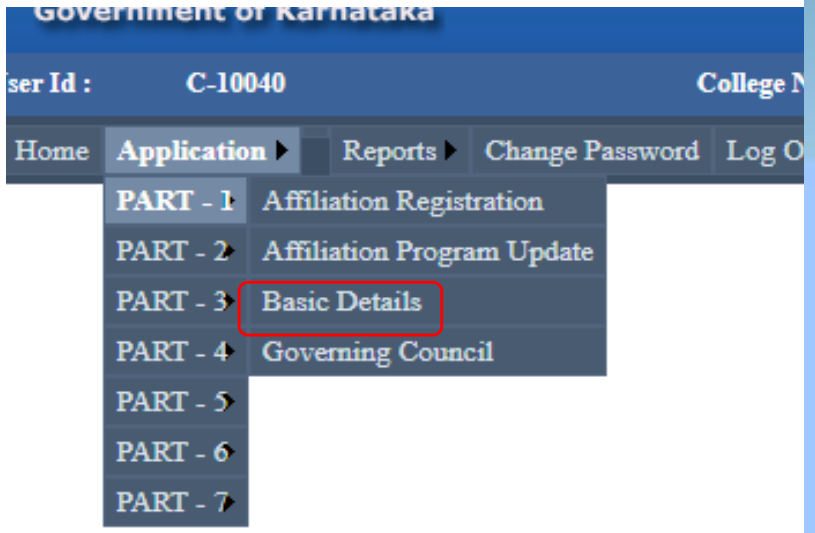
Apply Type

Change Application Type	Extension of Temporary Application-ETA Extension of Permanent Affiliation-EPA Renewal Permanent Affiliation-RPA Fresh Permanent Affiliation-FPA Increase in Intake-II Reduction in Intake-RI Closure of Course-CC
	Reset

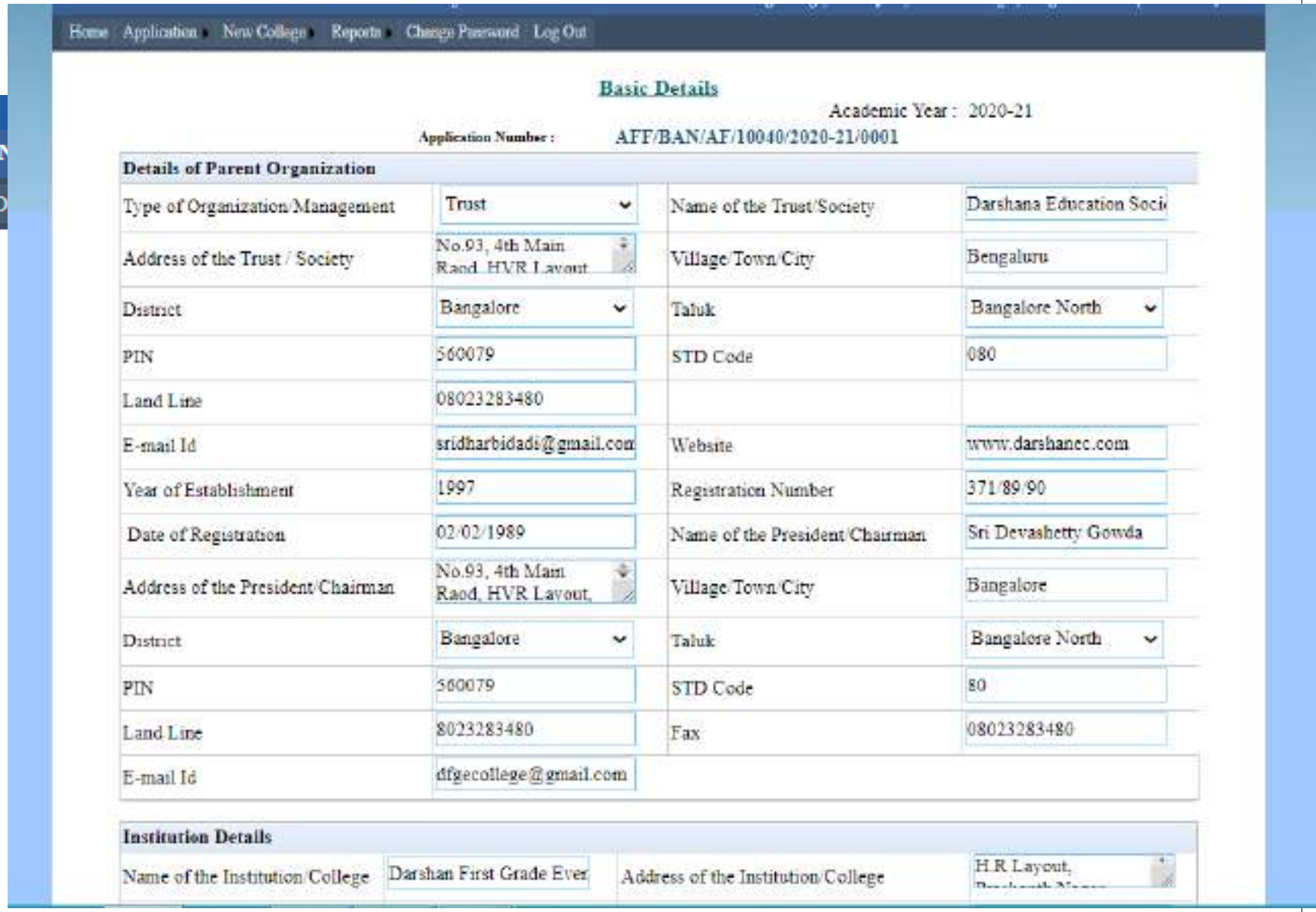
Course	Combination	Applied for	
Bachelor of Arts	HEO	IS	Delete
Bachelor of Business Administration	B.B.A.	ETA	Delete
Bachelor of Computer Applications	B.C.A.	FPA	Delete
Bachelor of Commerce	B COM	ETA-II	Delete

Update

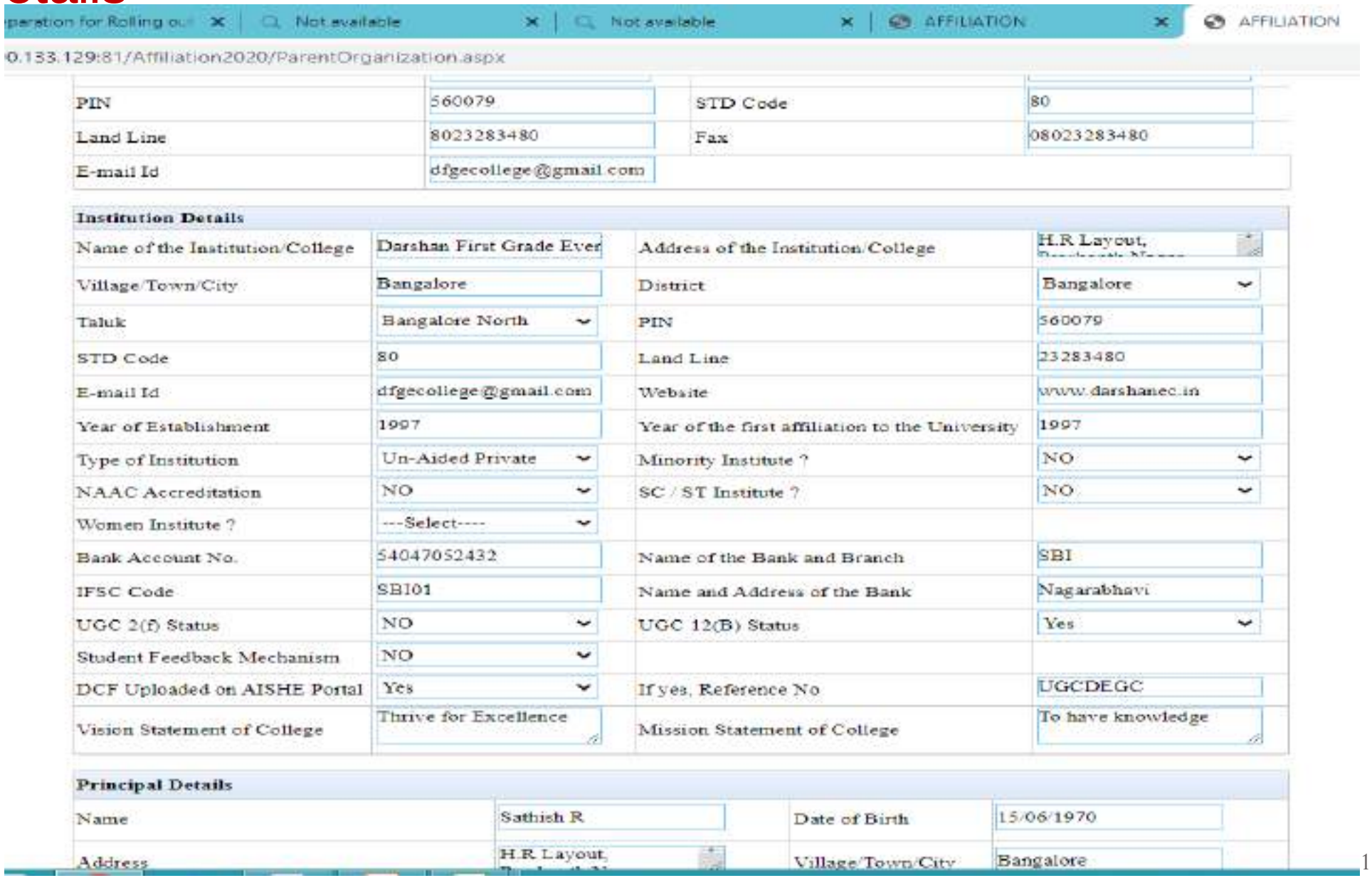
Part1.3: Basic Details



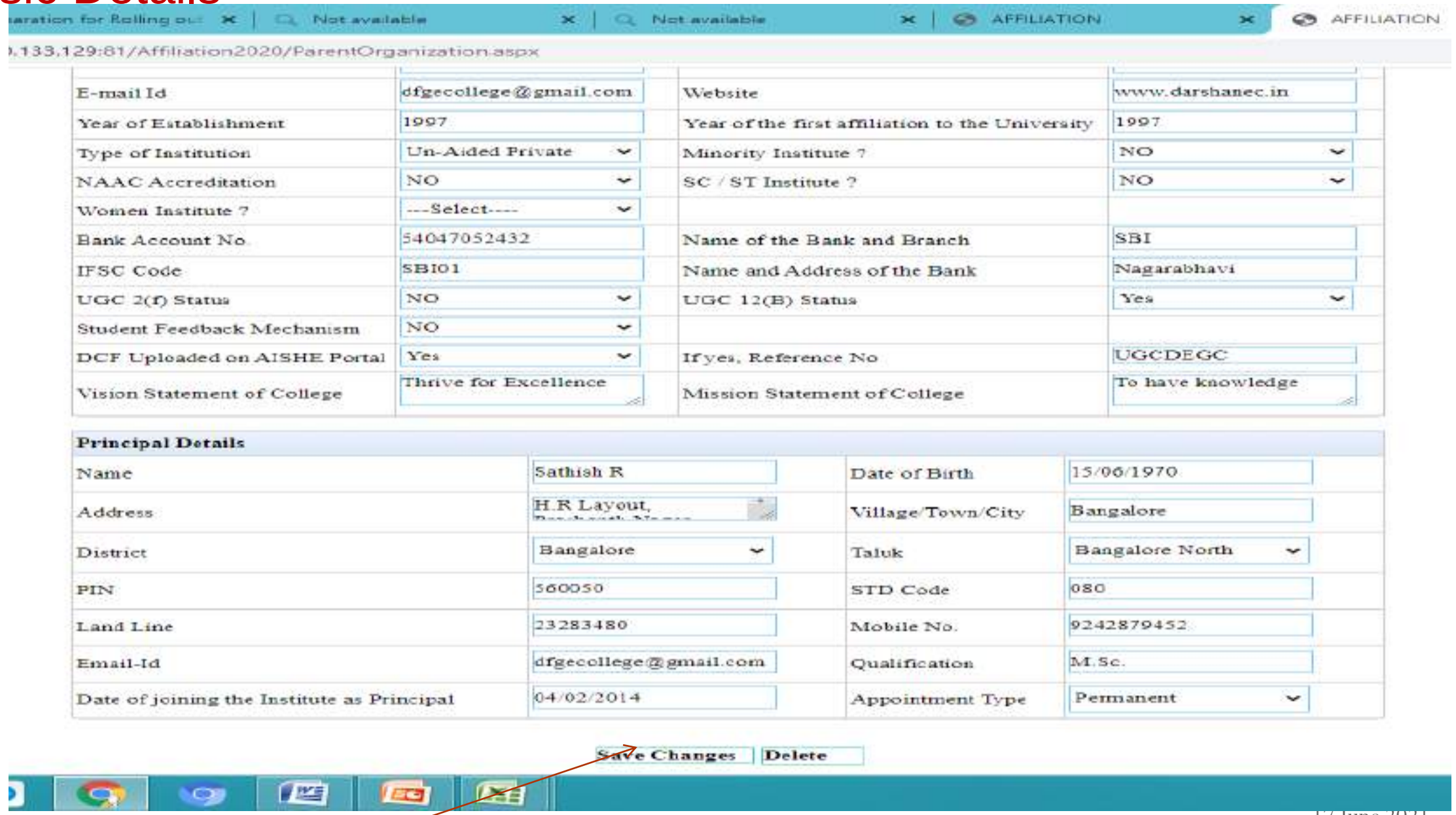
Basic Details: Information of Management, Institution



Basic Details



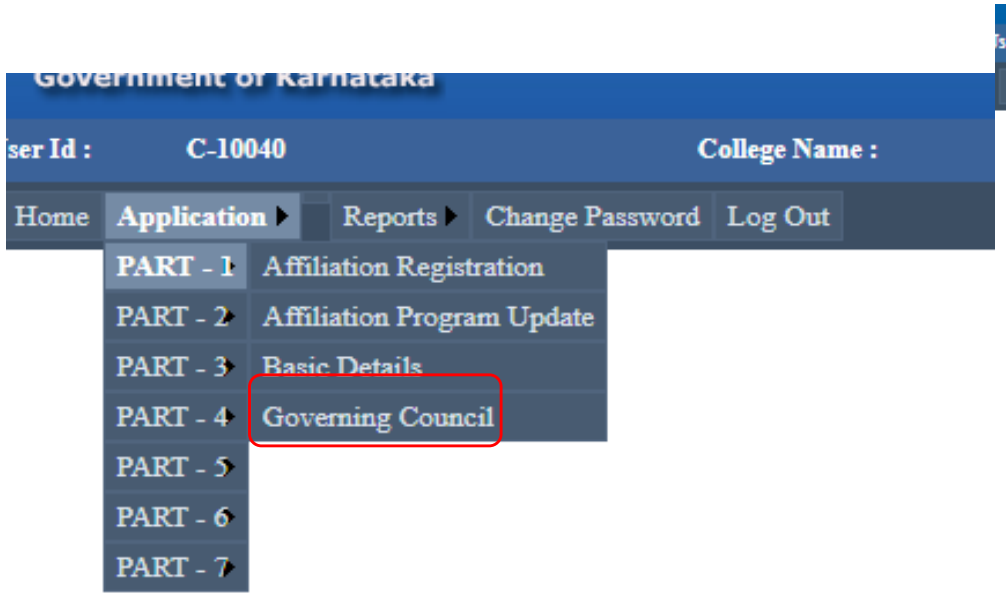
Basic Details

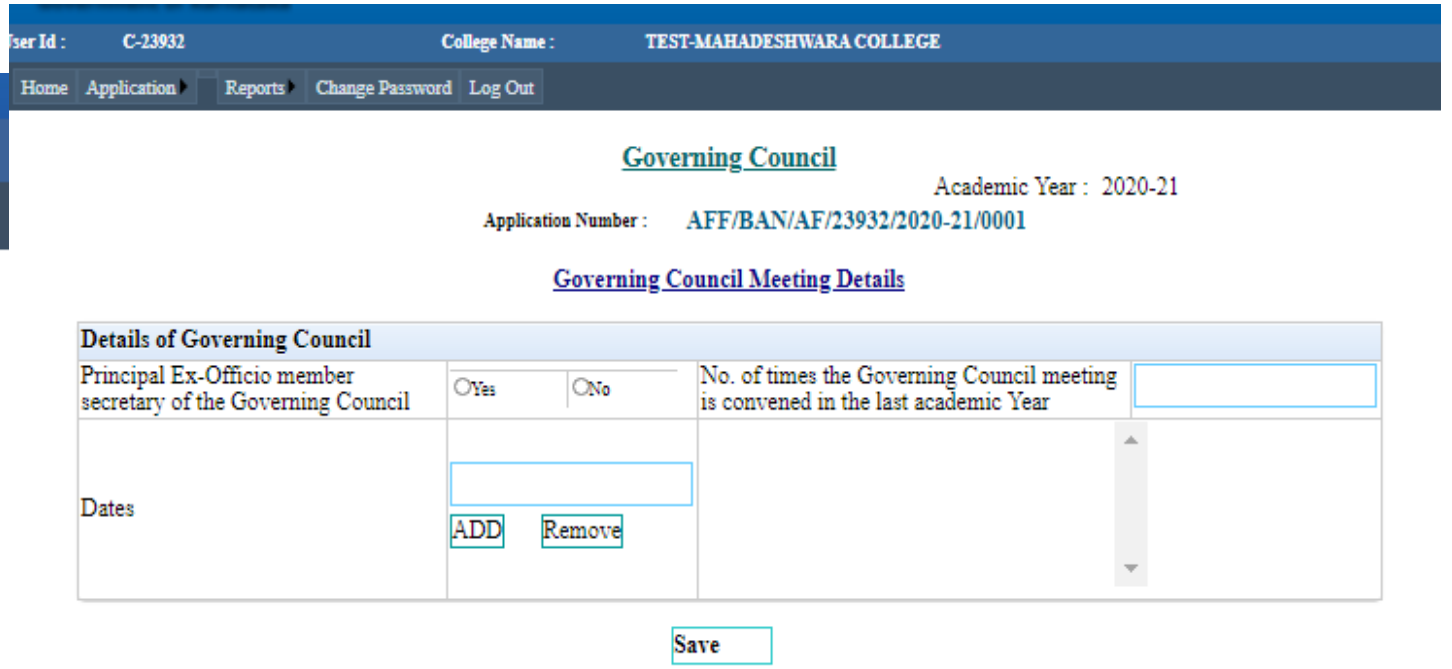


Click on Save

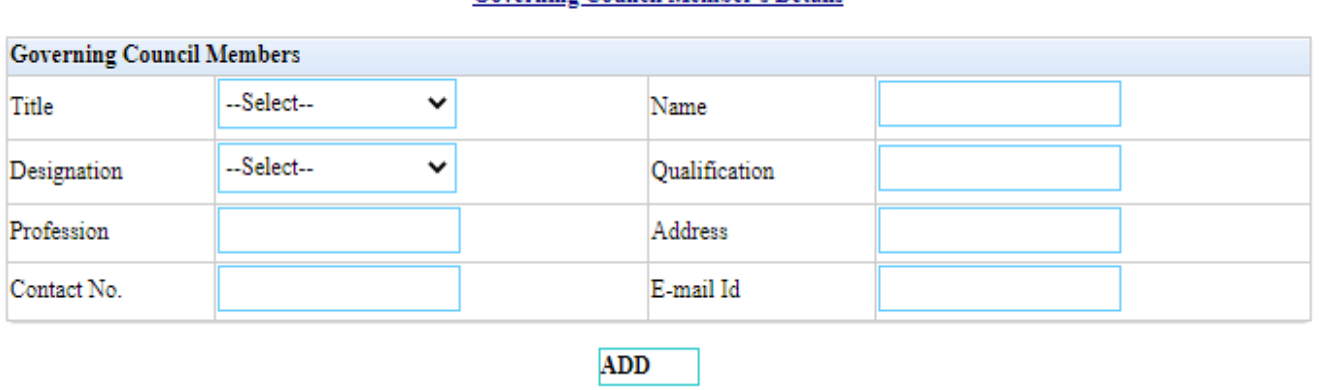
We Can also edit the details by clicking on ‘Save Changes’

Part1.4: Governing Council details



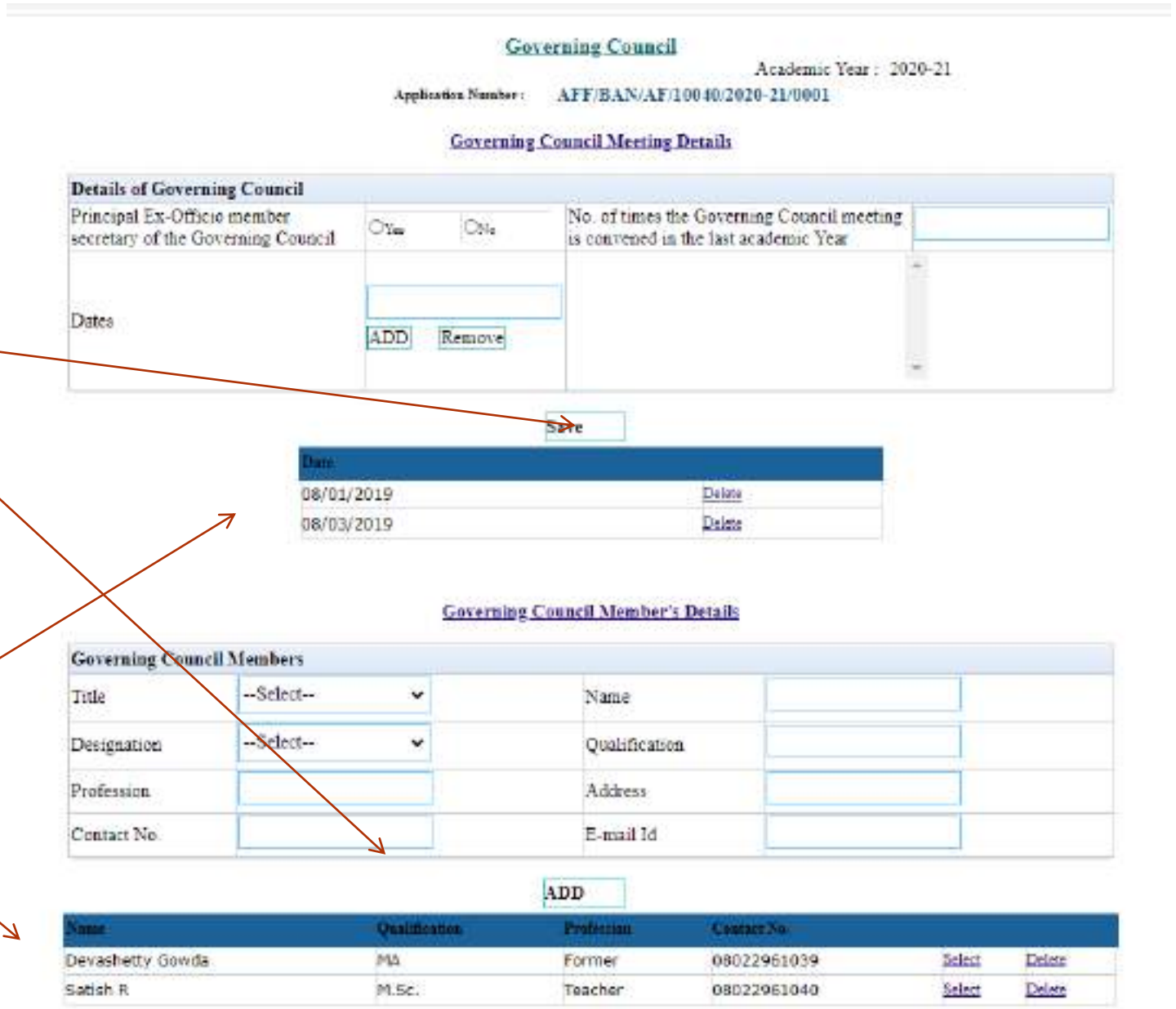


Details of Governing Council Meeting and Details of Governing Council Members have to be entered



Click Save and Add button after entering each data

Entered details of are displayed



Part2.1: Land and Building details

Details of Land and Buildings need to be entered

Click on Save button after entering Land Details and Building Details

Land & Building Details

Academic Year : 2020-21

LandDetails

Application Number : AFF/BAN/AF/23932/2020-21/0001

Location	--Select--	LandOwnershipDetails	--Select--
Total area (in Acres)		Land Registered in the Name of	
Land Registration date		RegistrationNumber	
SurveyNumber		Land Use Certificate issued by	
Land Use Certificate Date		Land Mortgaged	Yes / No

Save

Building Details

Building Status	--Select--	Total Built up area Under Construction(in Sqm)	
Total Built up area Ready(in Sqm)		Total Instructional area(Class rooms,Seminar Halls,Laboratries,Library...)ready(in Sqm)	
Total Administrative area(Office,Principal Chamber...) ready(in Sqm)			

Save

Land & Building Details

Academic Year : 2020-21

LandDetails

Application Number : AFF/BAN/AF/23932/2020-21/0001

Location	Urban	LandOwnershipDetails	Registered Sale Deec
Total area (in Acres)	3.000	Land Registered in the Name of	Trust
Land Registration date	10/02/2010	RegistrationNumber	BSLRSY2380-20
SurveyNumber	20	Land Use Certificate issued by	BBMP
Land Use Certificate Date	22/02/2011	Land Mortgaged	○Yes ◉No

Save Changes

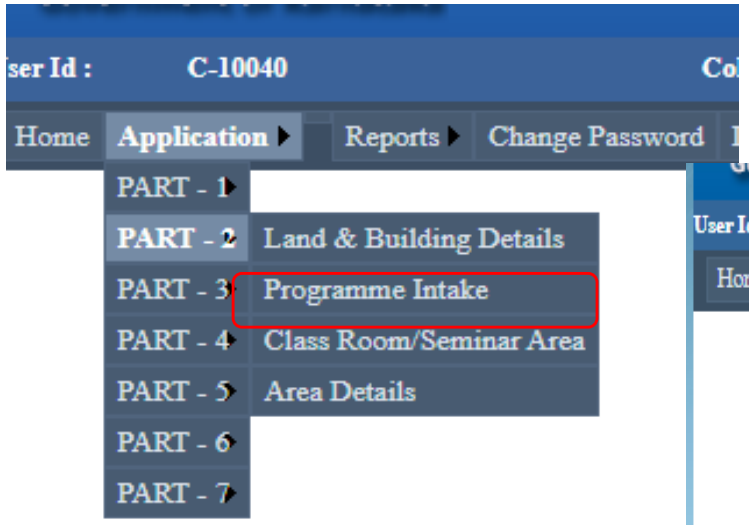
Building Details

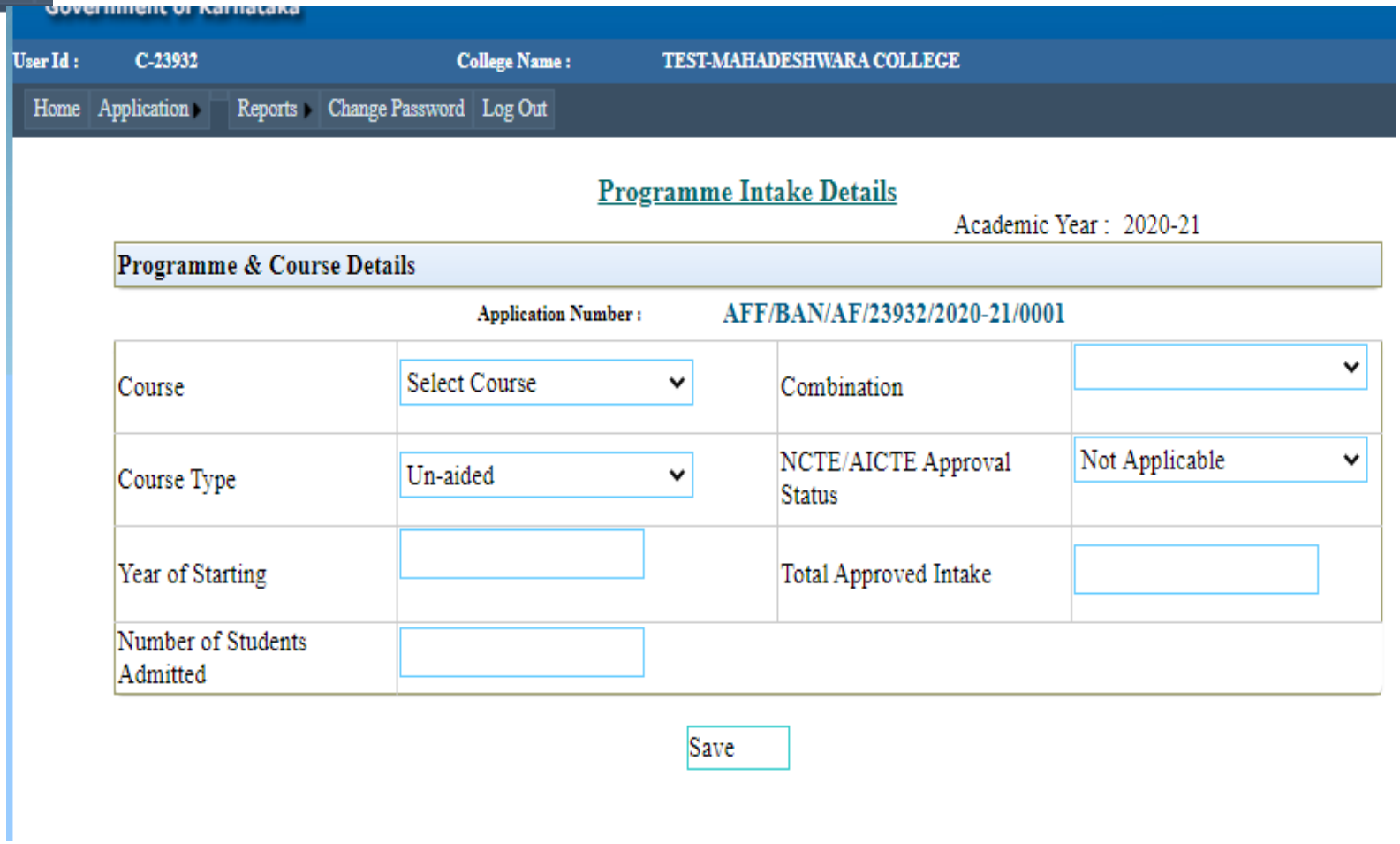
Building Status	Construction Comple	Total Built up area Under Construction(in Sqm)	2000.000
Total Built up area Ready(in Sqm)	1500.000	Total Instructional area(Class rooms,Seminar Halls,Laboratries,Library...)ready(in Sqm)	1000.000
Total Administrative area(Office,Principal Chamber...) ready(in Sqm)	100.000		

Save Changes

We Can also edit the details - click on 'Save Changes'

Part2.2: Programme Intake

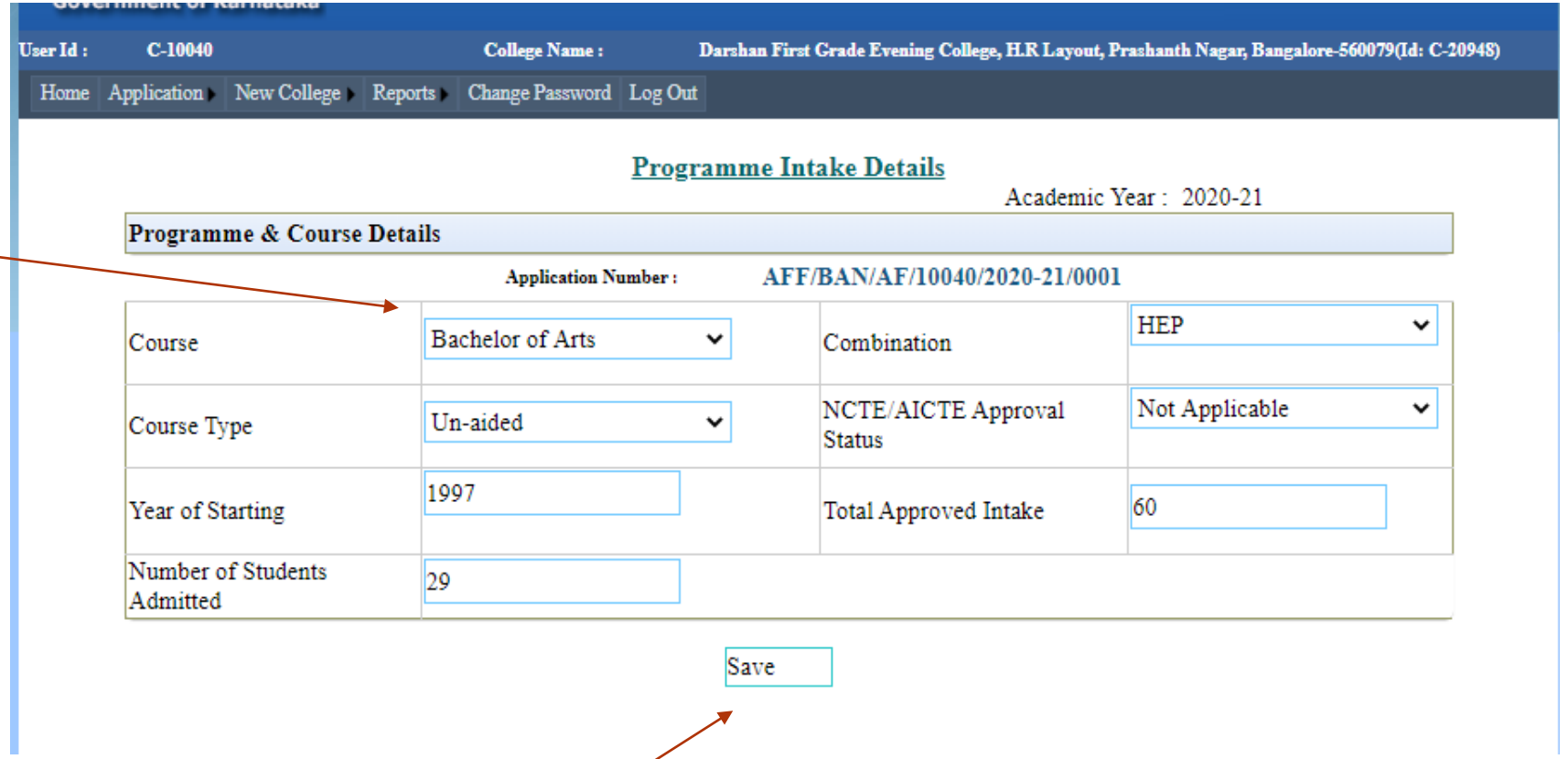




Details of Courses such as Year of Starting, Existing Intake, Approval by NCTE/AICTE are to be entered

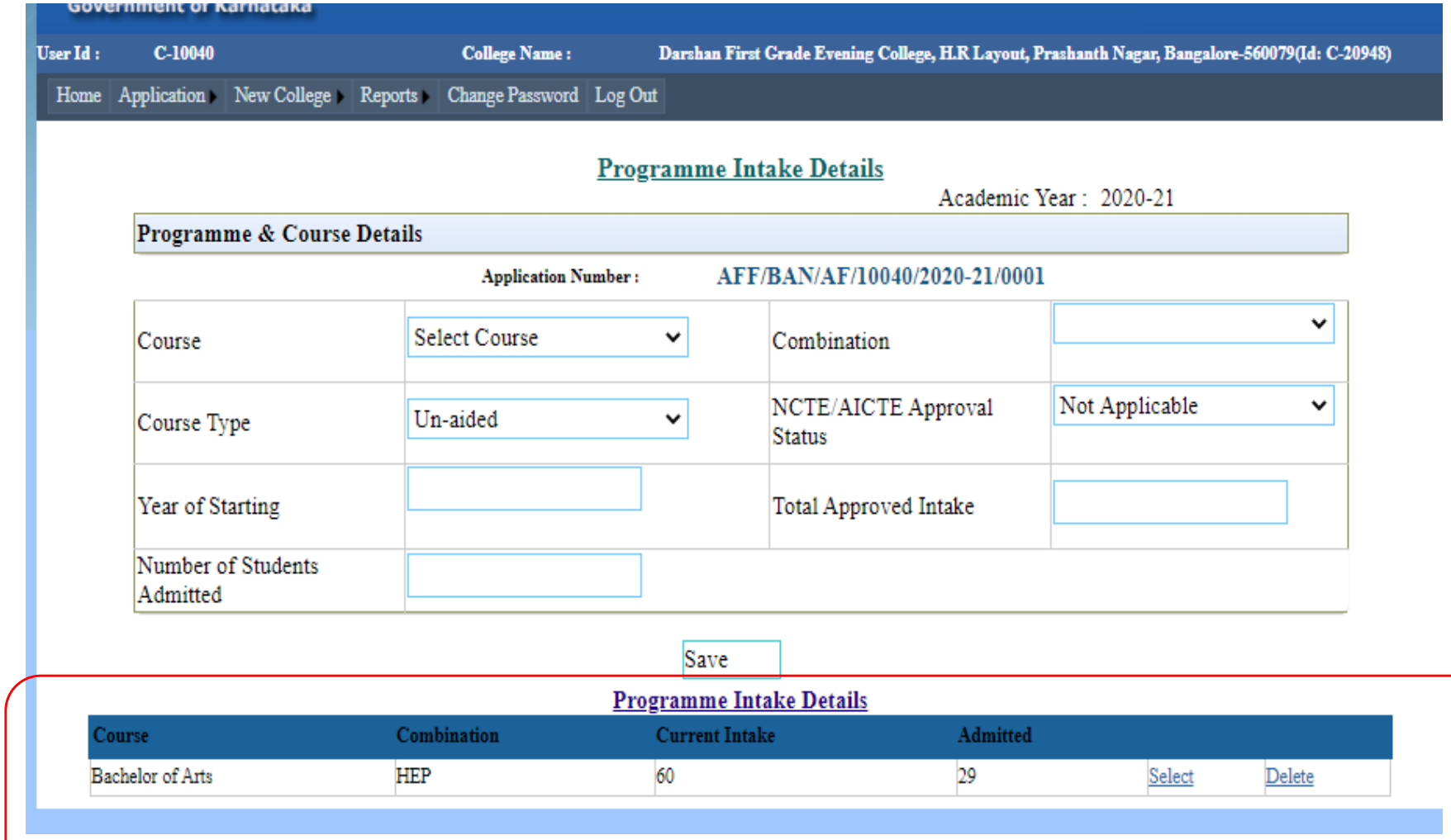
Example of Two existing BA, B.Com. and BCA additional courses are shown

Select the Course and Combinations



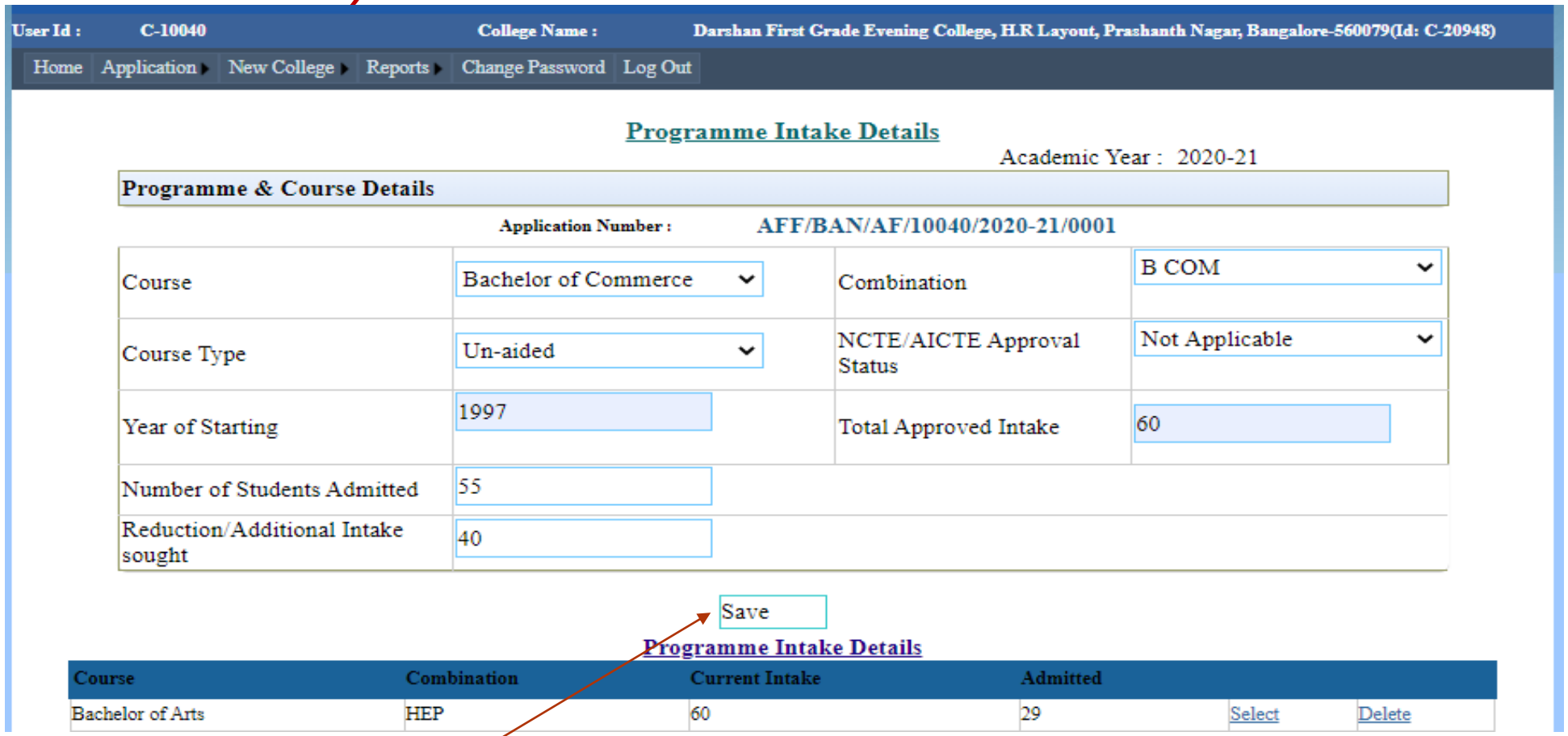
Click on Save Button after entering Data

Note: Total Approved Intake entered should be as per the affiliation order. Any deviation will be viewed seriously and the application is liable to be rejected.



Programme details get saved

Enter the details of the next Course B.Com. (Continuation + Increase in intake)

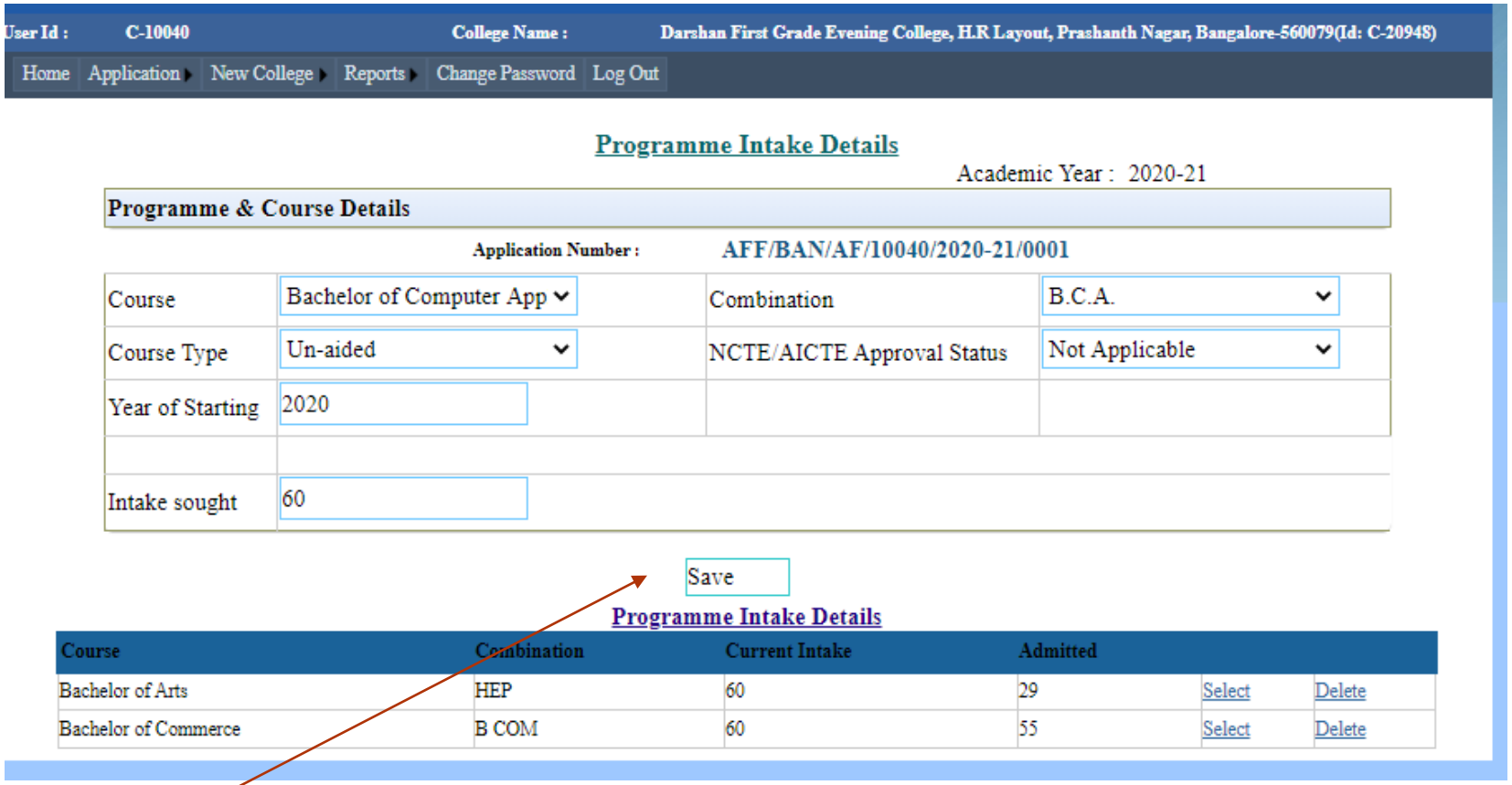


Click on Save Button after entering Data

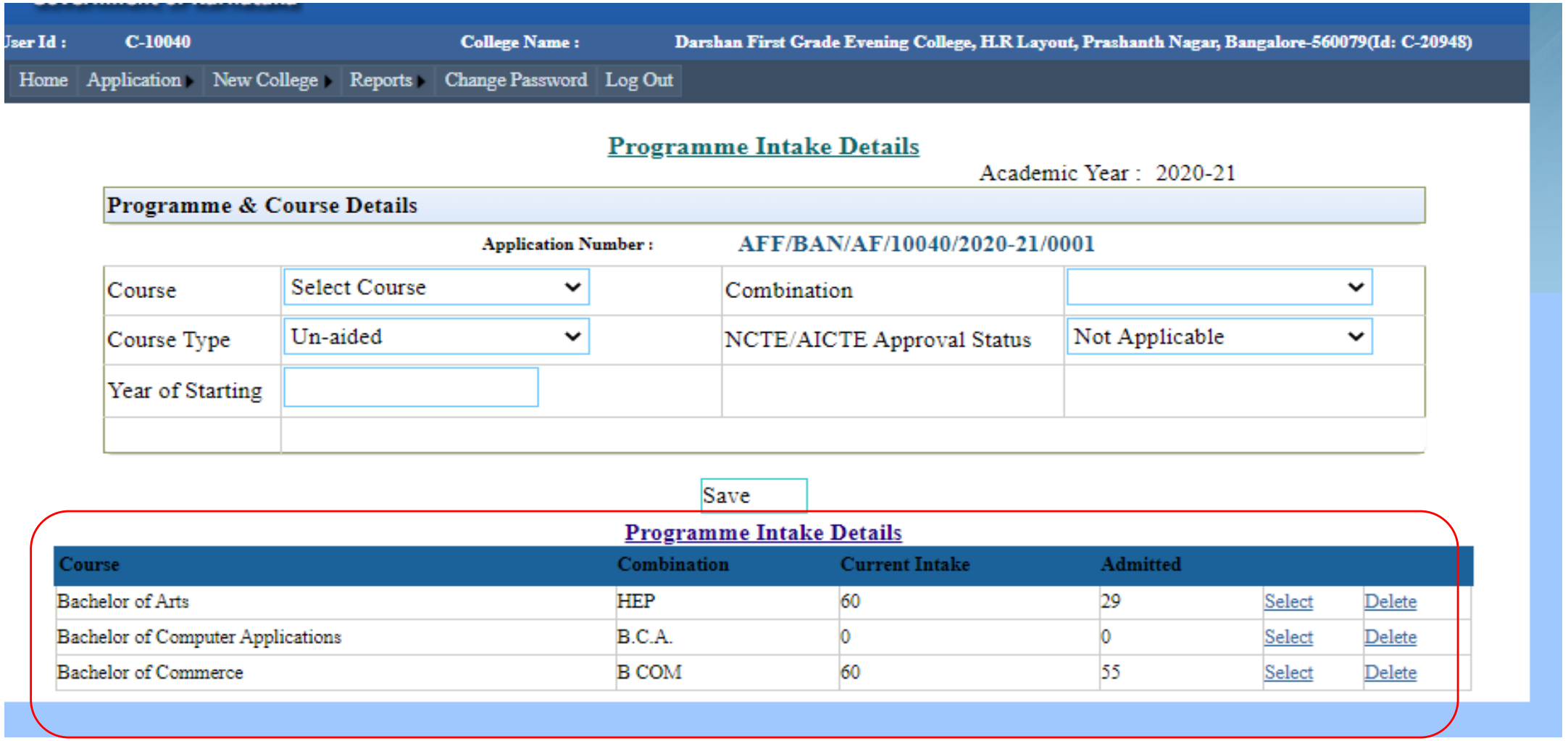
Programme details get saved

Enter the details of the BCA Course (in case of new course)

Enter the Intake Sought

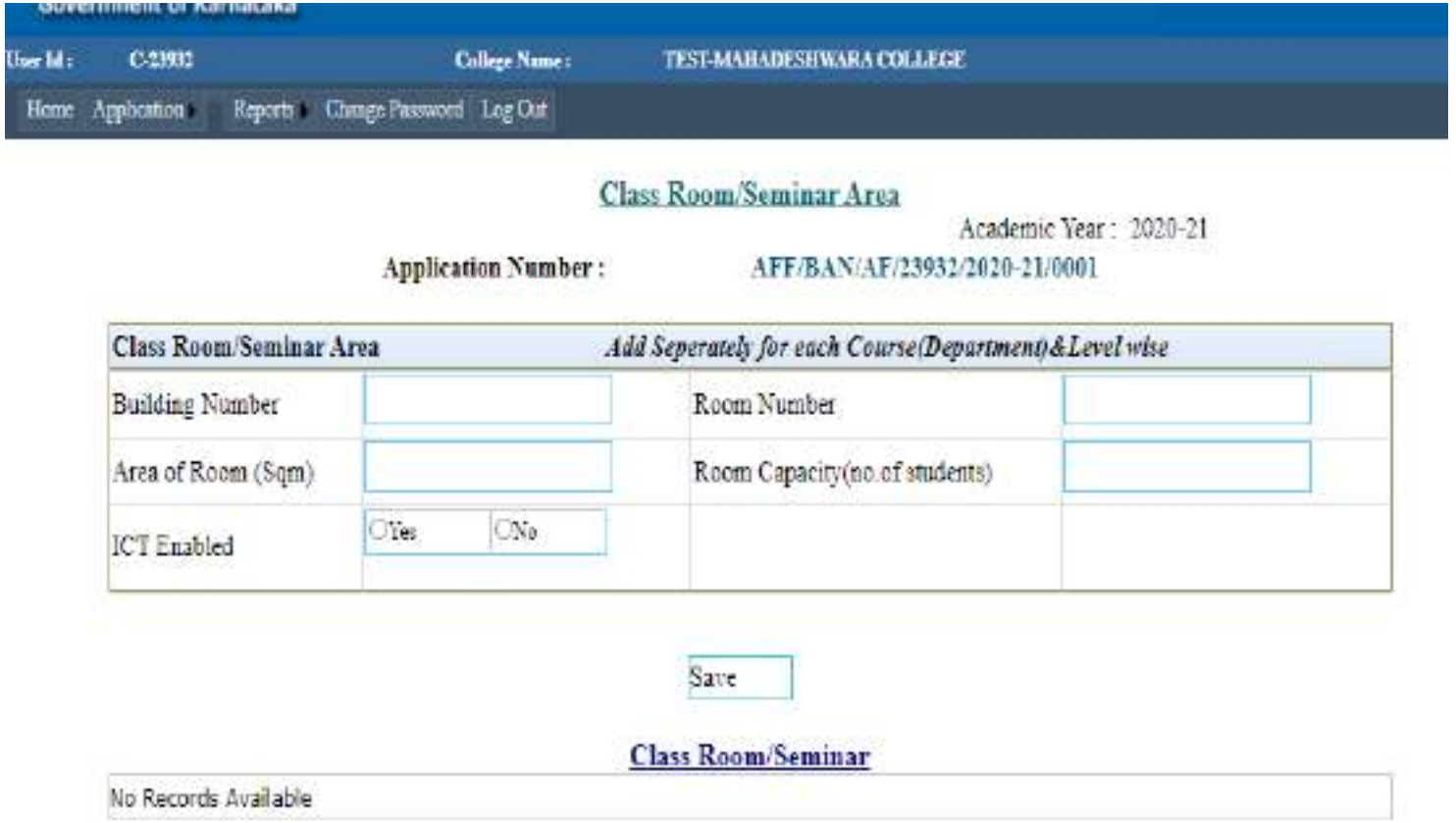


Click on Save Button after entering Data



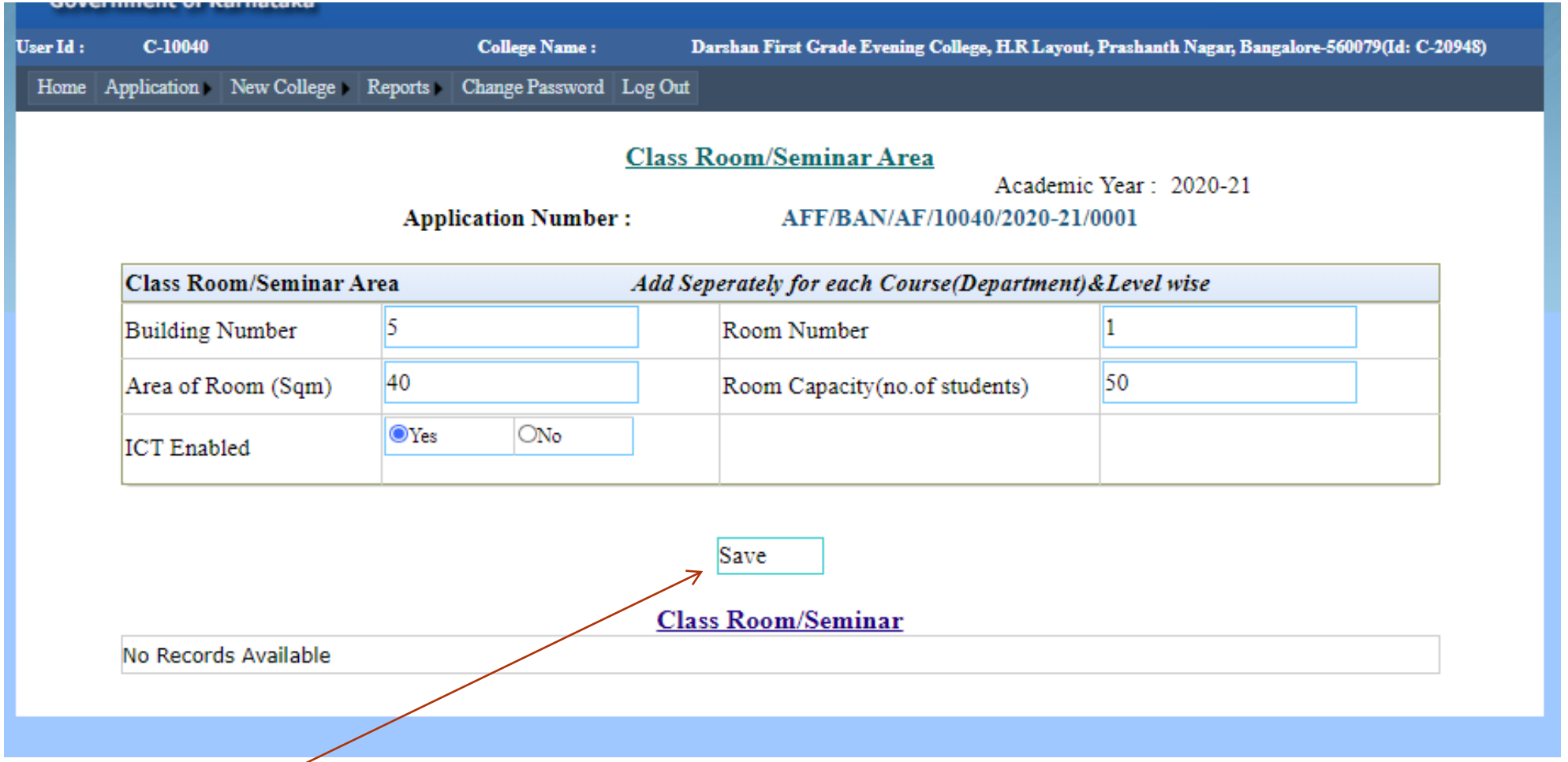
Details of programme intake will be displayed.

Part-2.3: Class Rooms /Seminar Area details



Details of Class Rooms /Seminar Area details need to be entered

Class Rooms Seminar Area details



Click on save after entering details of each Class Room details

Class Rooms/ Seminar Area details

User Id : C-10040 College Name : Darshan First Grade Evening College, H.R Layout, Prashanth Nagar, Bangalore-560079(Id: C-20948)

Home | Application | New College | Reports | Change Password | Log Out

Class Room/Seminar Area

Academic Year : 2020-21

Application Number : AFF/BAN/AF/10040/2020-21/0001

Class Room/Seminar Area	*Add Seperately for each Course(Department)&Level wise*		
Building Number	5	Room Number	2
Area of Room (Sqm)	30	Room Capacity(no.of students)	40
ICT Enabled	○Yes ◉No		

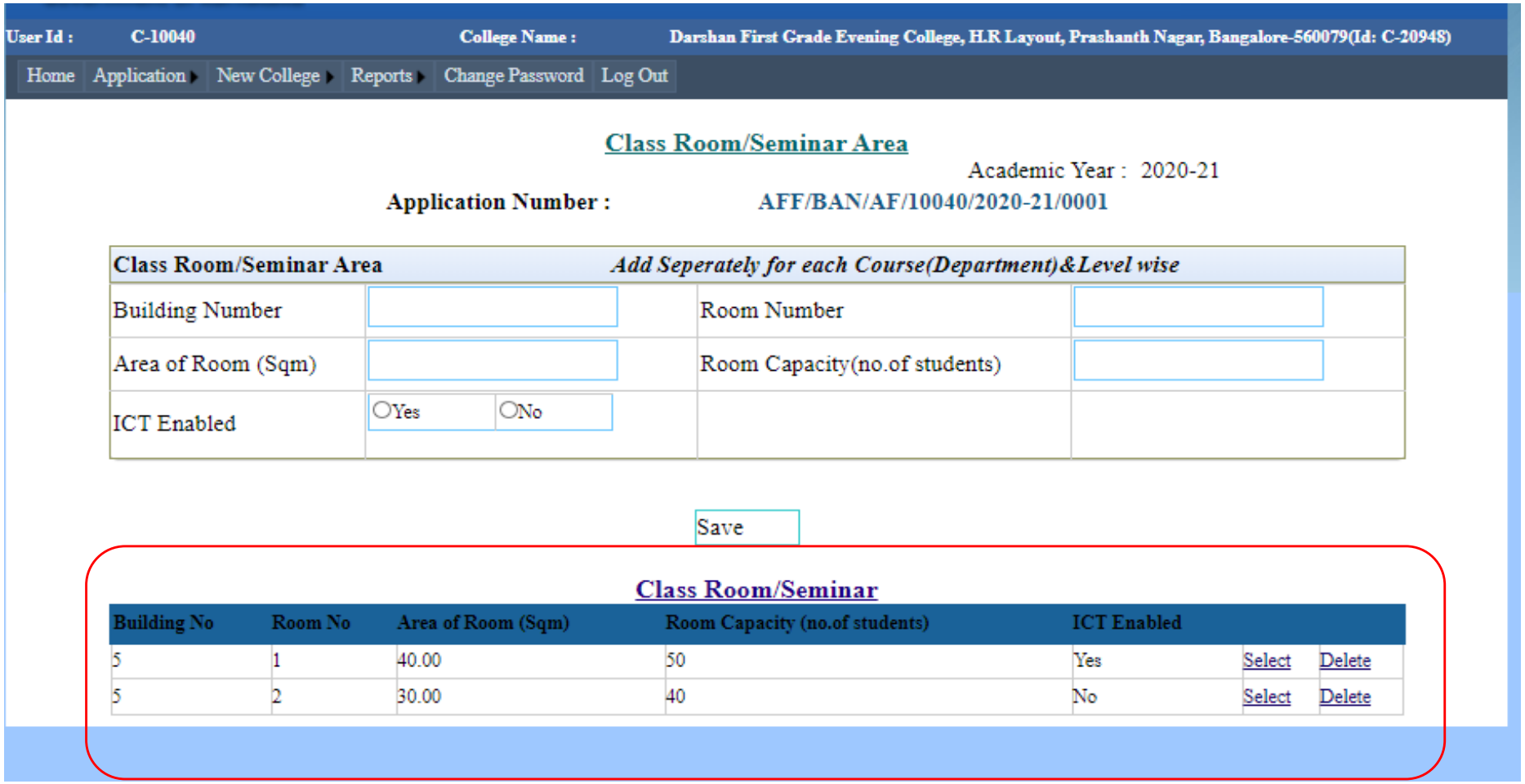
Save

Class Room/Seminar

Building No	Room No	Area of Room (Sqm)	Room Capacity (no.of students)	ICT Enabled		
5	1	40.00	50	Yes	Select	Delete

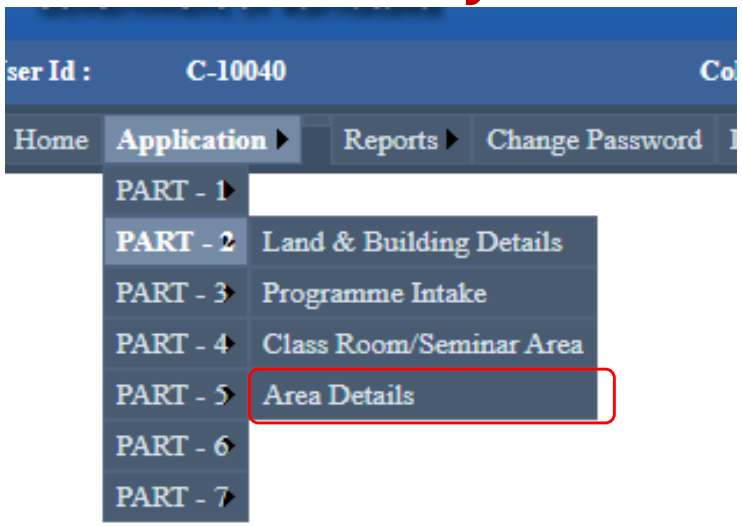
Details of Class rooms get saved. Start entering the details of class rooms one by one

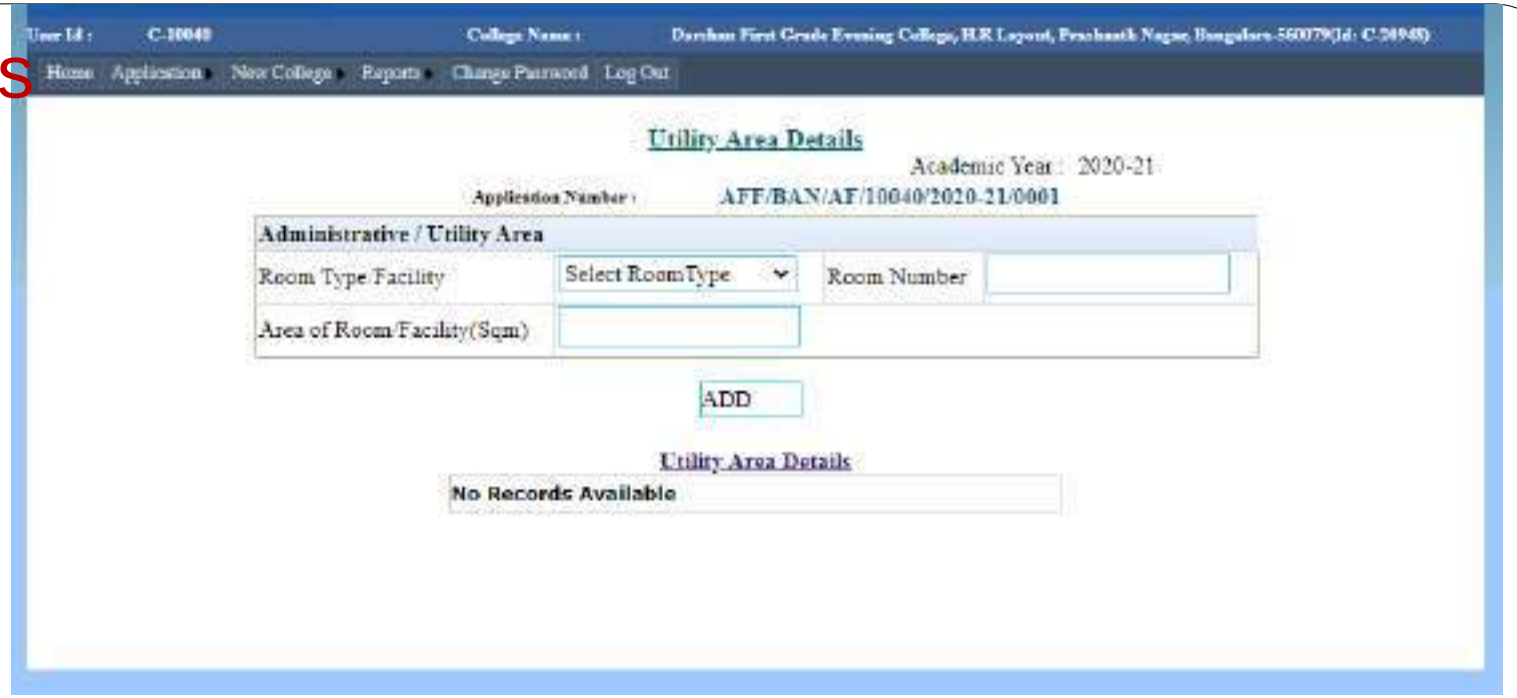
Class Rooms/ Seminar Area details

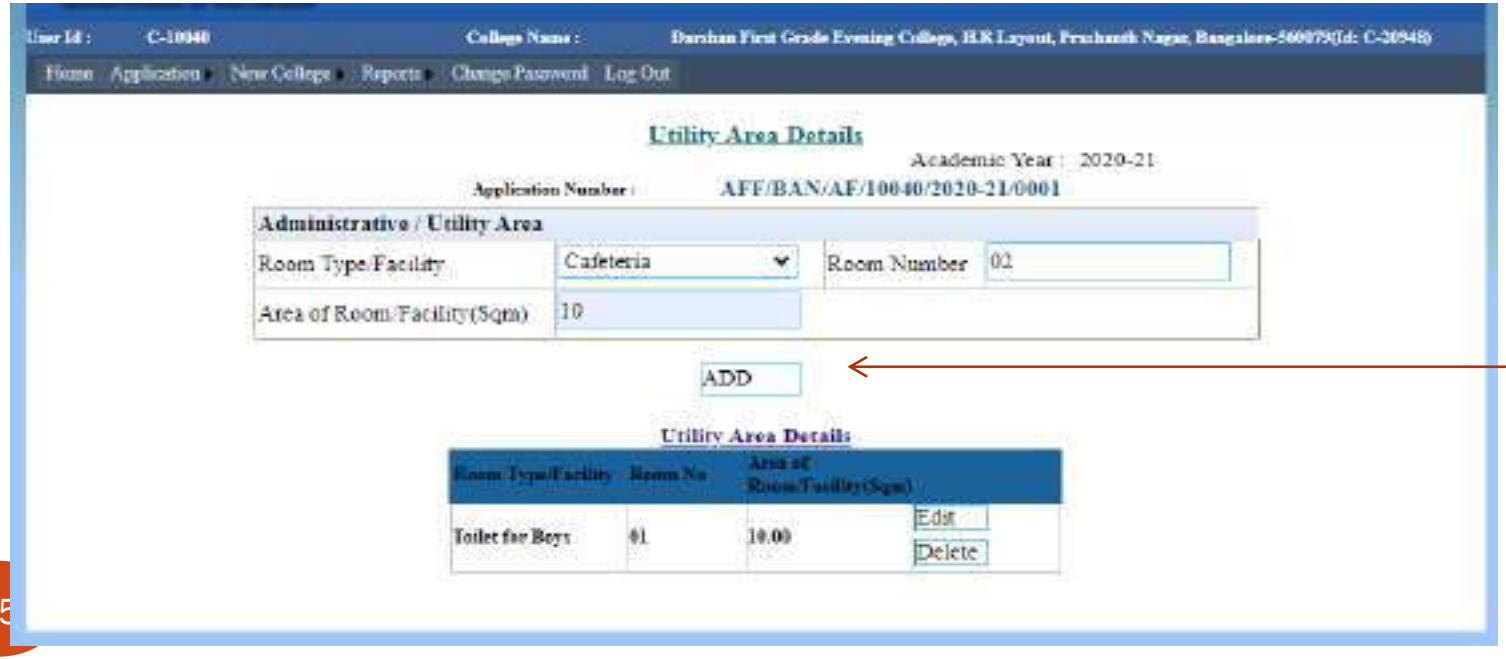


Details get Saved

Part2.4: Utility Area Details

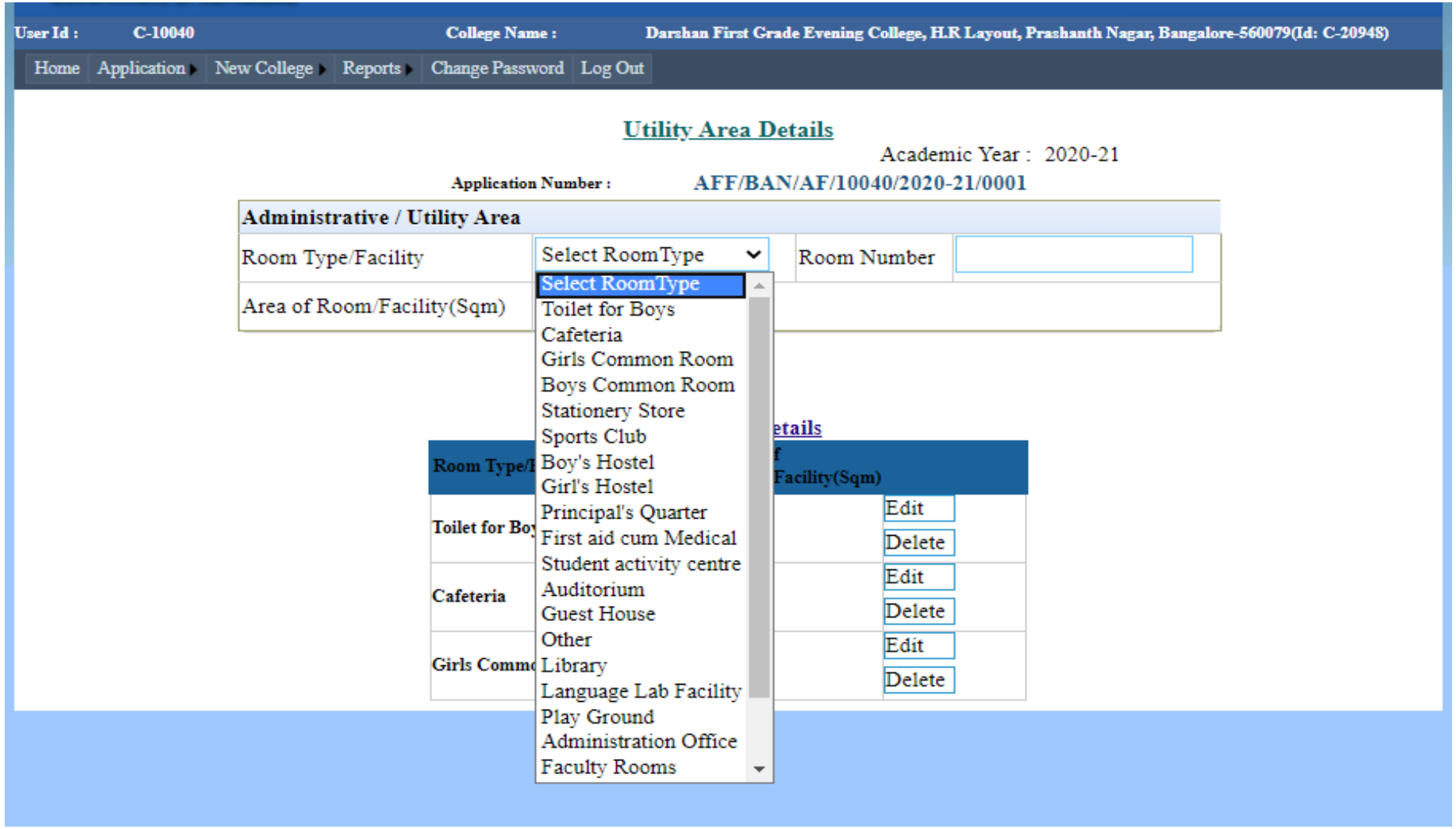






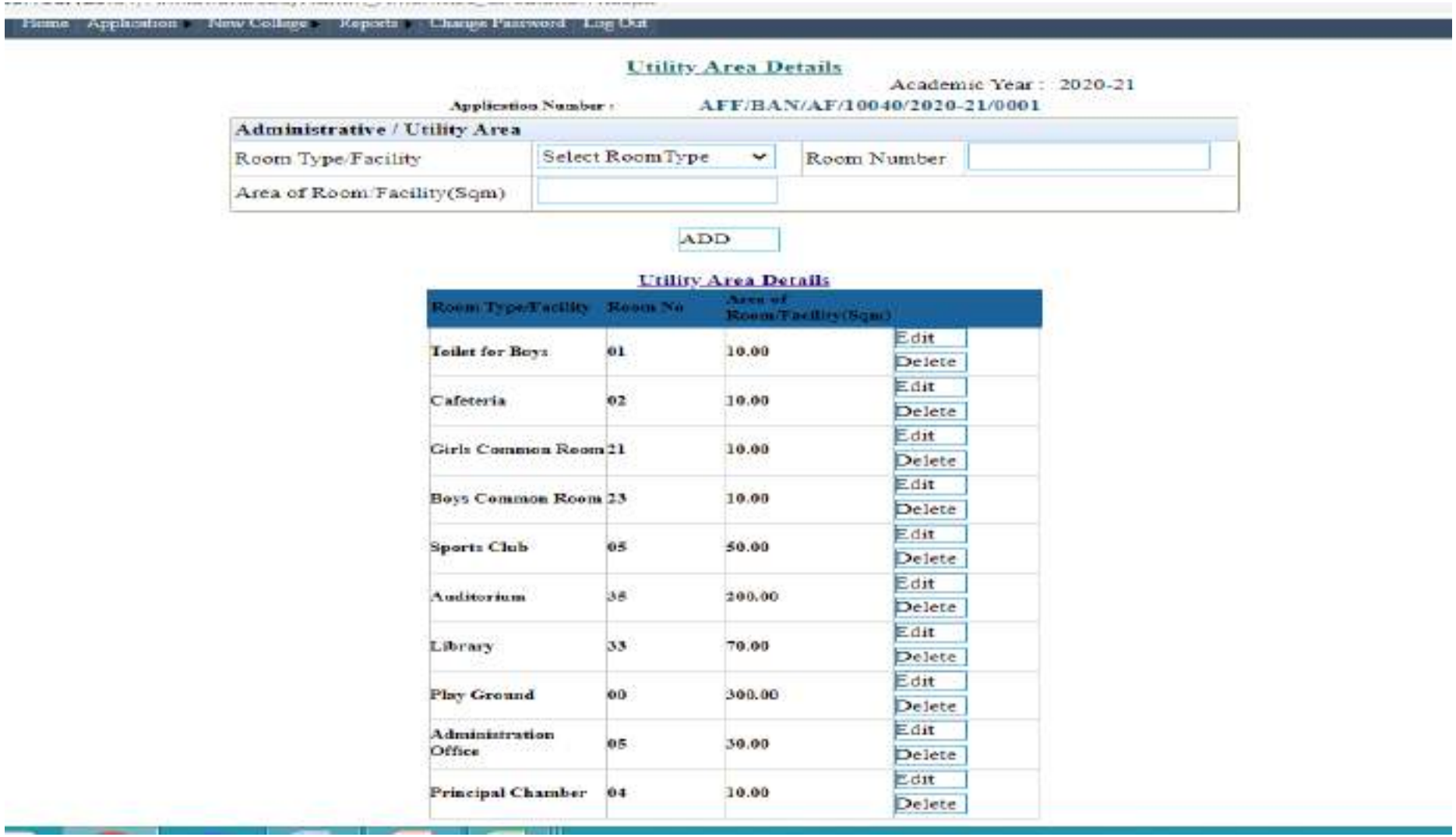
Click on Add after entering utility area details

Utility Area Details



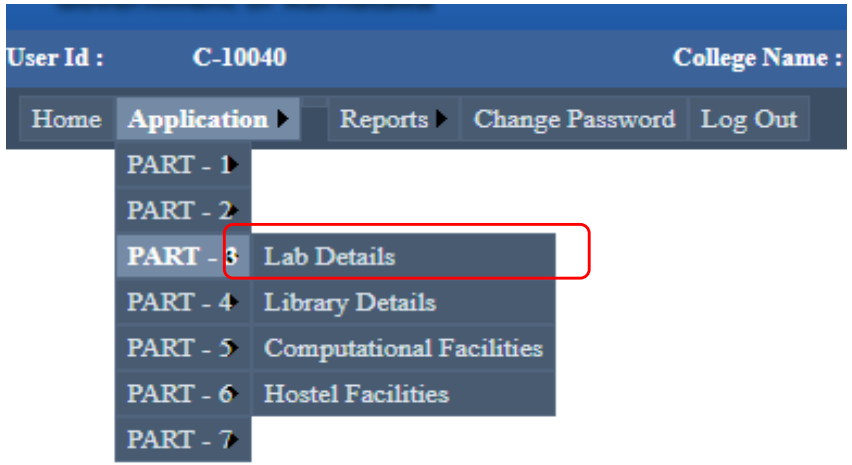
Details all Utility areas need to be entered one by one

Utility Area Details

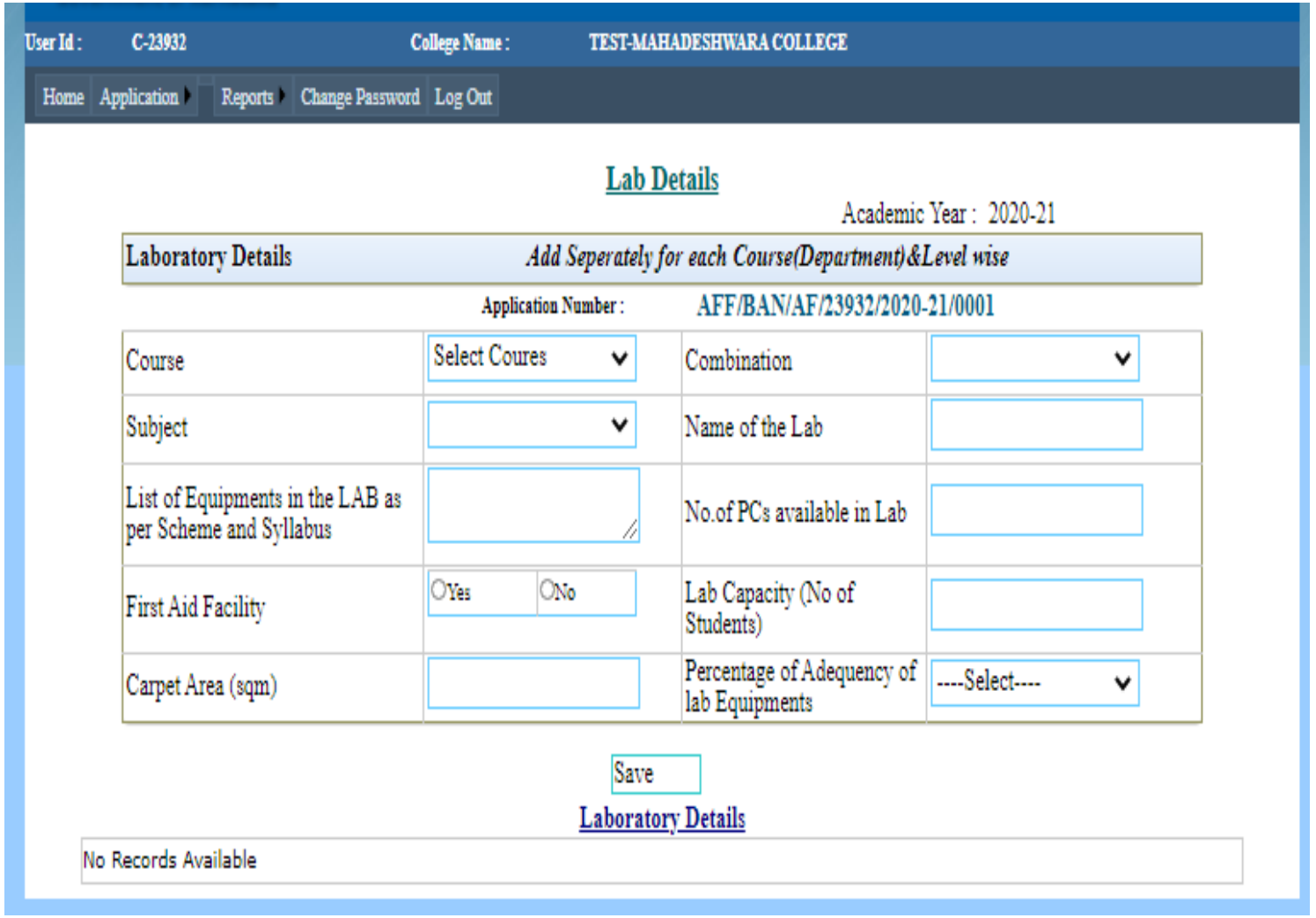


All area details entered will be saved

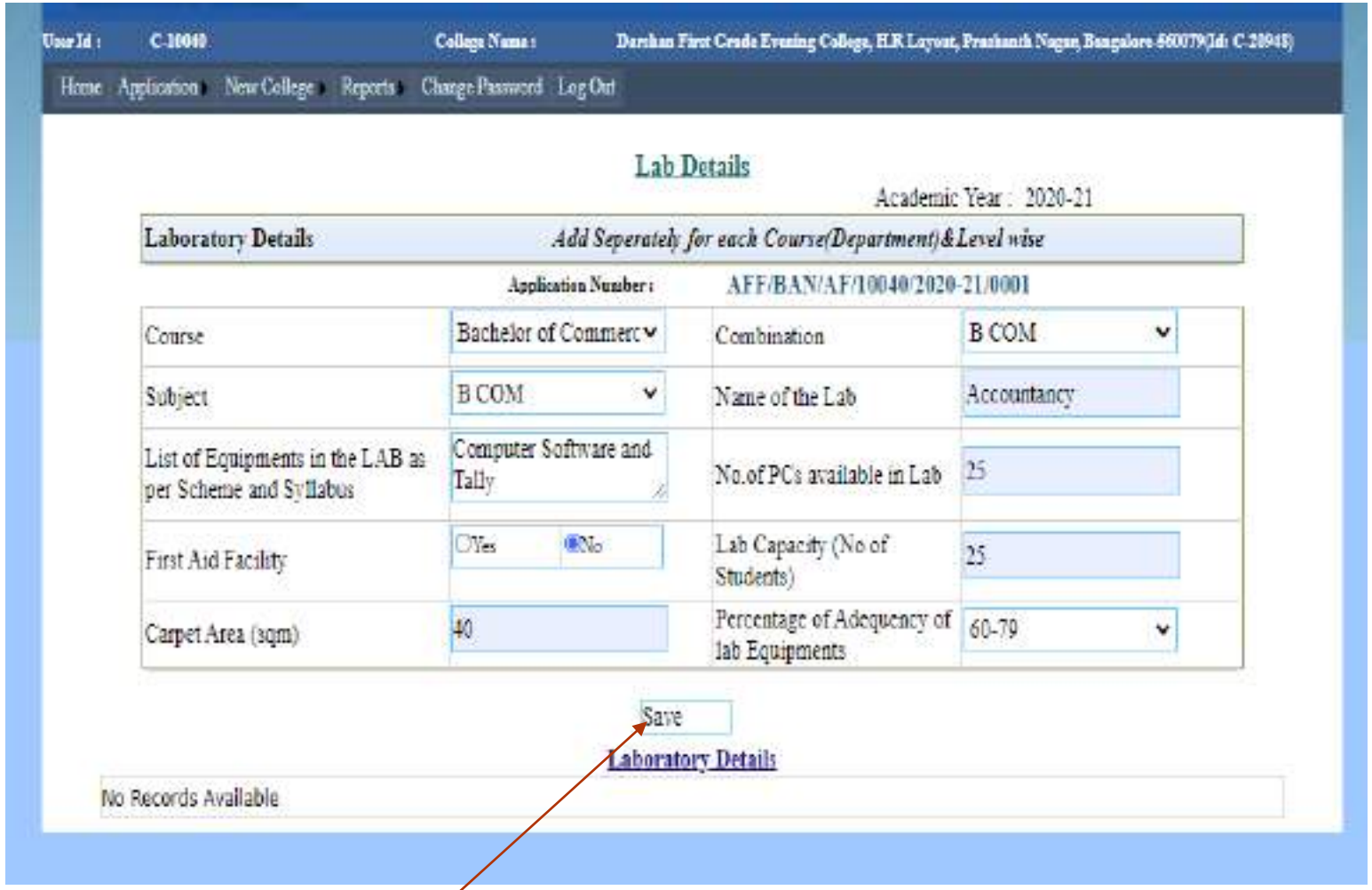
Part3.1: Lab Details



Lab Details for each Course to be entered by selecting each Course

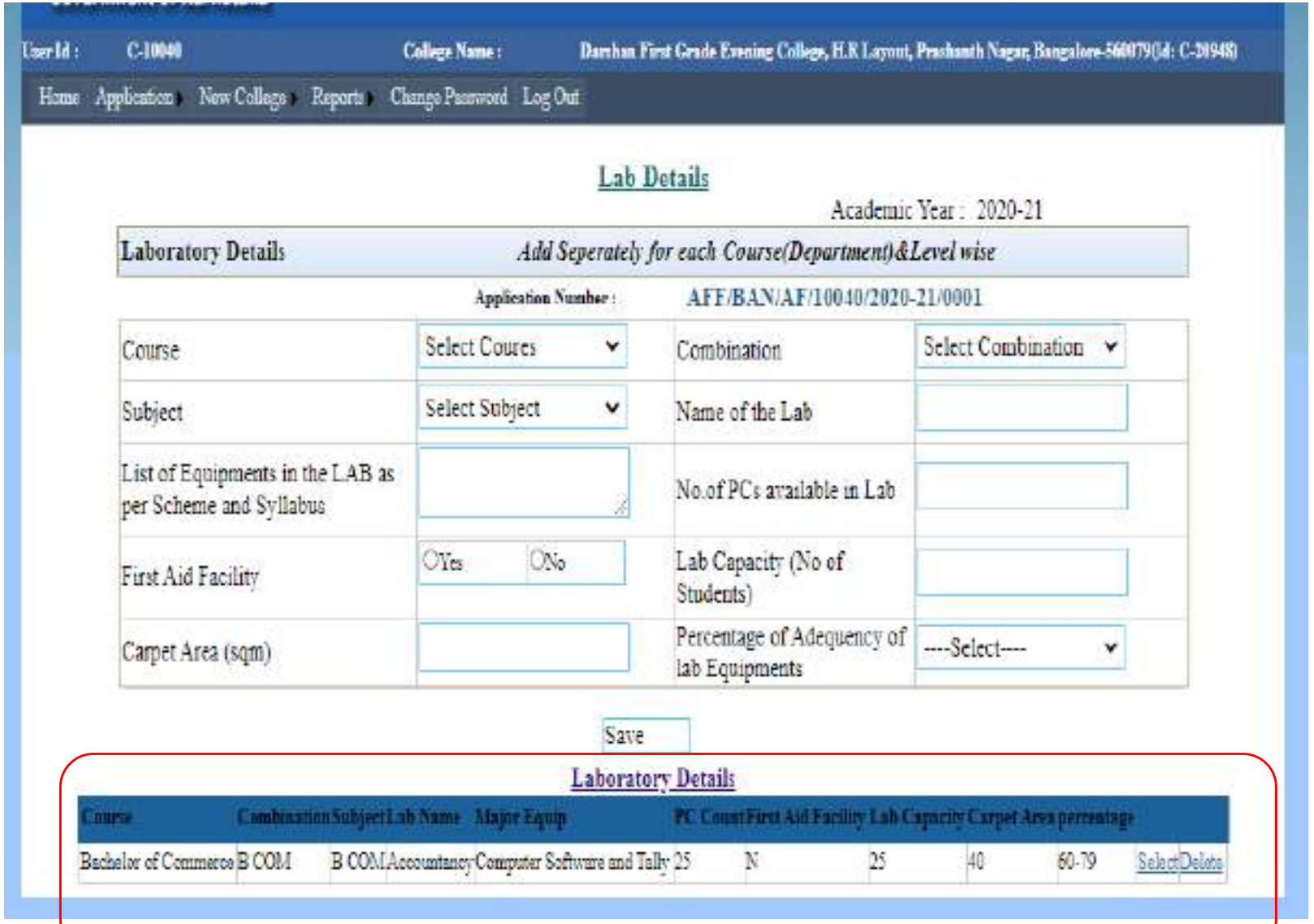


Lab Details



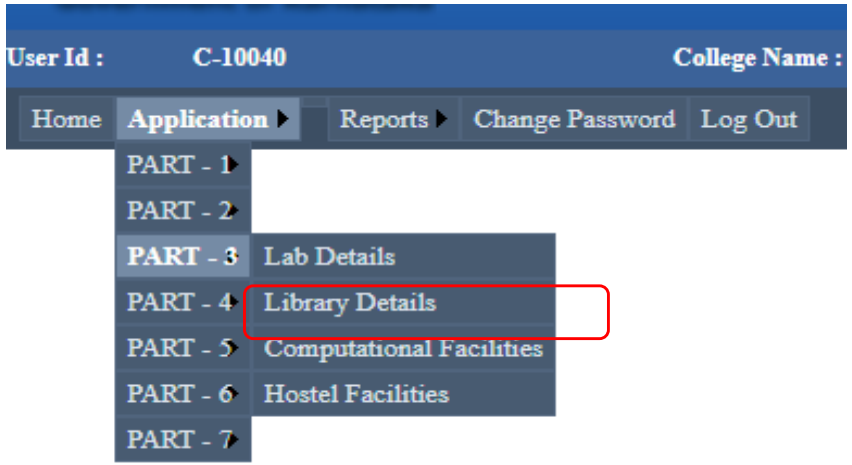
Click on save for each course lab details

Lab Details:

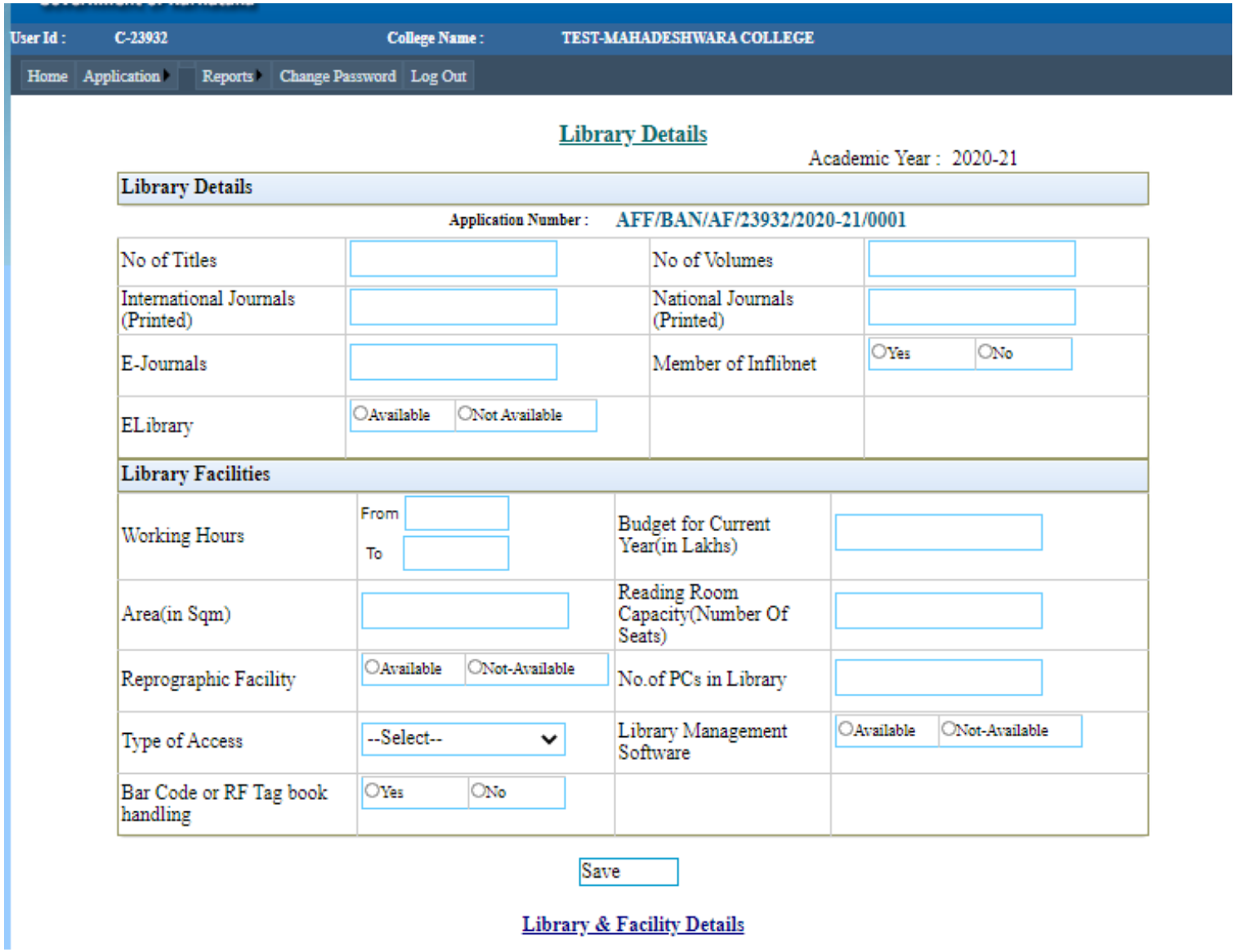


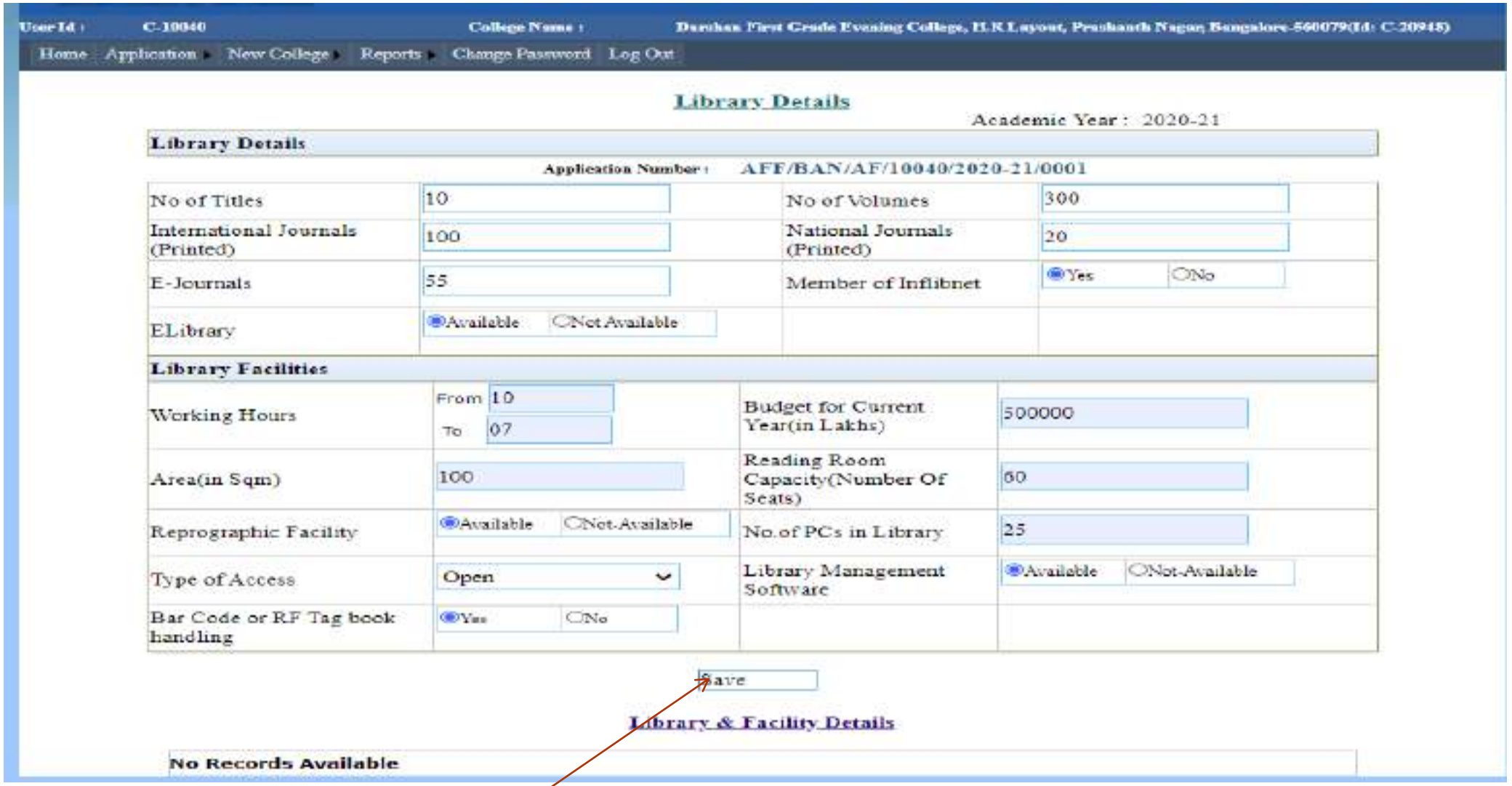
Details of lab data entered are saved

Part3.2: Library Details

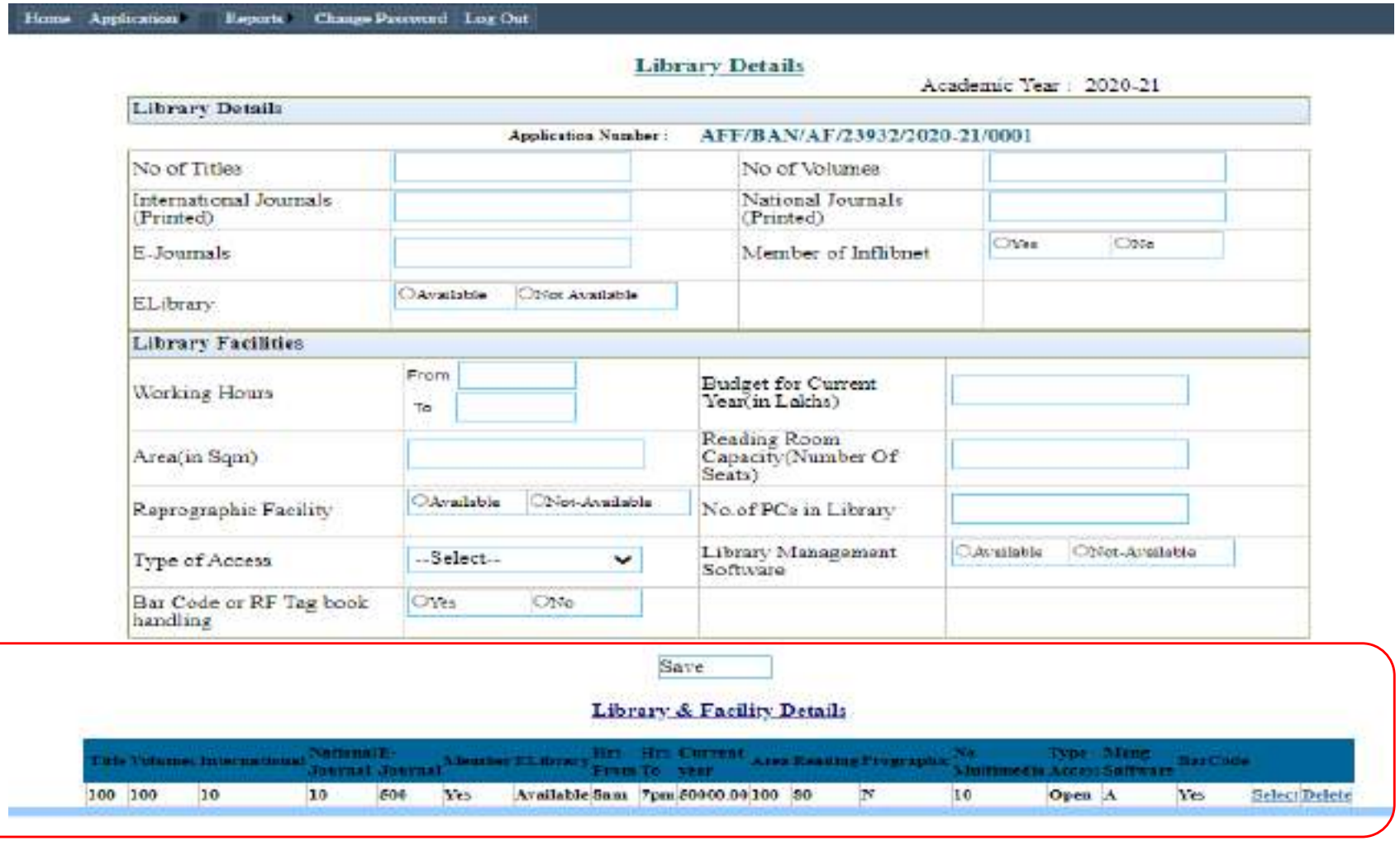


Details of Library, Such as Title, Books, Volumes, Journals, and facilities should be entered



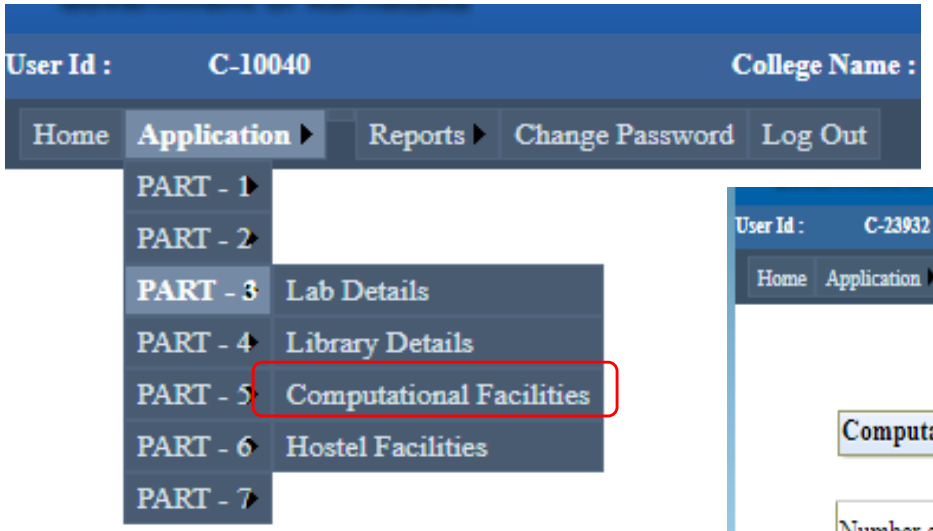


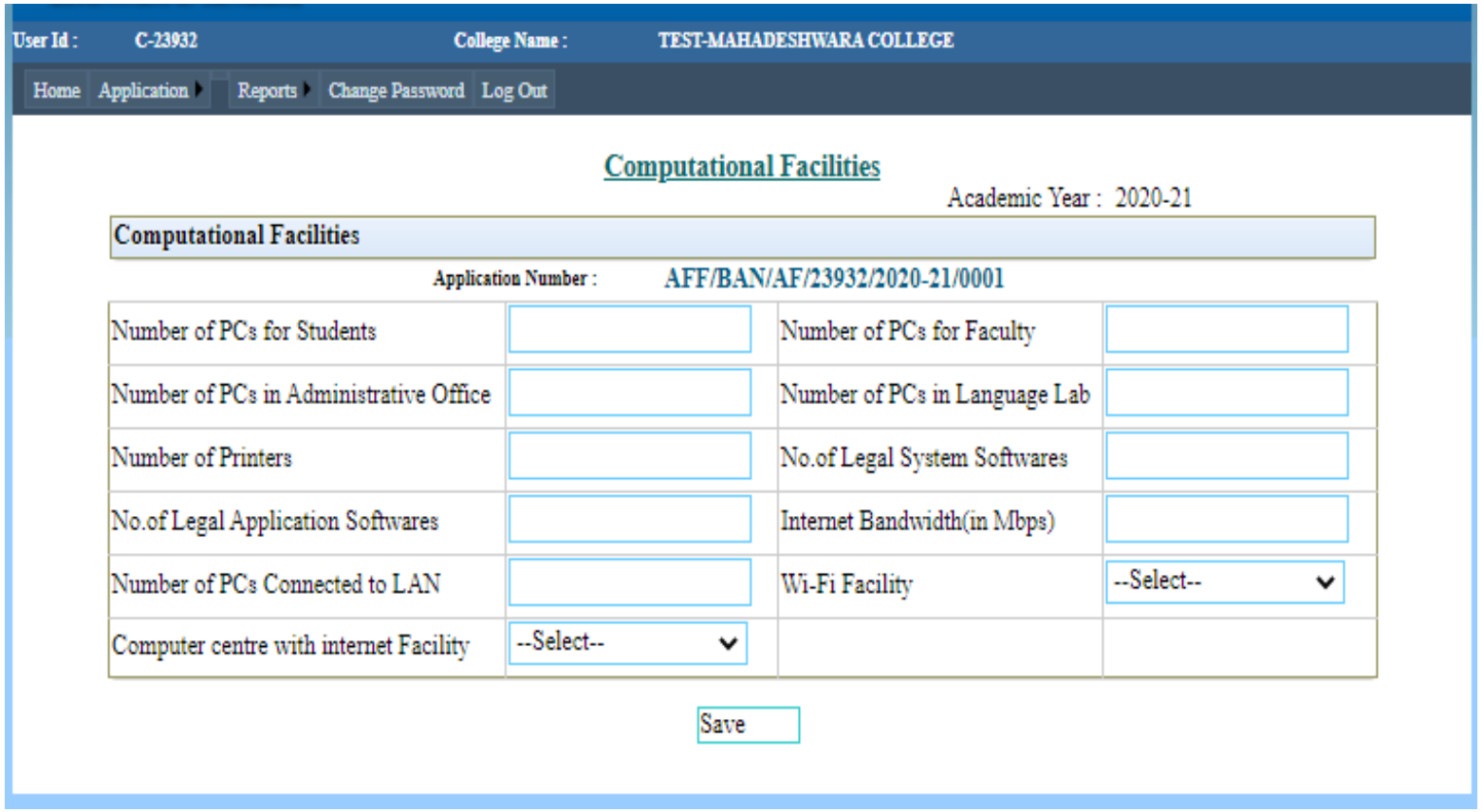
Click on save after entering the details



Details of lab data entered are saved

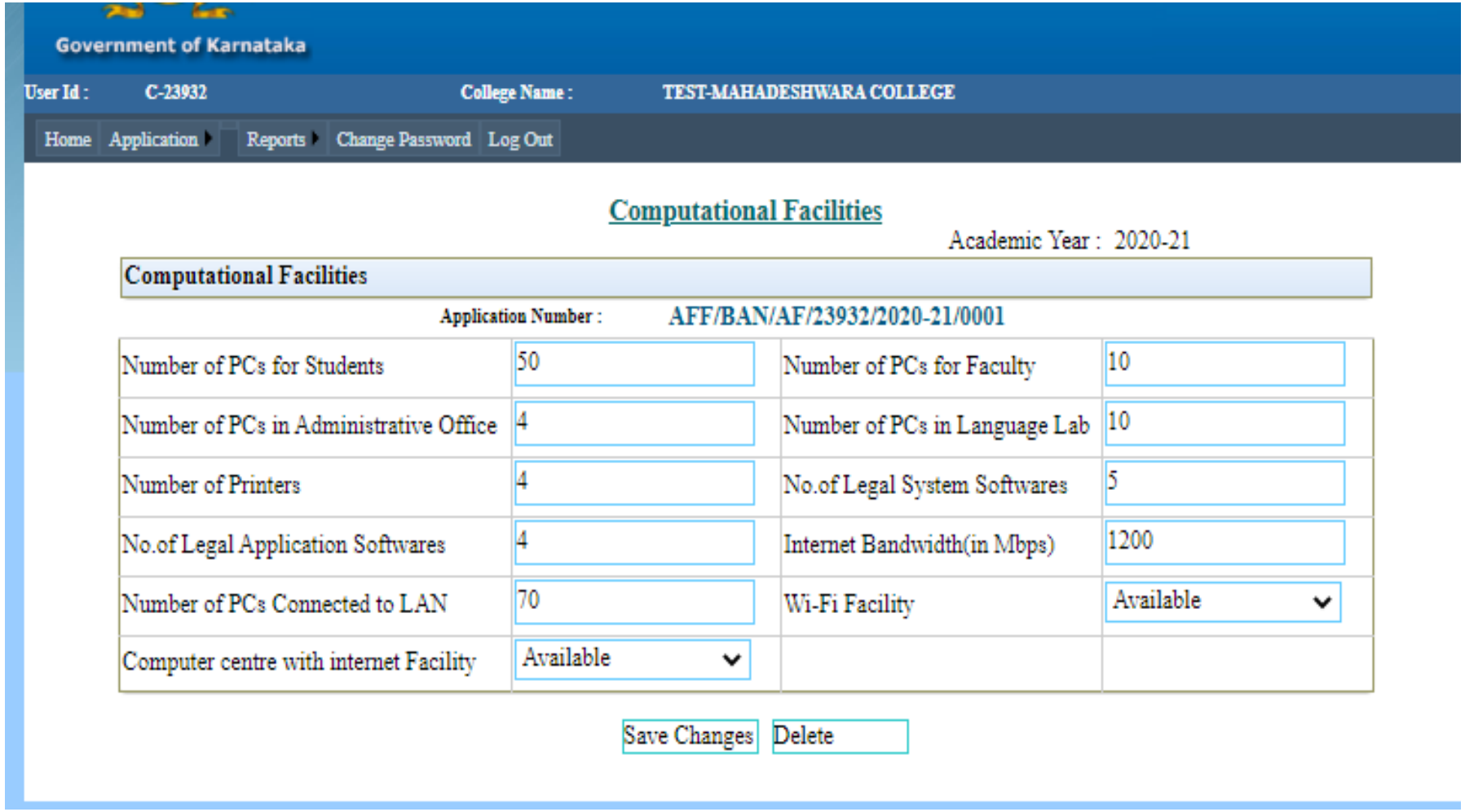
Part3.3: Computational Facilities





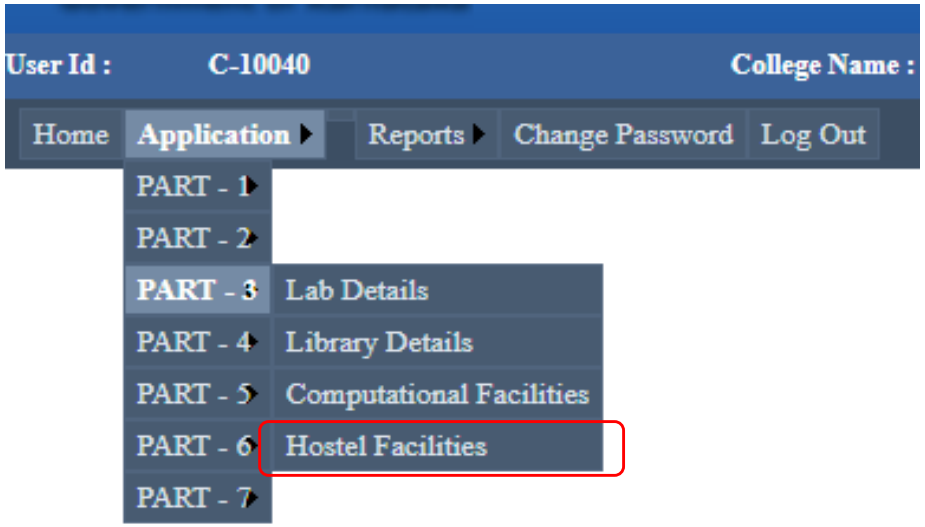
Details of PCs, Software, Internet should be entered, Click on Save button

Computational Facilities

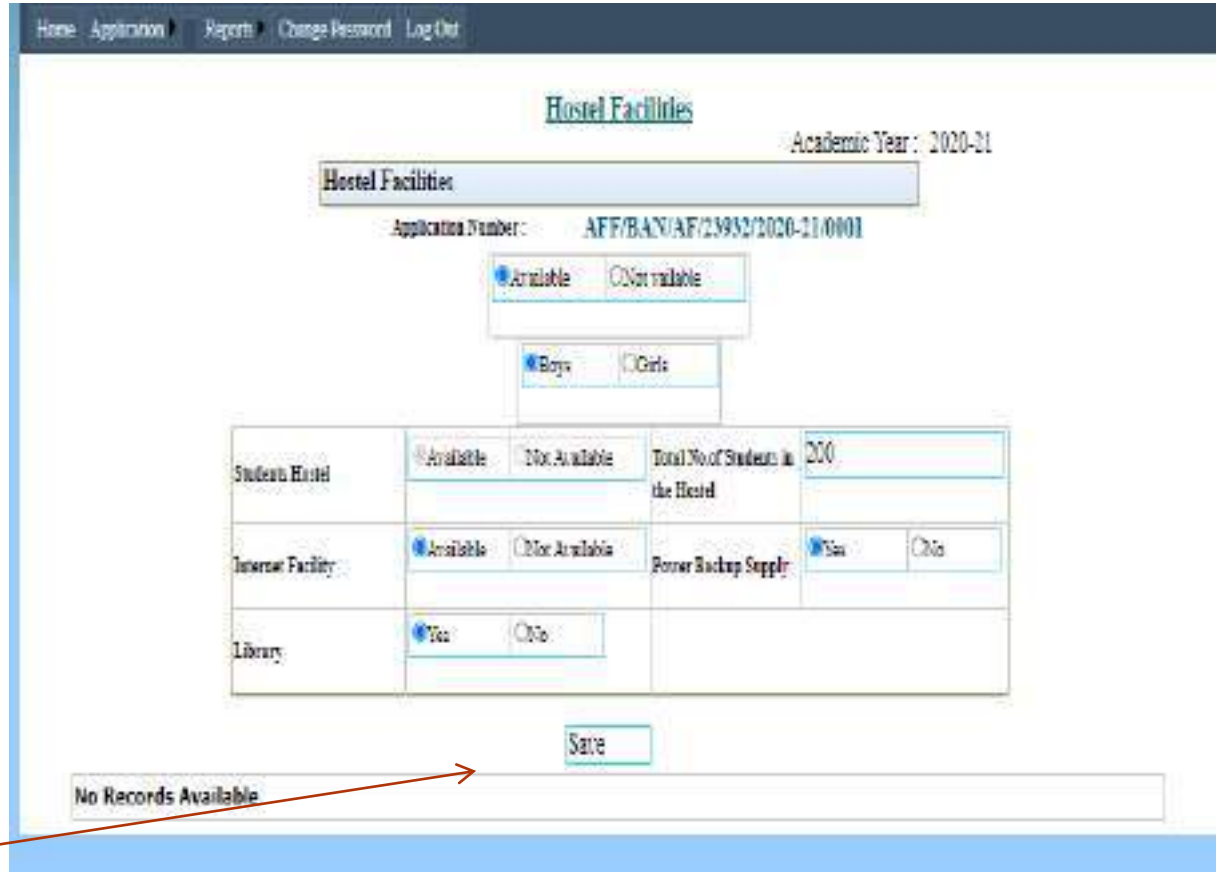


Changes can be made by using ‘Save changes’ button

Part3.4: Hostel Facilities

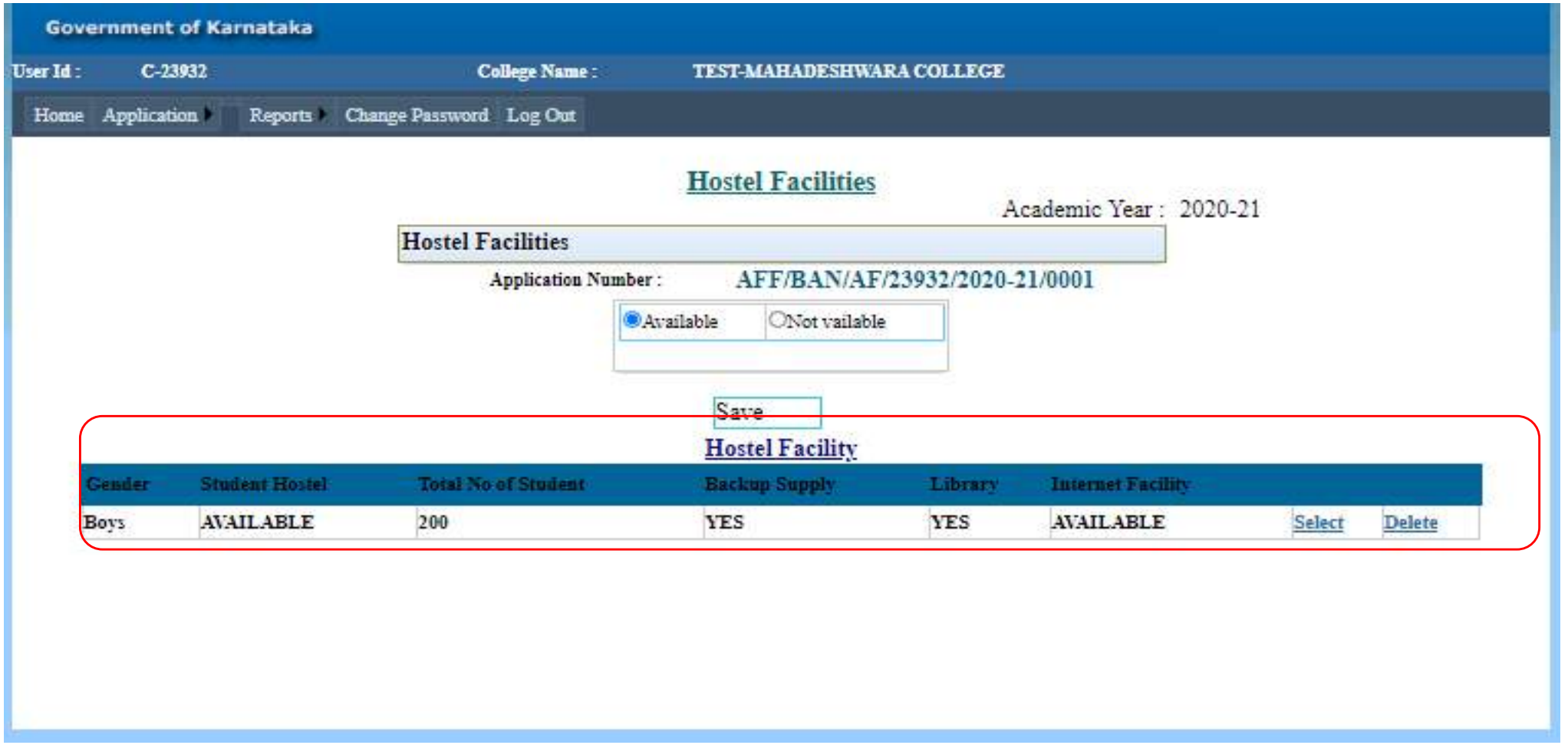


Select the Availability



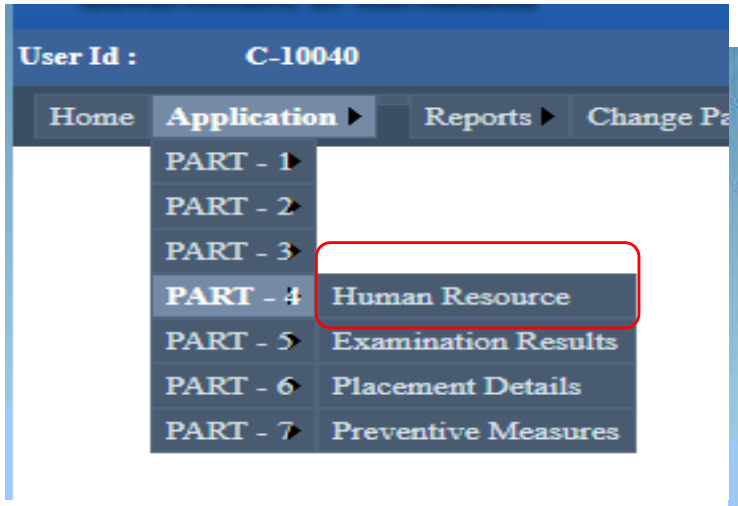
Click on save

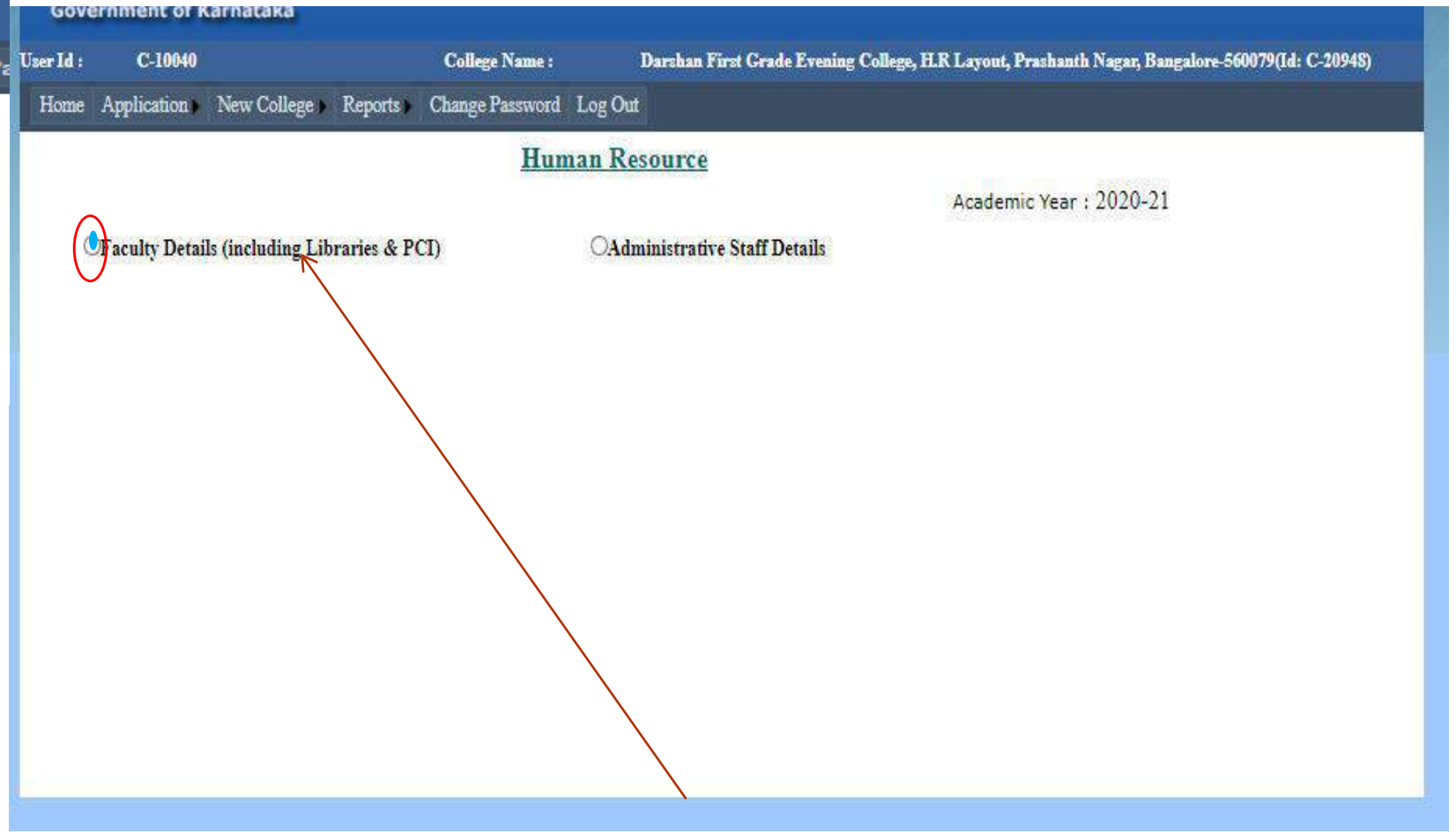
Hostel Facilities



Data get saved

Part 4.1: Human Resource

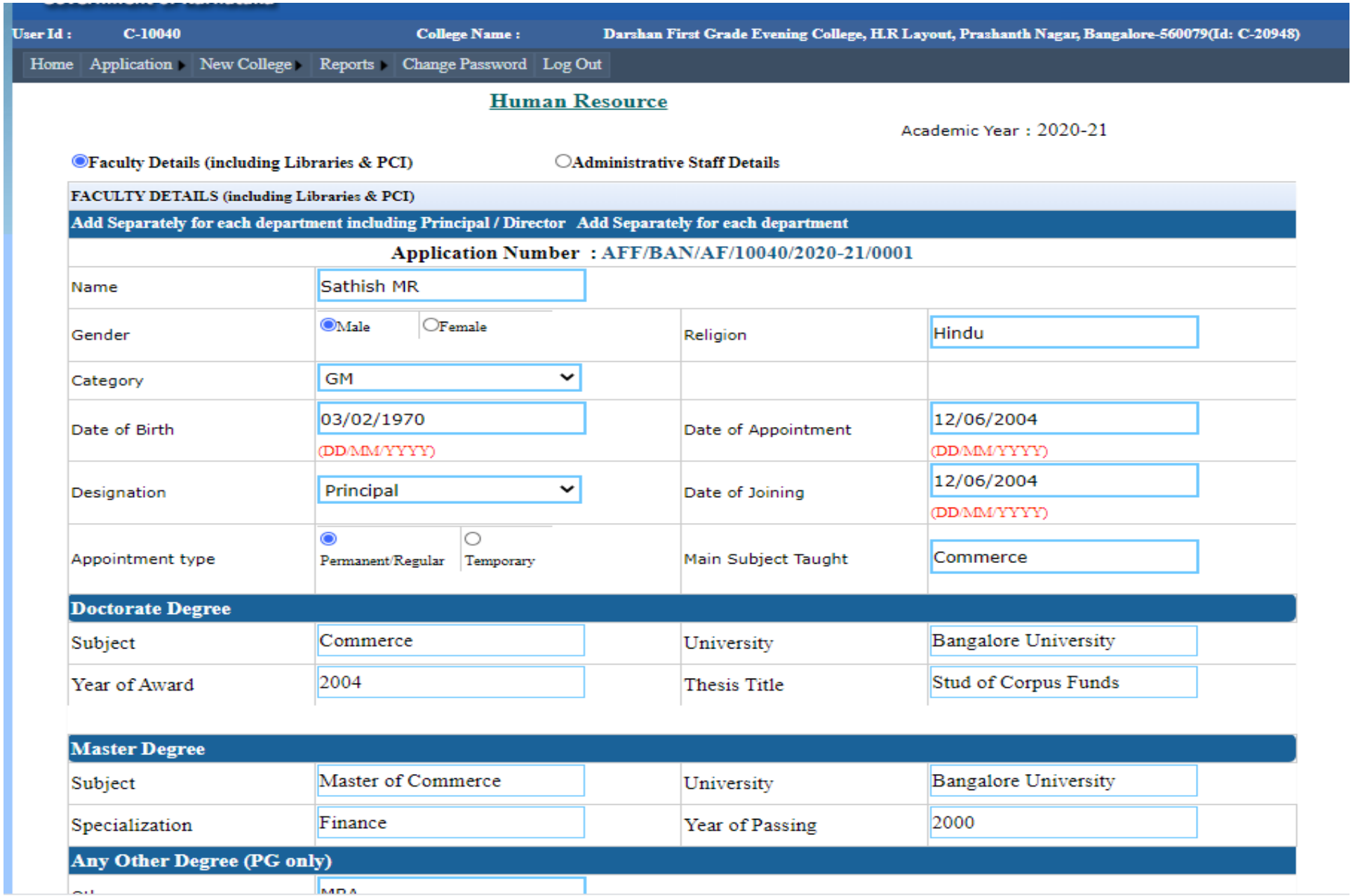




Select Faculty details.

Human Resource- Faculty Details

All the details pertaining to Faculties should be entered one by one. Click on save button after completing the entry of details of each faculty



User Id : C-10040 College Name : Darshan First Grade Evening College, H.R Layout, Prashanth Nagar, Bangalore-560079(Id: C-20948)

Home | Application | New College | Reports | Change Password | Log Out

Human Resource

Academic Year : 2020-21

(•) Faculty Details (including Libraries & PCI) ( ) Administrative Staff Details

FACULTY DETAILS (including Libraries & PCI)

Add Separately for each department including Principal / Director Add Separately for each department

Application Number : AFF/BAN/AF/10040/2020-21/0001

Name	Sathish MR		
Gender	(•) Male ( ) Female	Religion	Hindu
Category	GM		
Date of Birth	03/02/1970 (DD/MM/YYYY)	Date of Appointment	12/06/2004 (DD/MM/YYYY)
Designation	Principal	Date of Joining	12/06/2004 (DD/MM/YYYY)
Appointment type	(•) Permanent/Regular ( ) Temporary	Main Subject Taught	Commerce

Doctorate Degree

Subject	Commerce	University	Bangalore University
Year of Award	2004	Thesis Title	Stud of Corpus Funds

Master Degree

Subject	Master of Commerce	University	Bangalore University
Specialization	Finance	Year of Passing	2000

Any Other Degree (PG only)

Human Resource-Faculty Details

Any Other Degree (PG only)			
Others	MBA		
Experience (in Years)			
Teaching Experience	16	Industry Experience	0
Research Experience	10	Awards	2
E-Mail	dfgecollege@gmail.com	Mobile Number	9901054079
Photograph (.JPEG,.PNG)		Choose File man1.jpg	Size not more than 100KB
Others Details			
Gross Salary(in Rs)	66000	Mode of Payment	Check
NET/SLET/KSET/Mphil	(•) Yes ( ) No	UGC PayScale	(•) Yes ( ) No

Academic Activities	
The Year from which Listed as University Examine r (By any University)	2006
Participation in the previous University Evaluation Process	(•) Yes ( ) No
Worked as University Custodian of Answer Scripts	(•) Yes ( ) No
No of Workshop, Seminars, Conferences and Group Discussions Organized during the Previous Academic Year	2
No of Workshop, Seminars, Conferences and Group Discussions Participated during the Previous Academic Year	2
Total No of times Worked as Resource Person in Workshop, Special Lectures, Seminars and Conferences	2
Total No of Books Authored/Edited	10
Experience as NAAC Coordinator, in Years	0
Experience as IQAC Coordinator, in Years	0
Experience as College NSS Officer, in Years	0
Experience as College NCC Officer, in Years	0
Experience as College Red Cross Officer, in Years	0

Upload Photo of faculty in JPEG format less than 100kb

Human Resource- Faculty Details

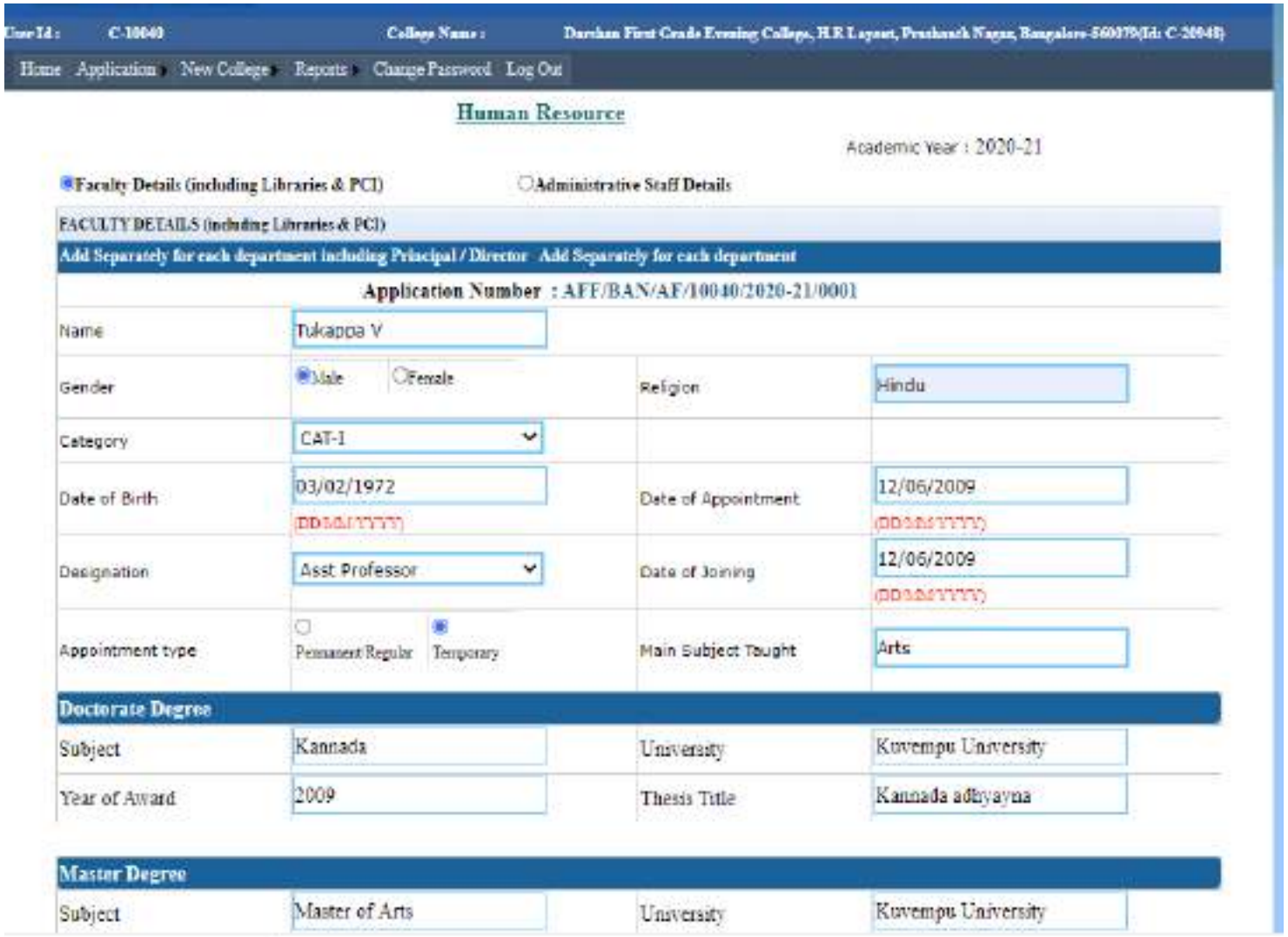
Experience as College NSS Officer, in Years	0
Experience as College NCC Officer, in Years	0
Experience as College Red Cross Officer, in Years	0
Outreach Activities Conducted/Participated during the Pervious Academic year	2
Membership in University/Academic Bodies	(•) Yes ( ) No
Research Accomplishment	
Total No of Research Papers Published in UGC Approved/Paper Reviewed Journals	4
Articles Published in news Dailies and Magazines	1
Minor Project (Completed and On-going)	1
Major Project (Completed and On-going)	1
University Recognized Guideship	(•) Yes ( ) No
No of Students Guided for M.Phil (Completed and On-going)	3
No of Students Guided for Ph.D (Completed and On-going)	2
Awards and Honors Received	
State level	1
National level	1
International level	0
Any Other Achievements	0

Save

No Records Available

Click Save on entering first faculty details

Human Resource- Enter the next Faculty Details and click on save



Human Resource-

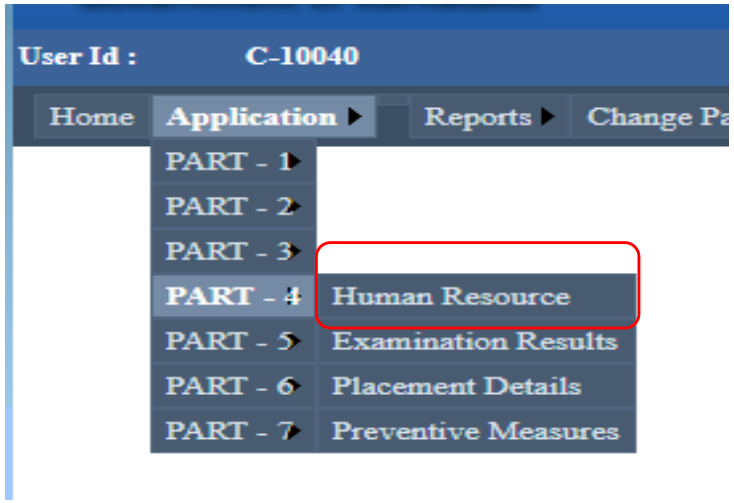
Outreach Activities Conducted/Participated during the Pervious Academic year	
Membership in University/Academic Bodies	○Yes ○No
Research Accomplishment	
Total No of Research Papers Published in UGC Approved/Paper Reviewed Journals	
Articles Published in news Dailies and Magazines	
Minor Project (Completed and On-going)	
Major Project (Completed and On-going)	
University Recognized Guideship	○Yes ○No
No of Students Guided for M.Phil (Completed and On-going)	
No of Students Guided for Ph.D (Completed and On-going)	
Awards and Honors Received	
State level	
National level	
International level	
Any Other Achievements	

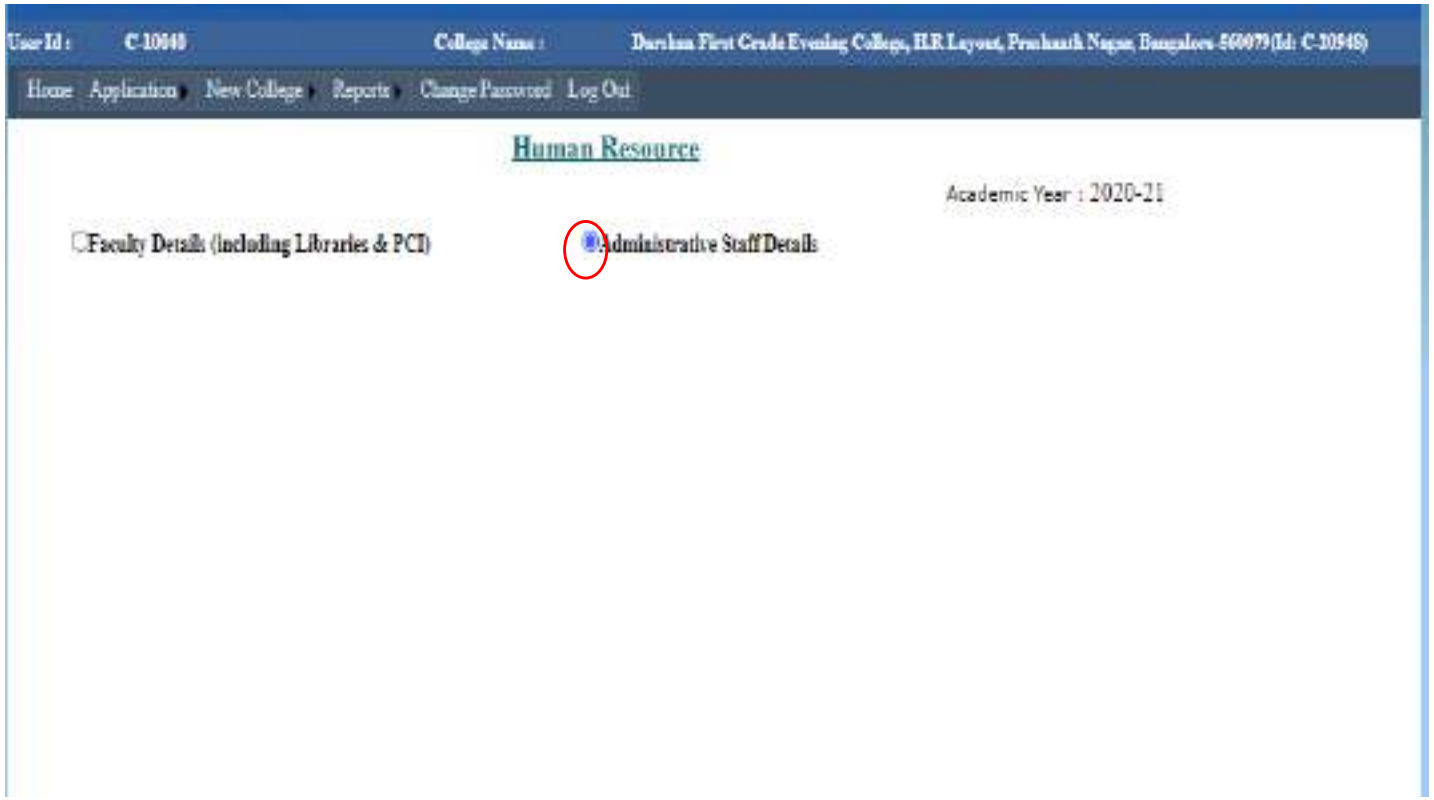
Save

S.No	Name	Religion	DOB	E-Mail	Mobile No		
1	Sathish MR	Hindu	03/02/1970	dfgecollege@gmail.com	9901054079	Select	Delete
2	Tukappa V	Hindu	03/02/1972	dfgecollege@gmail.com	9901054079	Select	Delete

Details of the faculty will be displayed at the end

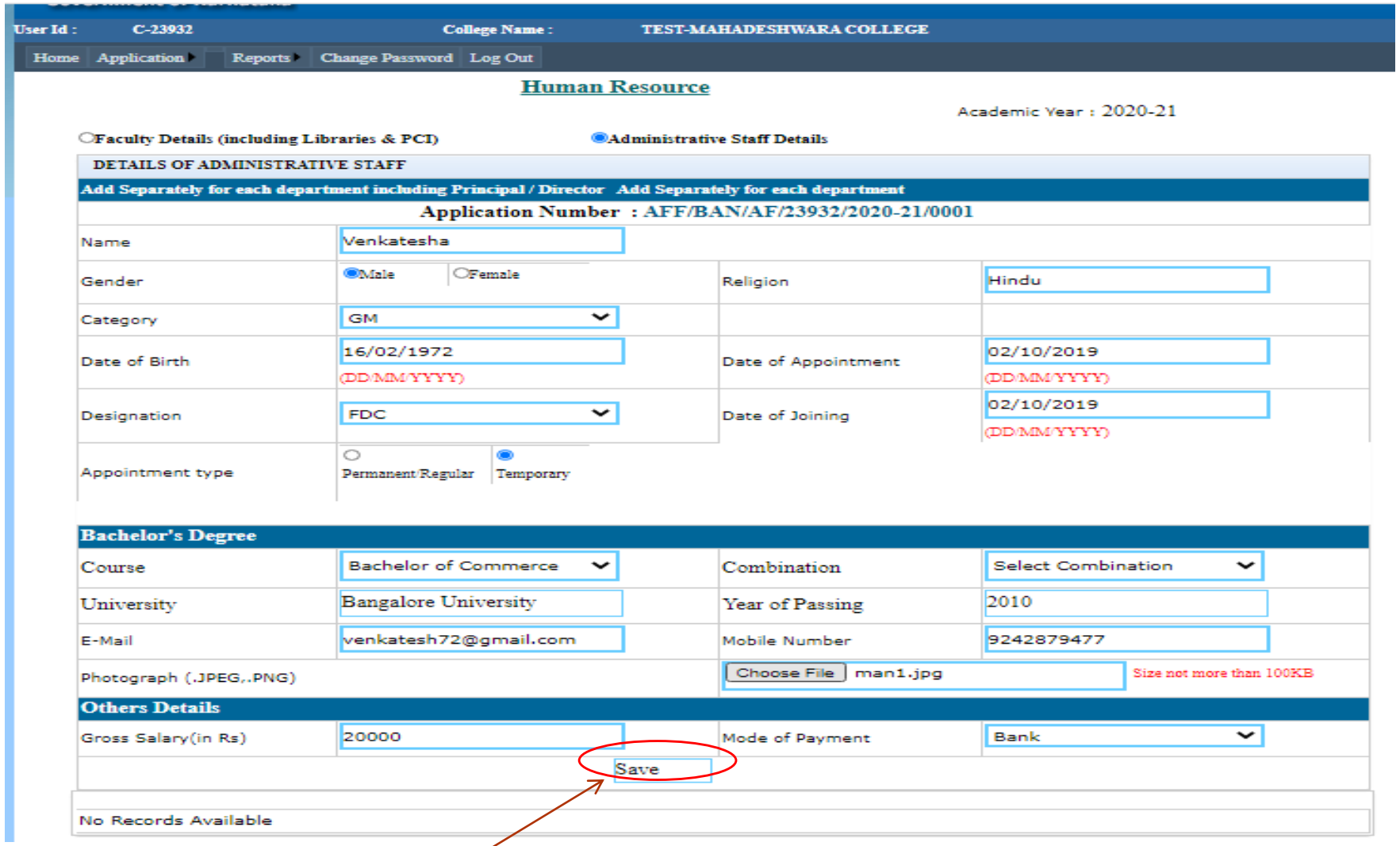
Human Resource- Administrative Staff details





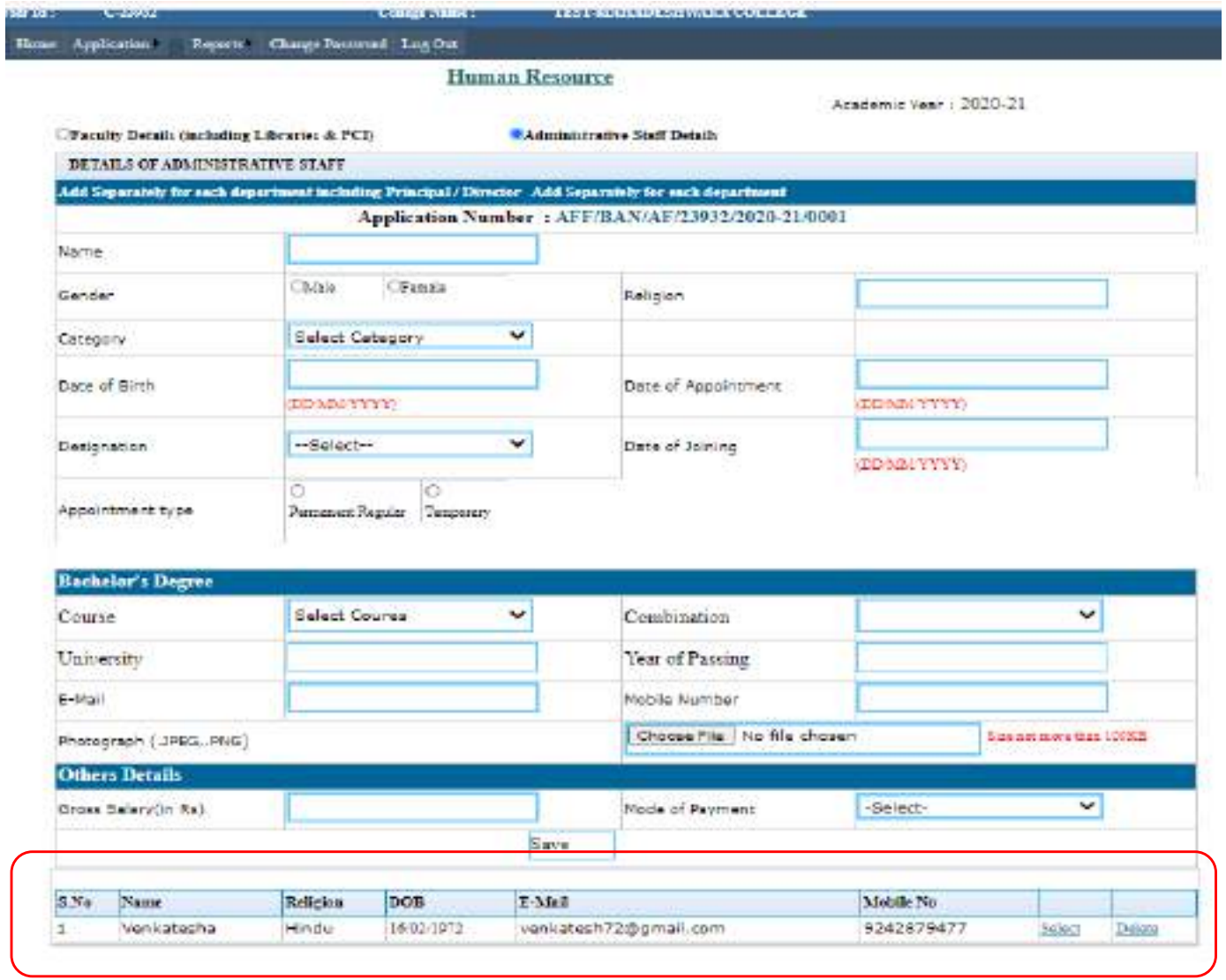
Opt for administrative staff details

Human Resource- Administrative Staff details

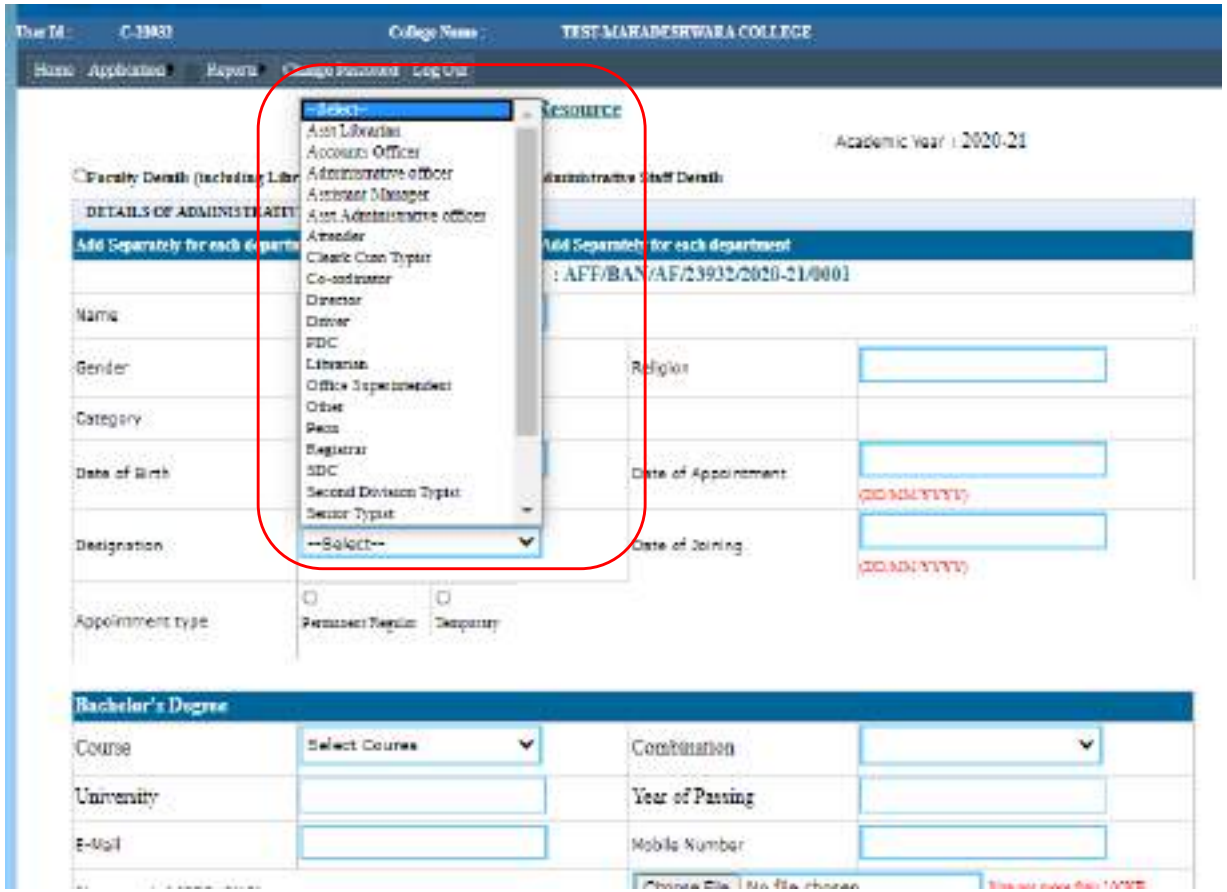


Click Save on entering staff details, details of the staff will be displayed at the end

Human Resource- Administrative Staff details

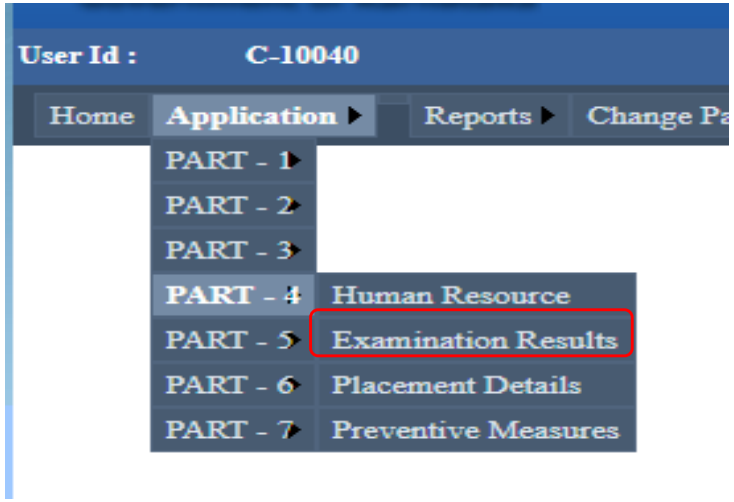


Human Resource- Administrative Staff details

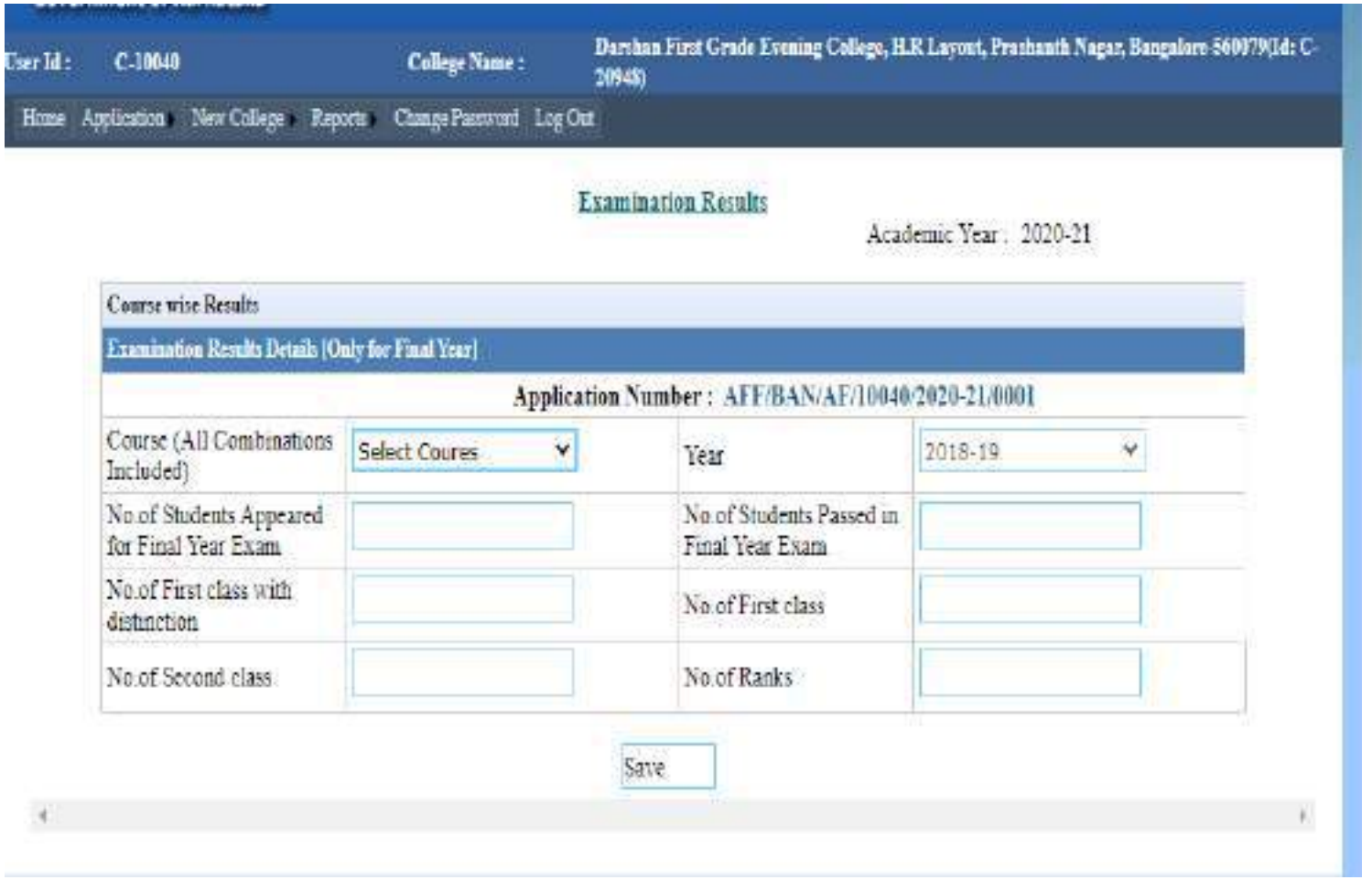


Wide range of designations are available, Enter the details of all teaching staff one by one

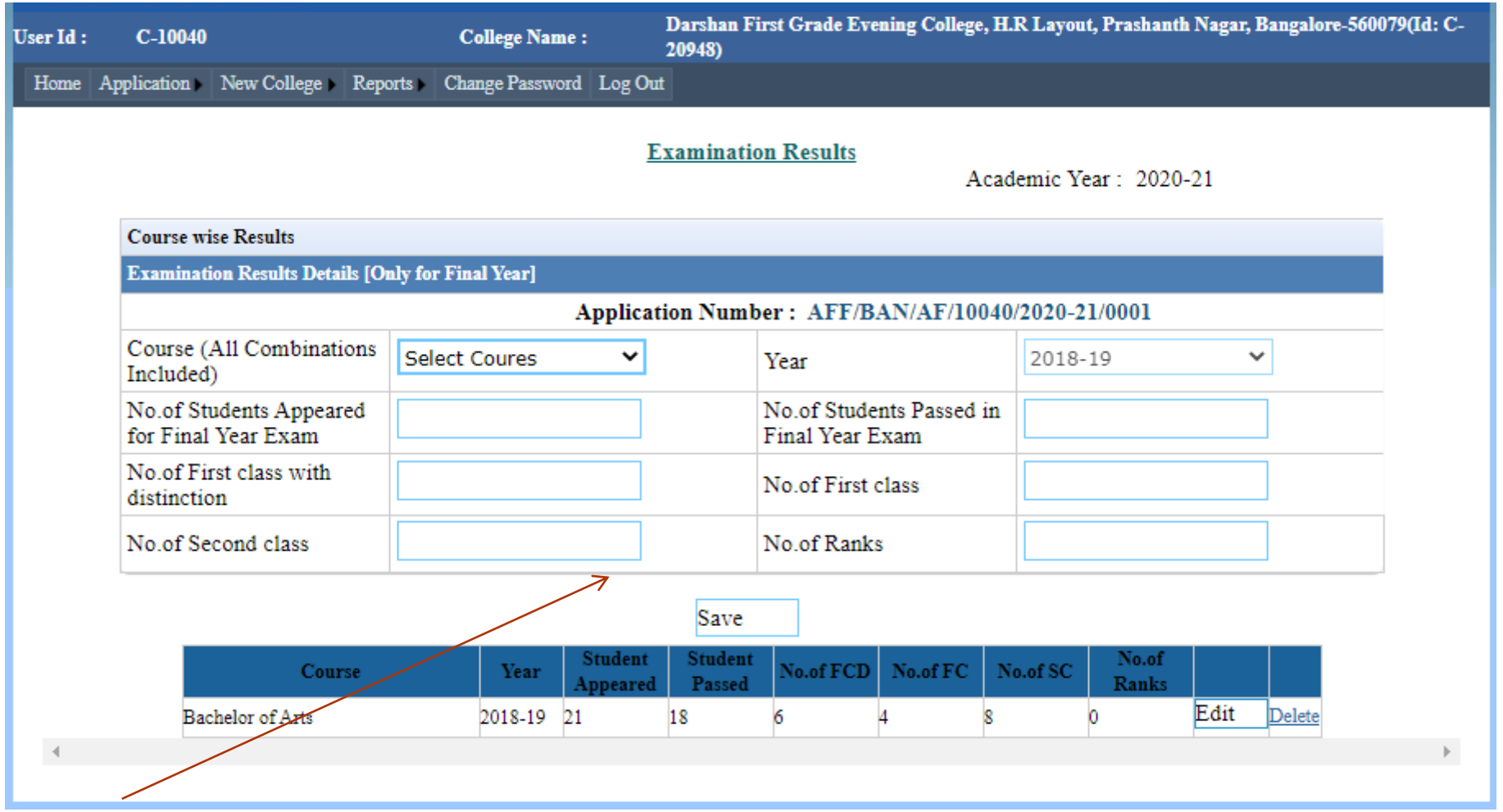
Part-4.2: Examination Results



Enter the details of the Examination Results of each course

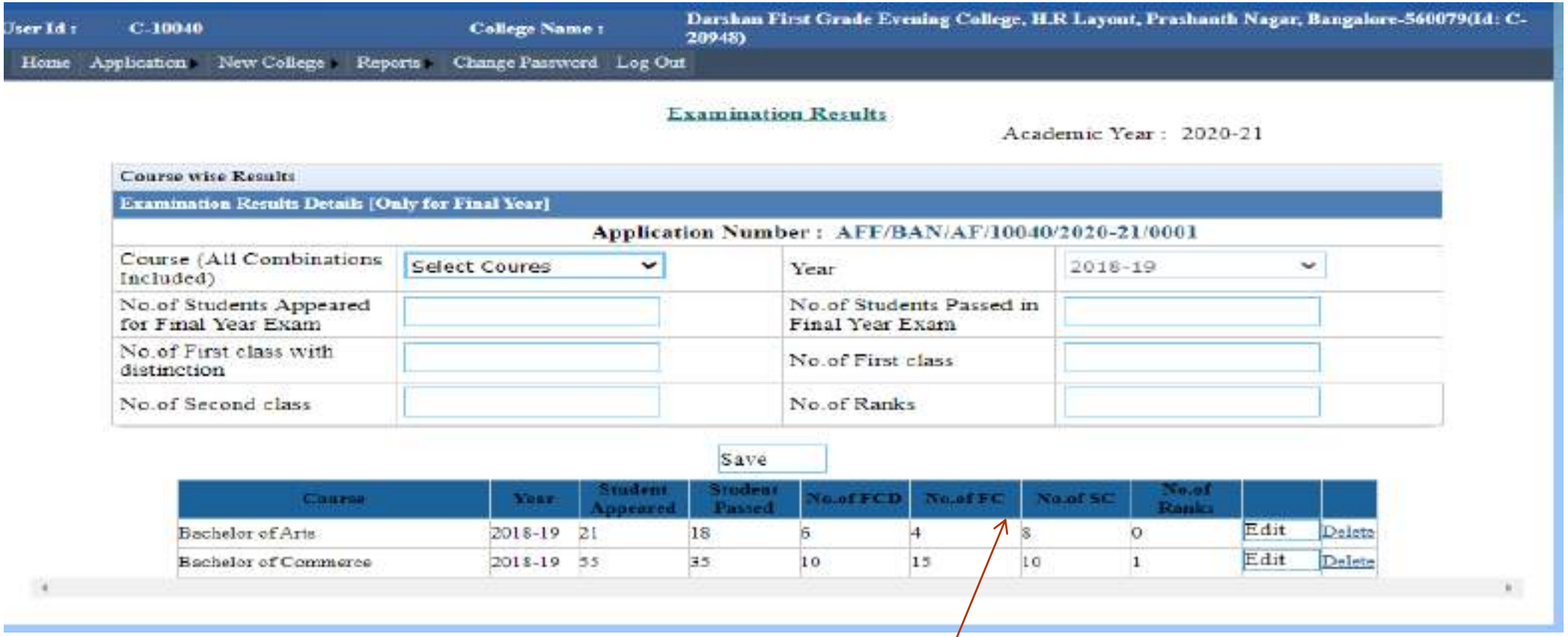


Examination Results



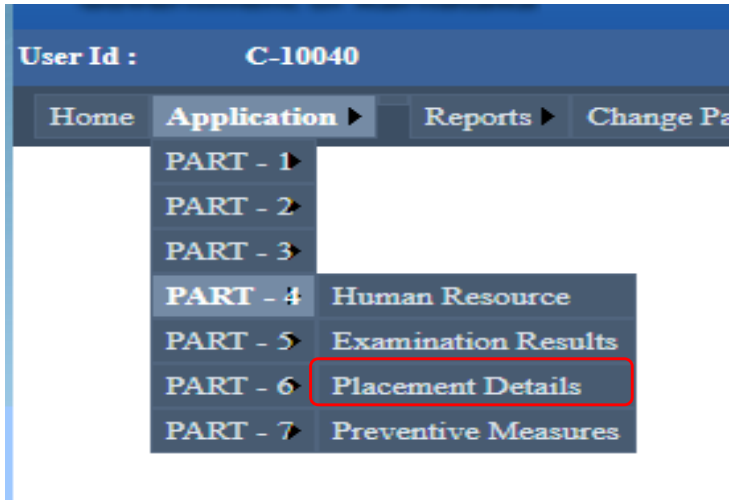
Click on save after entering details of each course

Examination Results

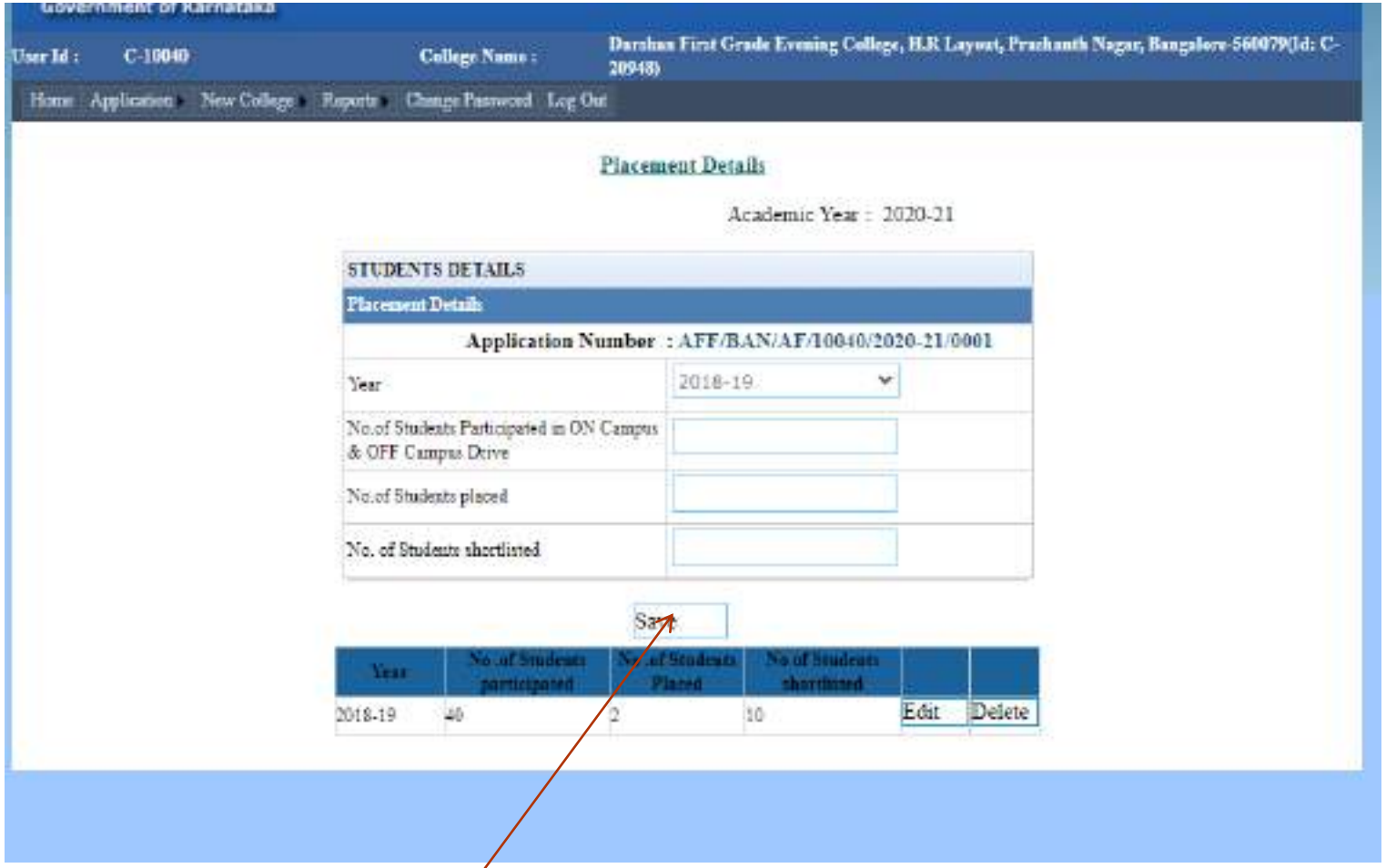


Details of the results will be displayed at the end

Part4.3: Placement Details

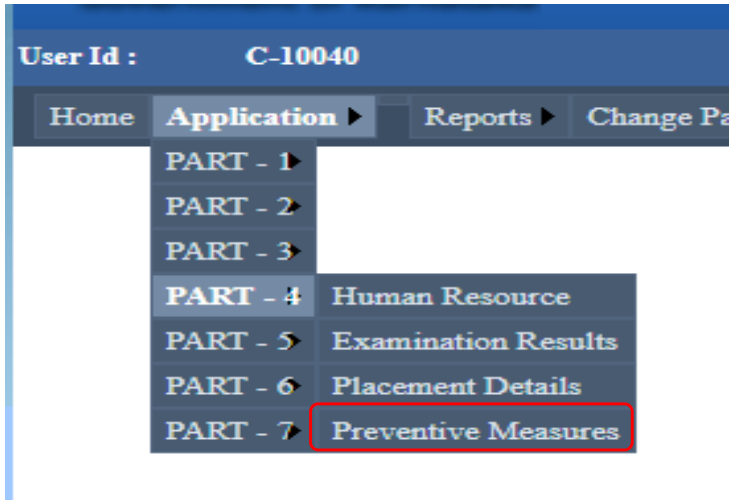


Enter the details of No. of students placements



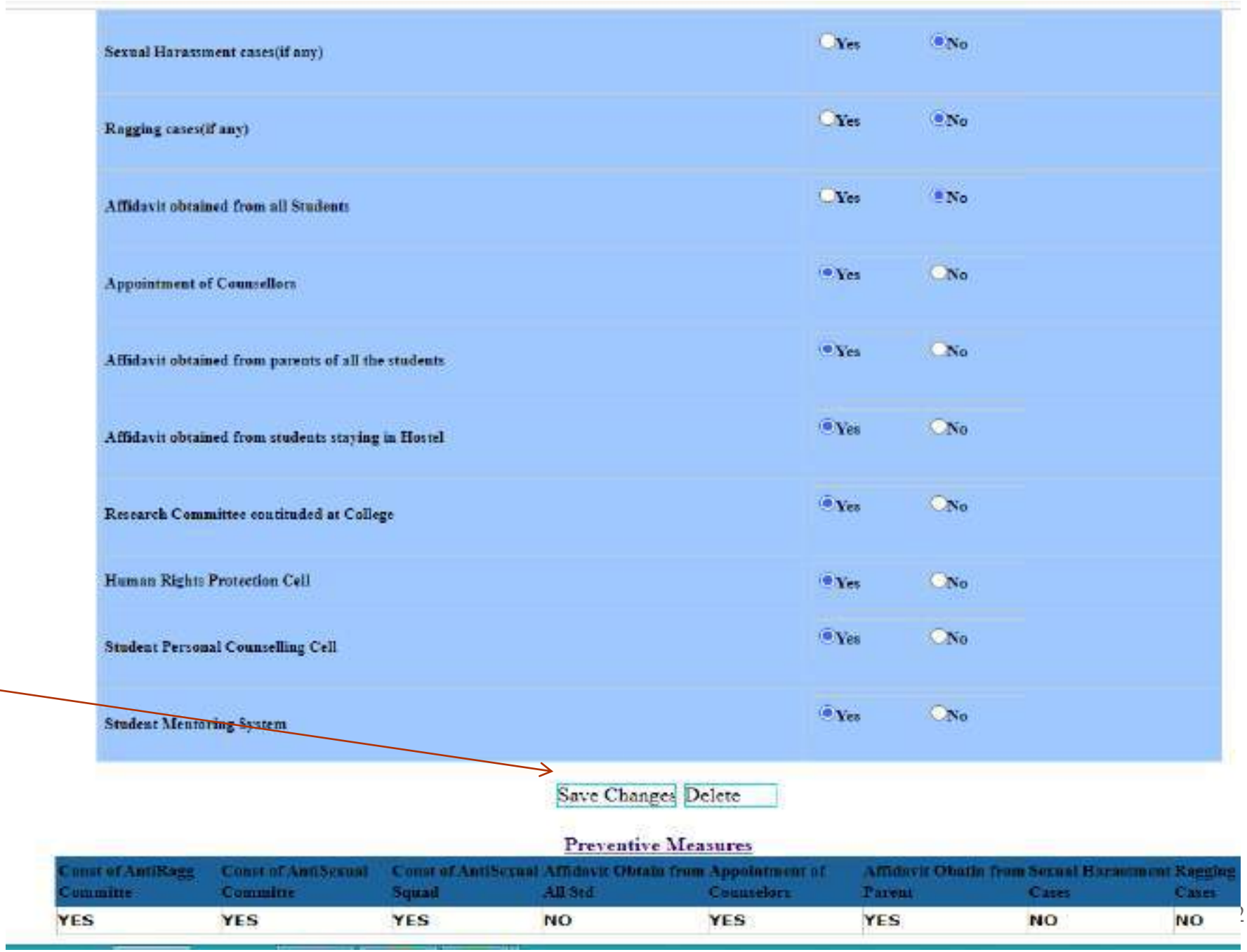
Click on save after entering details

Part4: Preventive Measures



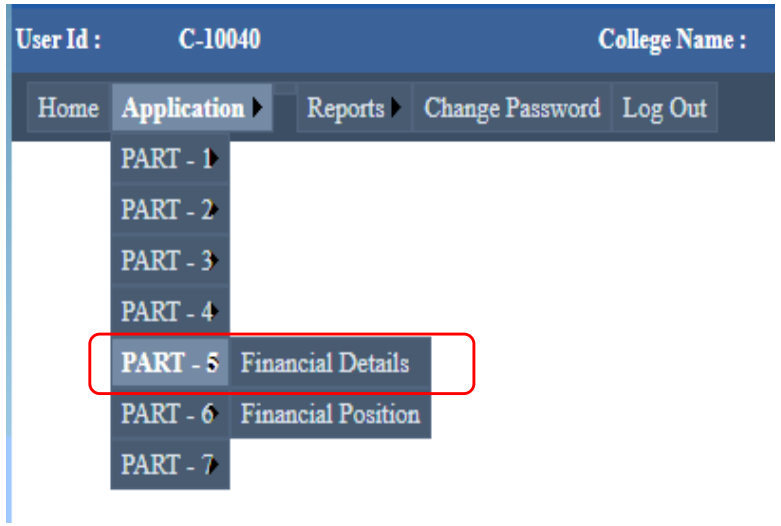
Select the Options for preventive measures, such as Anti Ragging Committee etc.,

Preventive Measures



Click on save after entering details

Part 5.2- Financial Detai



Enter the Financial details
Click on save.

Financial Details

Academic Year : 2020-21

FINANCIAL DETAILS FOR THE CURRENT YEAR (Rs in Lakh)

Annual Income (2019-20)

Application Number : AFF/BAN/AF/10040/2020-21/0001

Funds from Central Government (Rs in Lakh)	0	Funds from State Government	0
Funds from UGC (Rs in lakh)	0	Funds from other Sources	1000000
Student Fee Collected (Rs in lakh)	35000000	Funds from Internal Revenue	1000000

Annual Expenditure (2019-20) (Rs in Lakh)

Teaching Staff Salary	2500000	Non-teaching Staff Salary	100000
Remuneration to Visiting / Guest Faculty	500000	Building Maintenance	25000
Lab Equipment	100000	Lab Consumables	20000
Other			

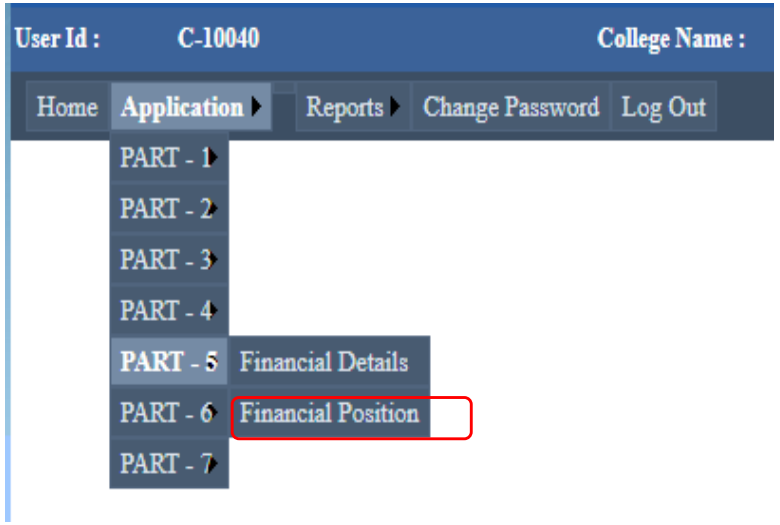
Expenditure incurred during last year (2019-20) (Rs in Lakh)

Library	Books	100000
	Journals	12500
Furniture		20000

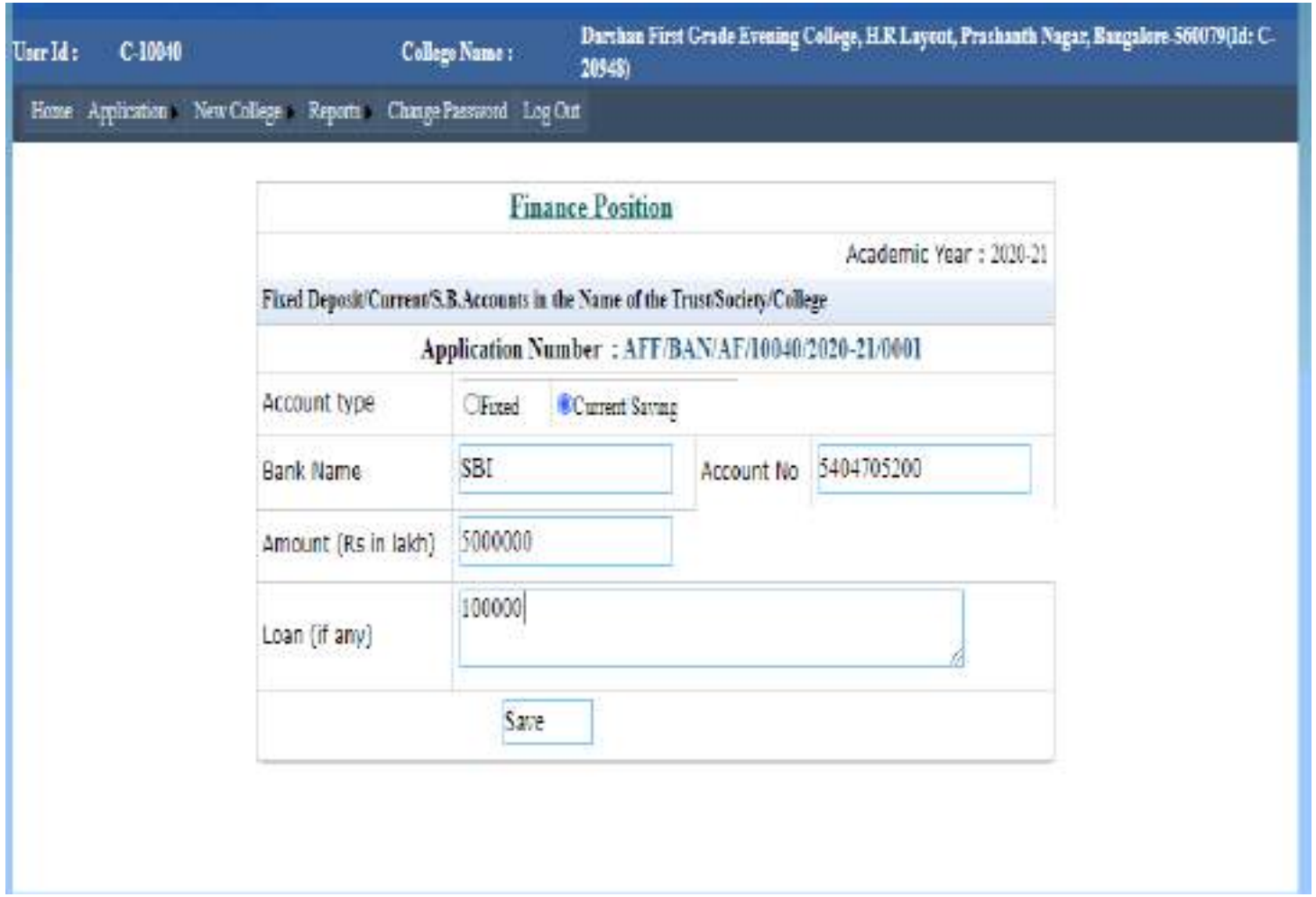
Save Changes

Central Government	State Government	UGC	Other Sources	Student Fees	Internal Revenue		
0	0	0	1000000	35000000	1000000	Select	Delete

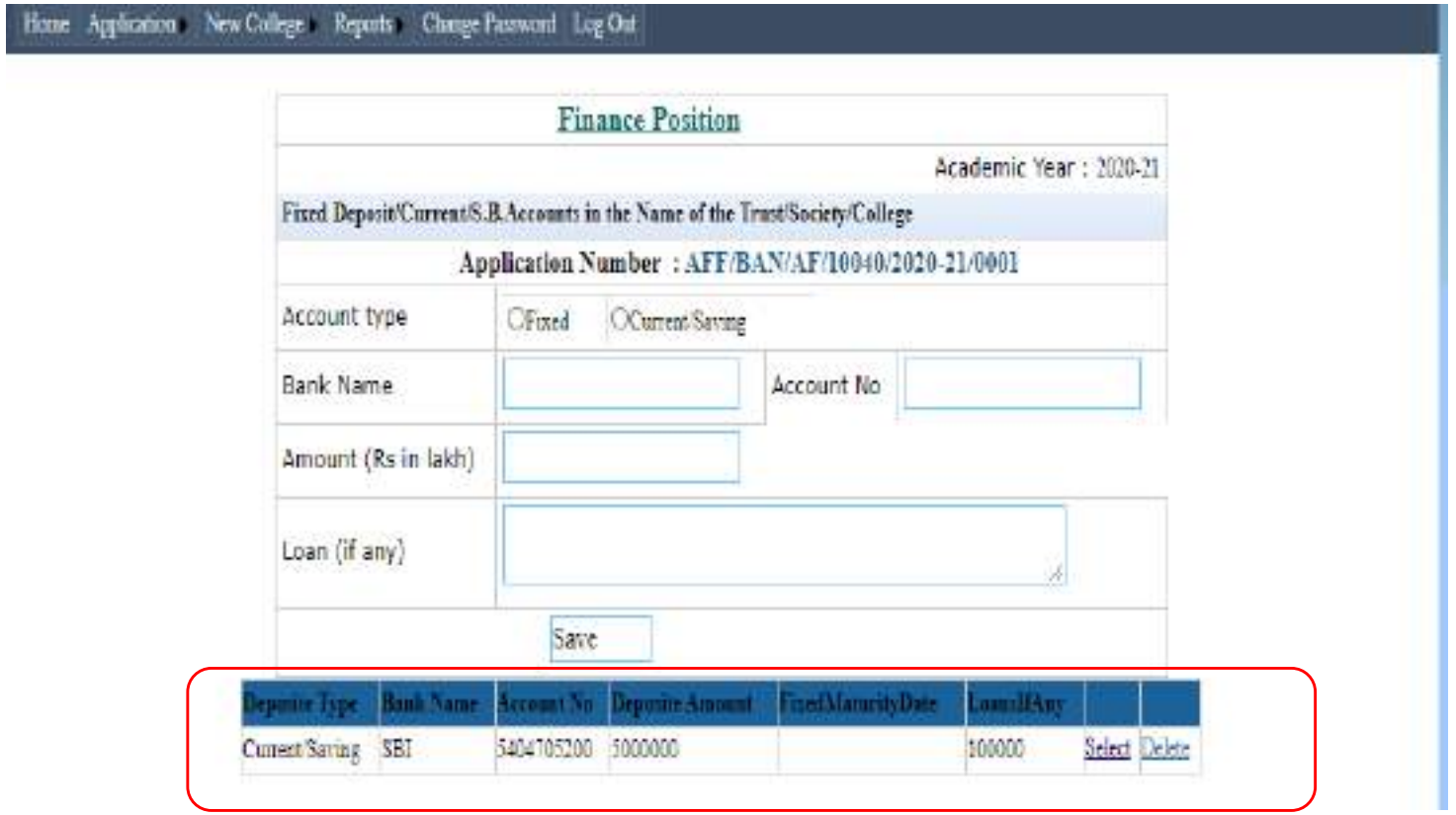
Part 5.2- Financial Position



Enter the details of Financial Position

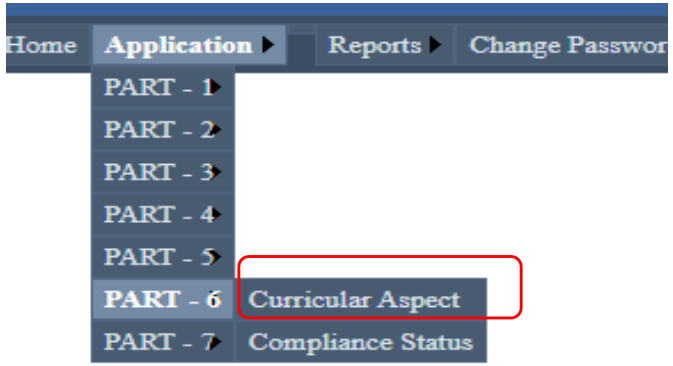


Financial Position



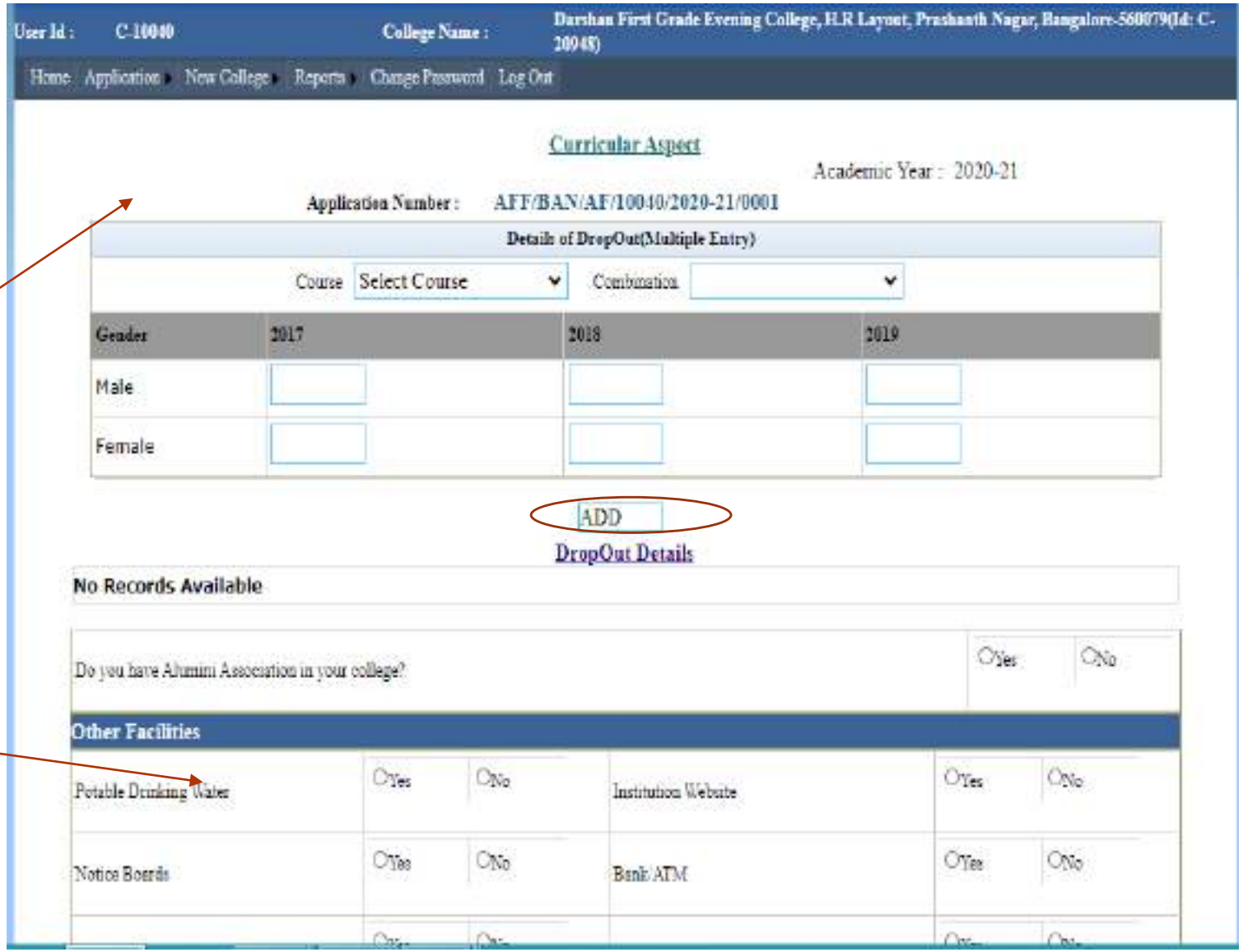
FP Details get saved

Part6.1: Other Details

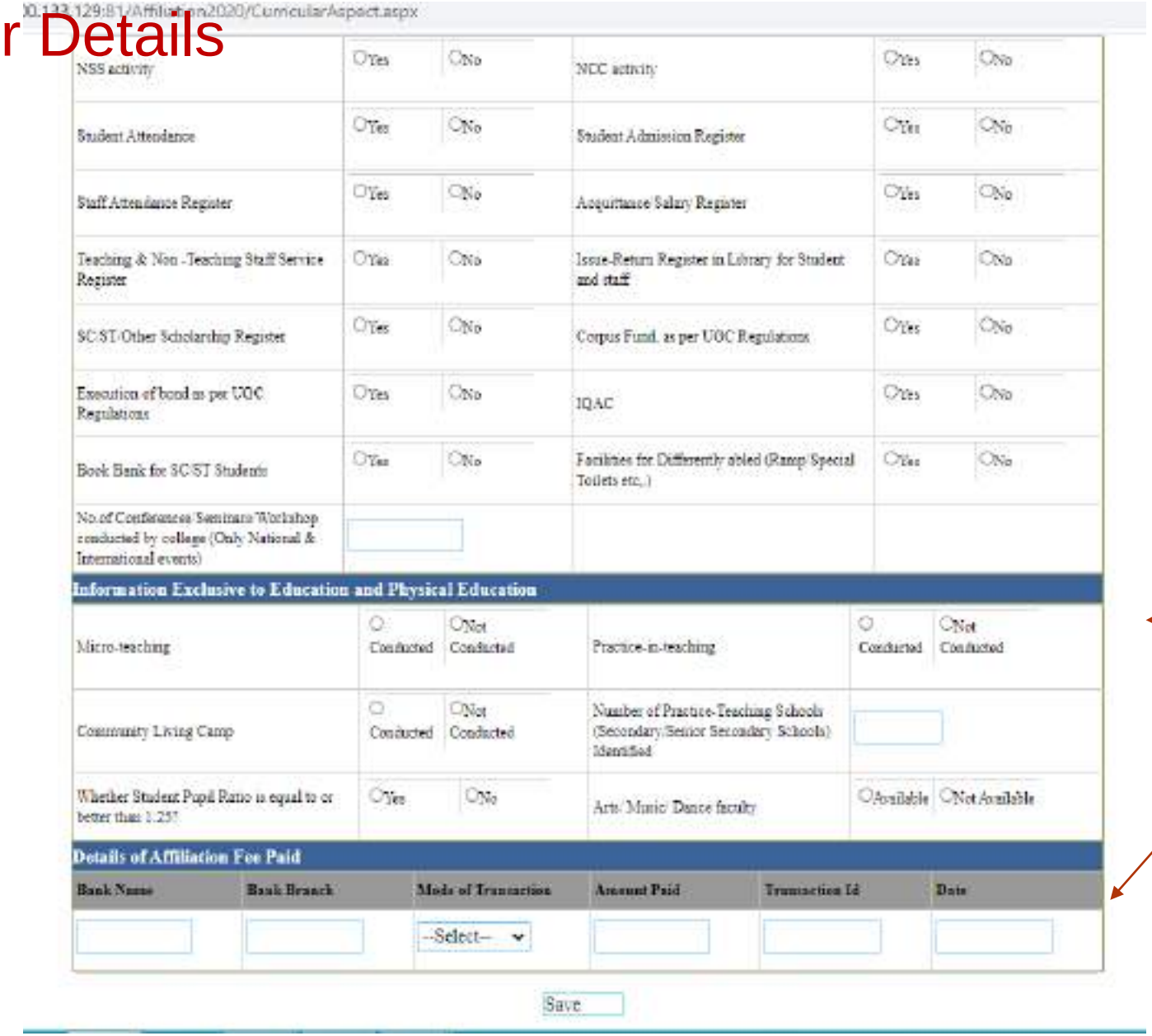


Enter the details of Dropouts, course wise, click on ADD

Select the facilities available



Other Details



NSS activity	○Yes	○No	NCC activity	○Yes	○No
Student Attendance	○Yes	○No	Student Admission Register	○Yes	○No
Staff Attendance Register	○Yes	○No	Acquittance Salary Register	○Yes	○No
Teaching & Non -Teaching Staff Service Register	○Yes	○No	Issue-Return Register in Library for Student and staff	○Yes	○No
SC/ST/Other Scholarship Register	○Yes	○No	Corpus Fund, as per UGC Regulations	○Yes	○No
Execution of bond as per UGC Regulations	○Yes	○No	IQAC	○Yes	○No
Book Bank for SC/ST Students	○Yes	○No	Facilities for Differently abled (Ramp/Special Toilets etc.,)	○Yes	○No
No.of Conferences/Seminars/Workshop conducted by college (Only National & International events)					

Information Exclusive to Education and Physical Education

Micro-teaching	○ Conducted	○Not Conducted	Practice-in-teaching	○ Conducted	○Not Conducted
Community Living Camp	○ Conducted	○Not Conducted	Number of Practice-Teaching Schools (Secondary/Senior Secondary Schools) Identified		
Whether Student Pupil Ratio is equal to or better than 1:25?	○Yes	○No	Arts/ Music/ Dance faculty	○Available	○Not Available

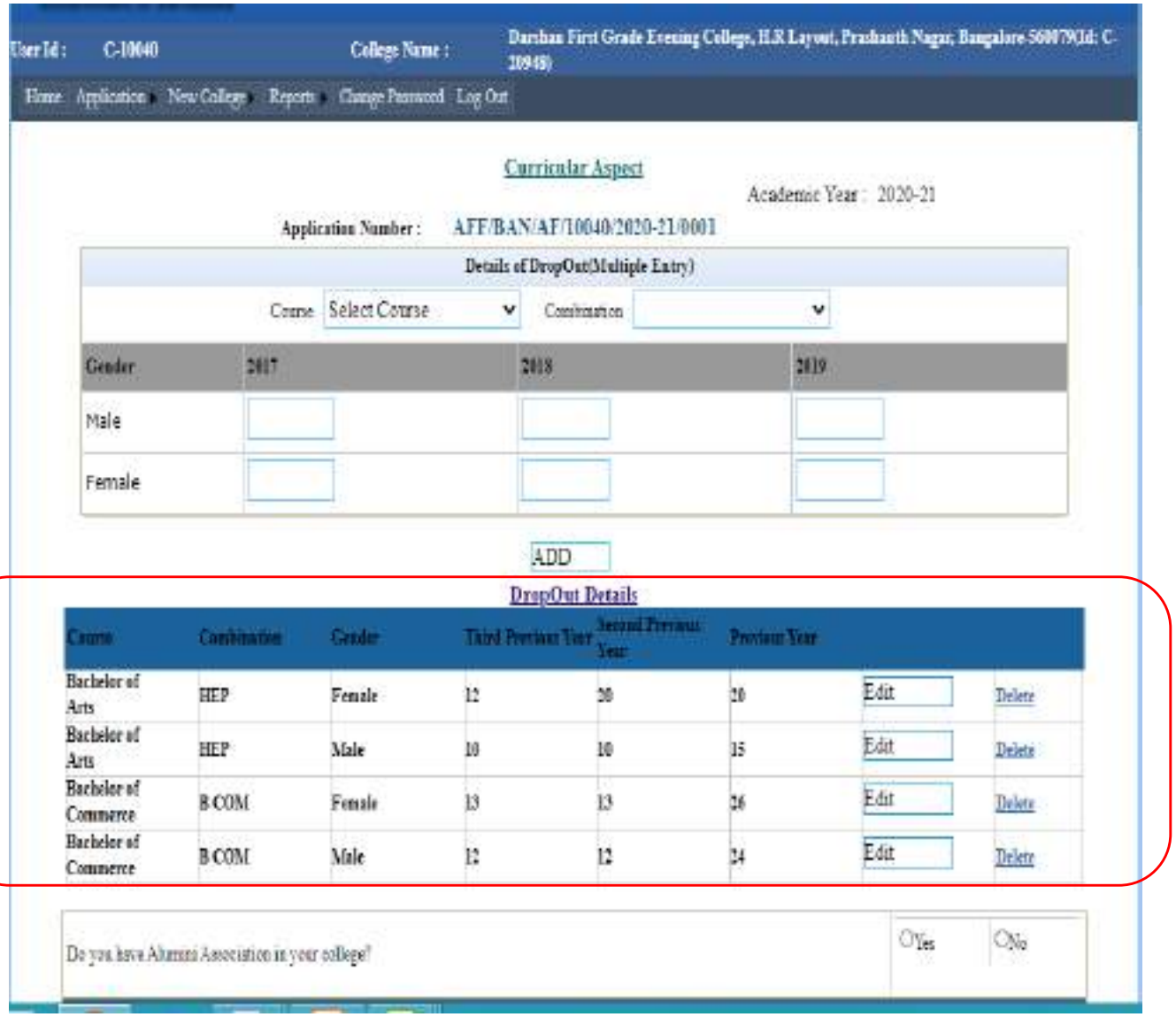
Details of Affiliation Fee Paid

Bank Name	Bank Branch	Mode of Transaction	Amount Paid	Transaction Id	Date
		--Select--			

Save

Enter the details of Physical Education and affiliation fee paid details

Other Details: After filling details



Drop out details saved after entry

Other Details: Opted facilities

Do you have Alumini Association in your college?				Yes	No
Other Facilities					
Potable Drinking Water	Yes	No	Institution Website	Yes	No
Notice Boards	Yes	No	Bank/ATM	Yes	No
Staff Quarters	Yes	No	Backup Electric Supply (UPS/DG Set)	Yes	No
Insurance for students	Yes	No	Group Insurance for employees	Yes	No
All Weather Approach(Motorised Road)	Yes	No	Medical & Counselling Facility	Yes	No
Fire extinguisher	Yes	No	CCTV Security	Yes	No
First Aid Facility	Yes	No	Sewage Disposal System	Yes	No
Vehicle Parking	Yes	No	Language Laboratory(Minimum 25 PCs upto total intake of 1000.Furthur additional 25 PCs per intake of 1000).	Yes	No
Play Ground	Yes	No	Cafeteria facility	Yes	No
Student Welfare officer	Yes	No	Xerox Machine available	Yes	No
NSS activity	Yes	No	NCC activity	Yes	No
Student Attendance	Yes	No	Student Admission Register	Yes	No
Staff Attendance Register	Yes	No	Acquittance/Salary Register	Yes	No
Teaching & Non -Teaching Staff Service	Yes	No	Issue-Return Register in Library for Student	Yes	No

Other Details

00.133.129:81/Affiliation2020/CurricularAspect.aspx

NSS activity	○Yes	◉No	NCC activity	○Yes	◉No
Student Attendance	◉Yes	○No	Student Admission Register	◉Yes	○No
Staff Attendance Register	◉Yes	○No	Acquittance/Salary Register	◉Yes	○No
Teaching & Non -Teaching Staff Service Register	◉Yes	○No	Issue-Return Register in Library for Student and staff	◉Yes	○No
SC/ST/Other Scholarship Register	◉Yes	○No	Corpus Fund, as per UGC Regulations	◉Yes	○No
Execution of bond as per UGC Regulations	◉Yes	○No	IQAC	◉Yes	○No
Book Bank for SC/ST Students	◉Yes	○No	Facilities for Differently abled (Ramp/Special Toilets etc.)	◉Yes	○No
No.of Conferences/Seminars/Workshop conducted by college (Only National & International events)	10				

Information Exclusive to Education and Physical Education

Micro-teaching	○ Conducted	◉Not Conducted	Practice-in-teaching	◉ Conducted	○Not Conducted
Community Living Camp	○ Conducted	◉Not Conducted	Number of Practice-Teaching Schools (Secondary/Senior Secondary Schools) Identified	2	
Whether Student Pupil Ratio is equal to or better than 1:25?	◉Yes	○No	Arts/ Music/ Dance faculty	◉Available	○Not Available

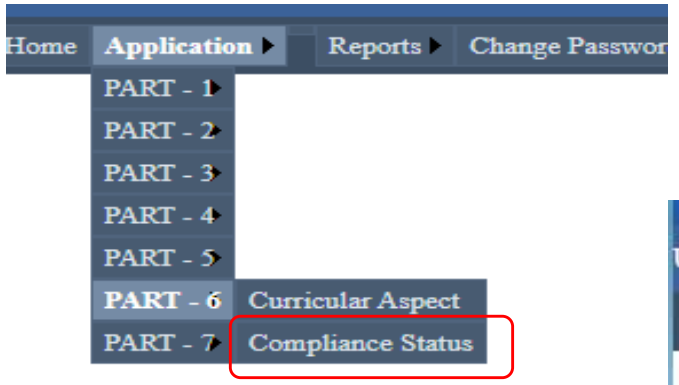
Details of Affiliation Fee Paid

Bank Name	Bank Branch	Mode of Transaction	Amount Paid	Transaction Id	Date
SBI	nagarvai	Others	125000	1xsmbds	06/11/2019

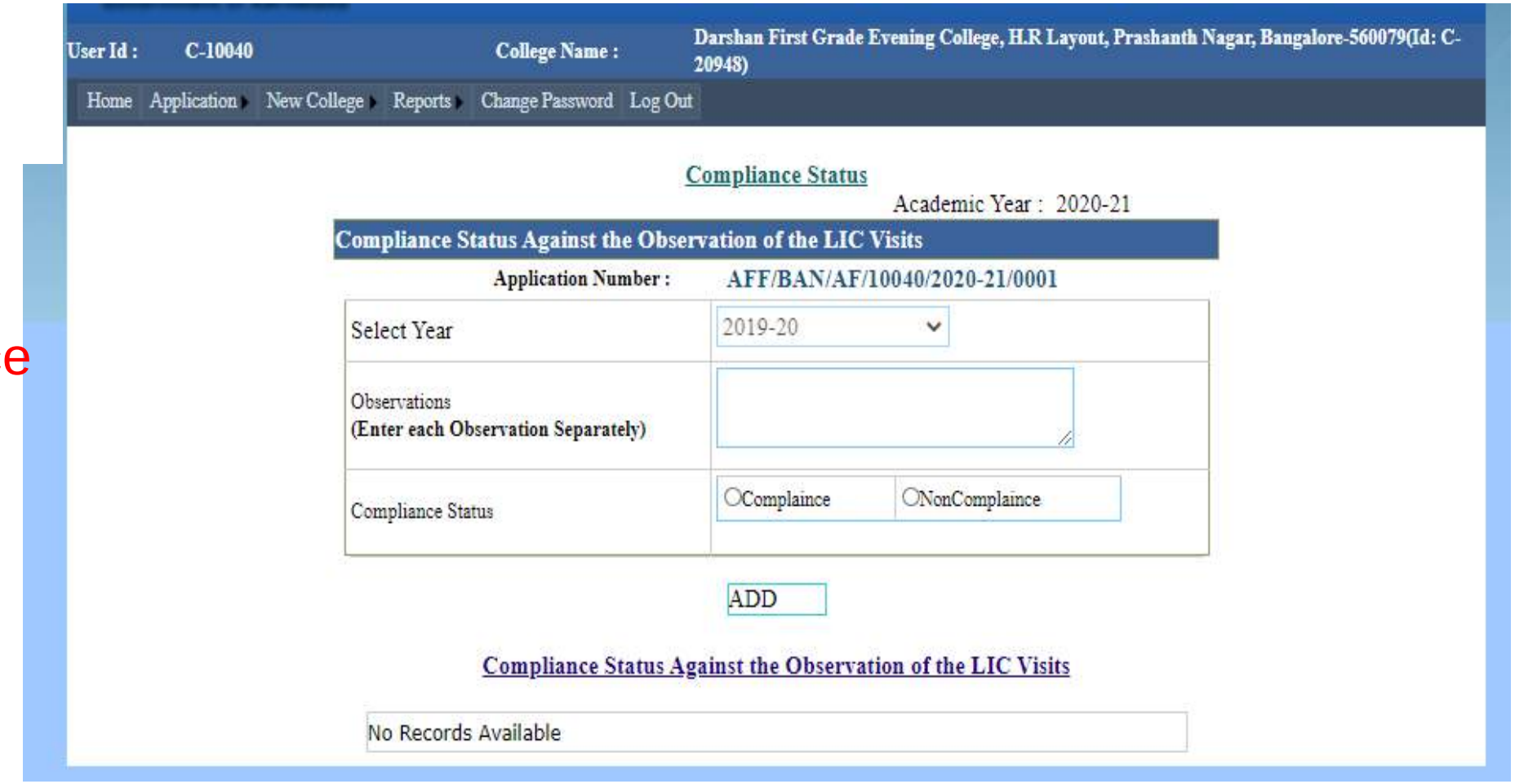
Save

Click on Save button after opting the buttons and entering fees details. We can do save changes.

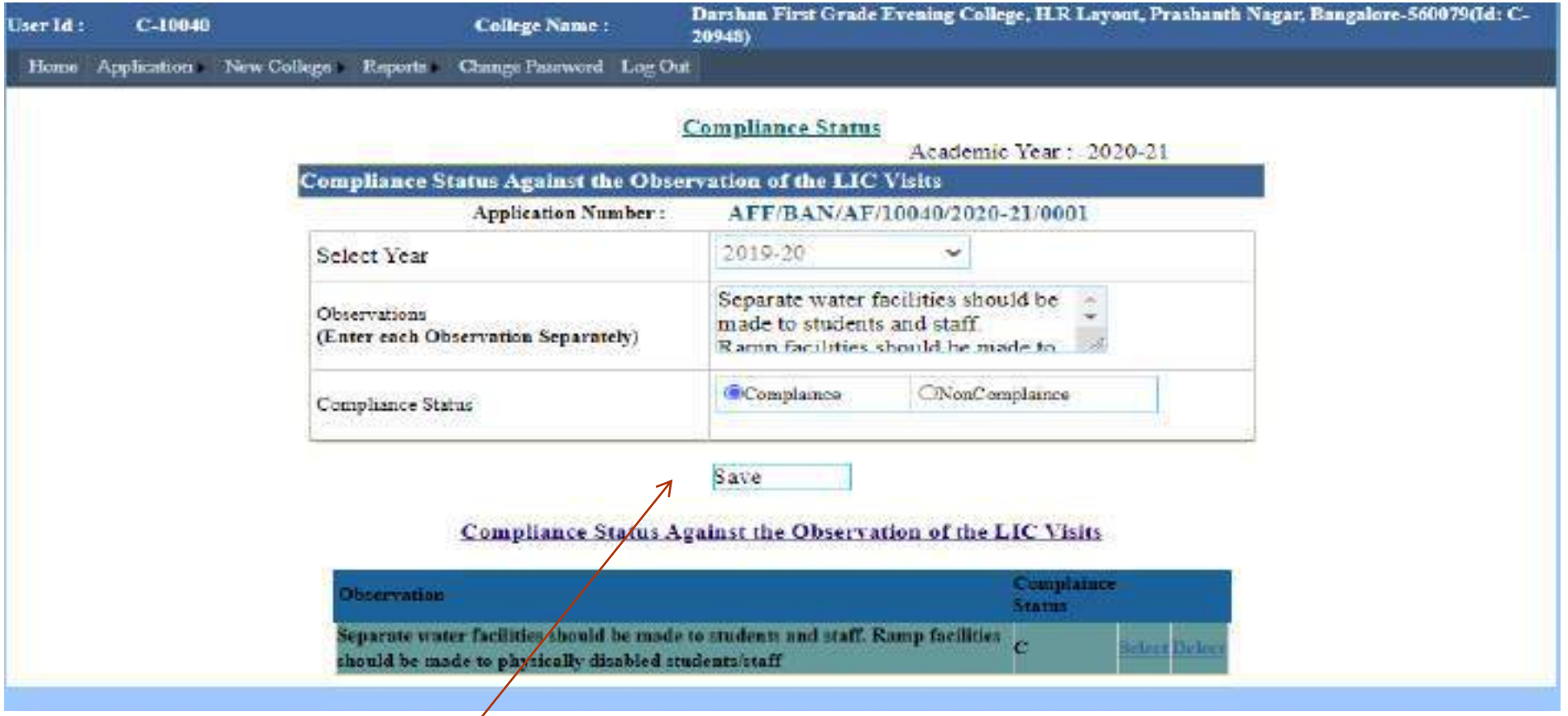
Part 6.2: Compliance Status



Enter the compliance details of previous LIC observations

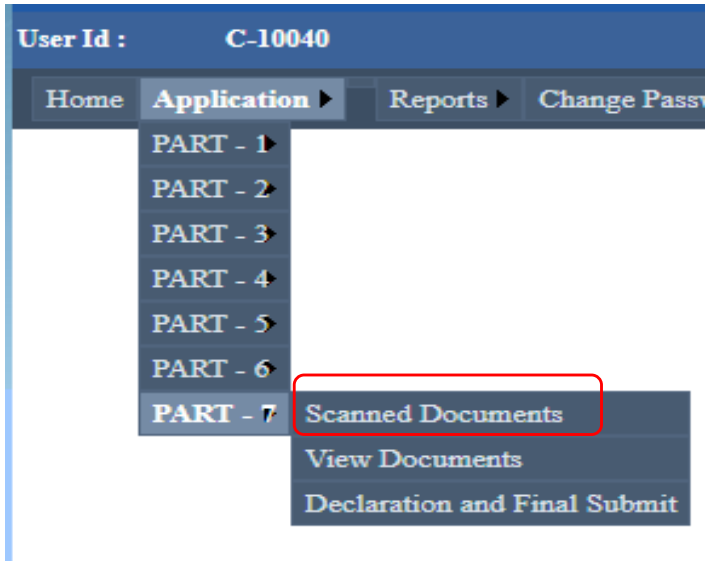


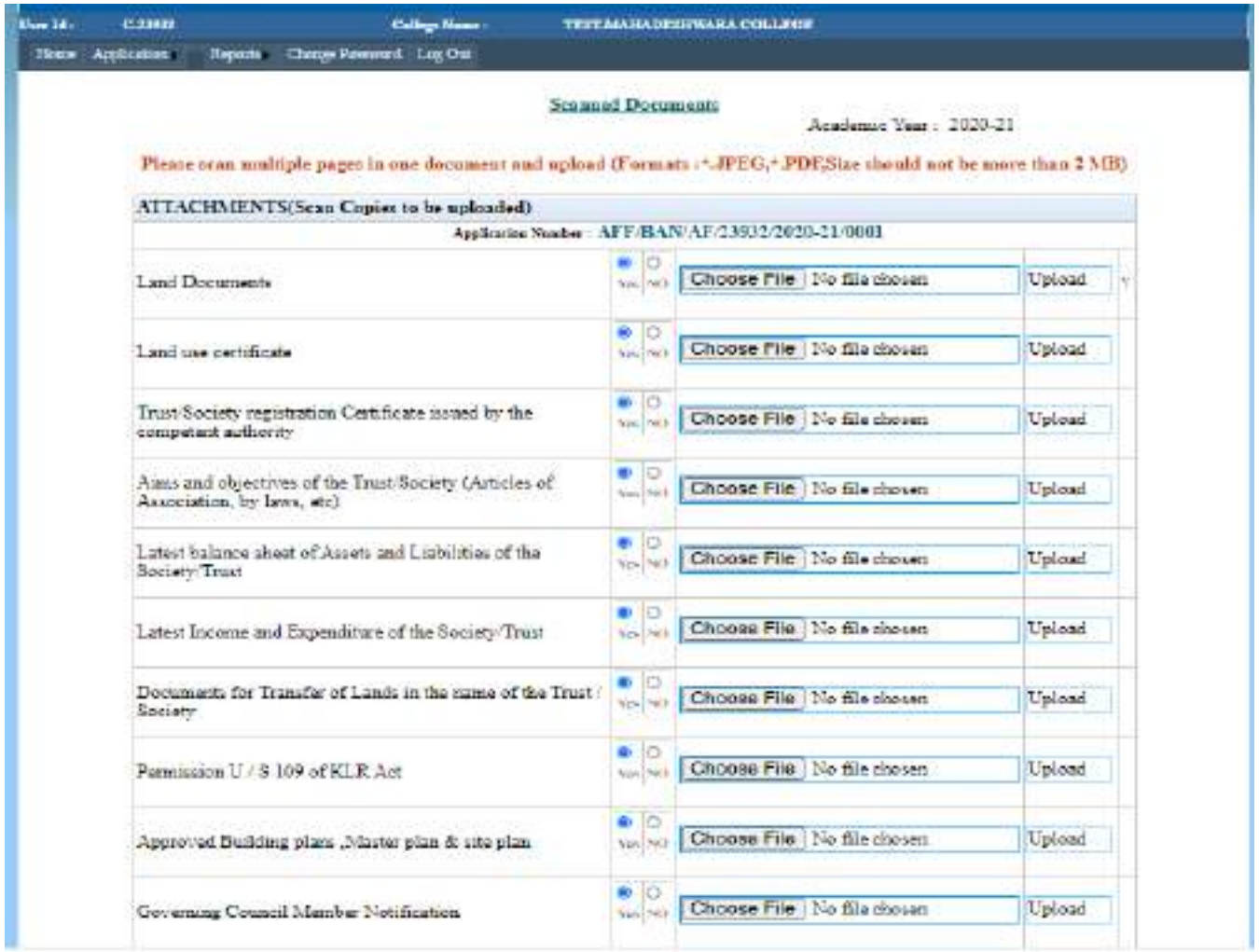
Compliance Status



Click on Save button after entering each compliance details

Part 7: Scanned Documents



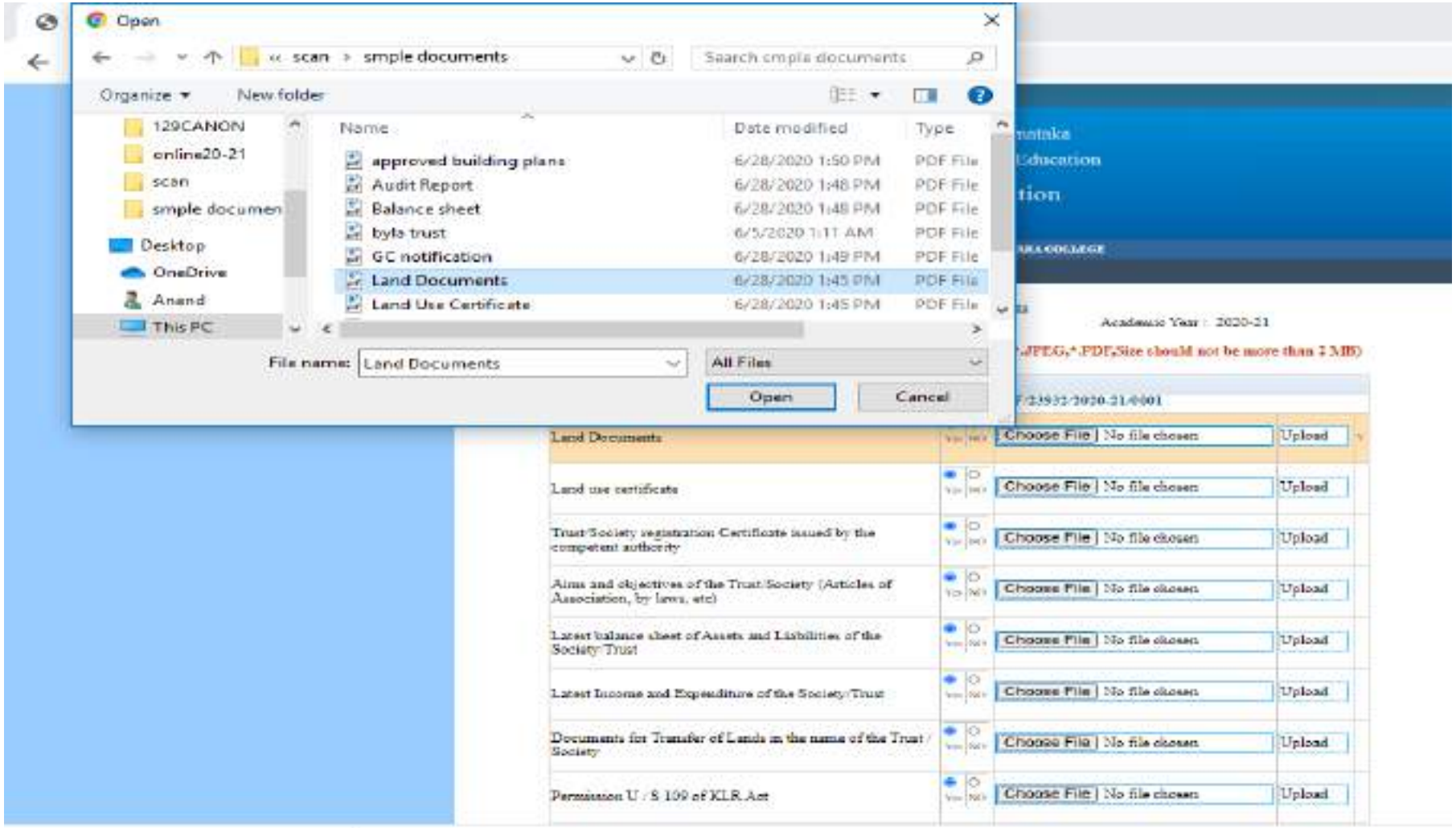


Scanned Documents

iliation2020/ScannedDocs.aspx

certified by the Chartered Accountant	Yes NO	Choose File No file chosen	Upload
Statement of expenditure incurred in the previous 5 years towards library, equipment and furniture except salary certified by the Chartered Accountant	Yes NO	Choose File No file chosen	Upload
Colour Photographs of Front view and back view of all the Buildings	Yes NO	Choose File No file chosen	Upload
Approval letters from the Competent approving body	Yes NO	Choose File No file chosen	Upload
Latest Affiliation letter from University	Yes NO	Choose File No file chosen	Upload
Letter of sanction from the Govt. (for New College)	Yes NO	Choose File No file chosen	Upload
Anti Ragging Committee Notification	Yes NO	Choose File No file chosen	Upload
Anti Ragging Squad Notification	Yes NO	Choose File No file chosen	Upload
Anti Sexual Harrashment Committee Notification	Yes NO	Choose File No file chosen	Upload
UGC 2(f) Status	Yes NO	Choose File No file chosen	Upload
UGC 12(B) Status	Yes NO	Choose File No file chosen	Upload
NAAC Accreditation Certificate	Yes NO	Choose File No file chosen	Upload
Undertaking by way of Execution of a bond as per UGC Regulation (2009/12)	Yes NO	Choose File No file chosen	Upload
Proof of irrevocable Govt.Securities or FDR of Rs.15 Lakh/Program(course) for Arts/Science/Commerce & Management, and of Rs.35 Lakh for each professional program for a minimum lock-in period of 3Years	Yes NO	Choose File No file chosen	Upload

Scanned Documents: PDF files with sizes less than 2 Mb are preferred



Upload the pre scanned document by browsing

Scanned Documents

Academic Year : 2020-21

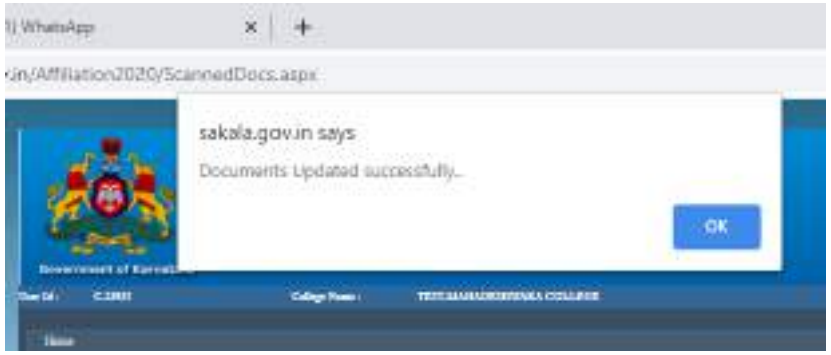
Please scan multiple pages in one document and upload (Formats :*.JPEG,*.PDF,Size should not be more than 2 MB)

ATTACHMENTS(Scan Copies to be uploaded)

Application Number : AFF/BAN/AF/23932/2020-21/0001

Land Documents	Yes / NO	Choose File Land Documents.pdf	Upload
Land use certificate	Yes / NO	Choose File No file chosen	Upload
Trust/Society registration Certificate issued by the competent authority	Yes / NO	Choose File No file chosen	Upload
Aims and objectives of the Trust/Society (Articles of Association, by laws, etc)	Yes / NO	Choose File No file chosen	Upload
Latest balance sheet of Assets and Liabilities of the Society/Trust	Yes / NO	Choose File No file chosen	Upload
Latest Income and Expenditure of the Society/Trust	Yes / NO	Choose File No file chosen	Upload
Documents for Transfer of Lands in the name of the Trust / Society	Yes / NO	Choose File No file chosen	Upload
Permission U / S 109 of KLR Act	Yes / NO	Choose File No file chosen	Upload

Click upload after selecting document



Scanned Documents

Academic Year : 2020-21

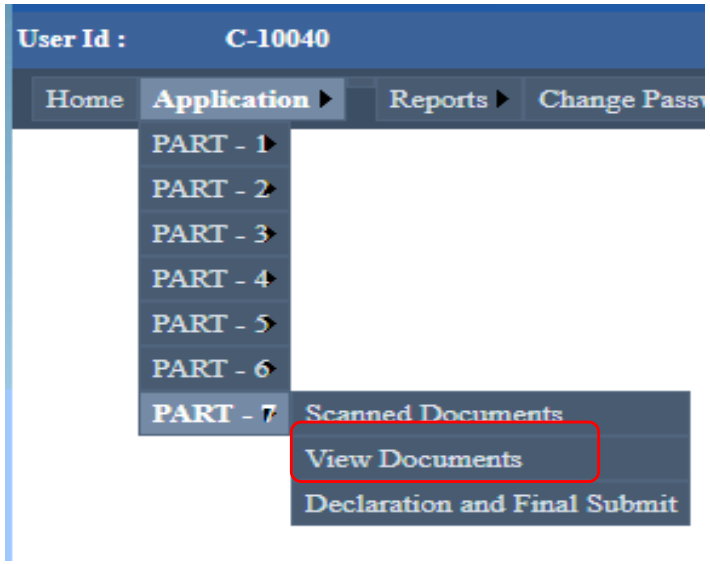
Please scan multiple pages in one document and upload (Formats :*.JPEG,*.PDF,Size should not be more than 2 MB)

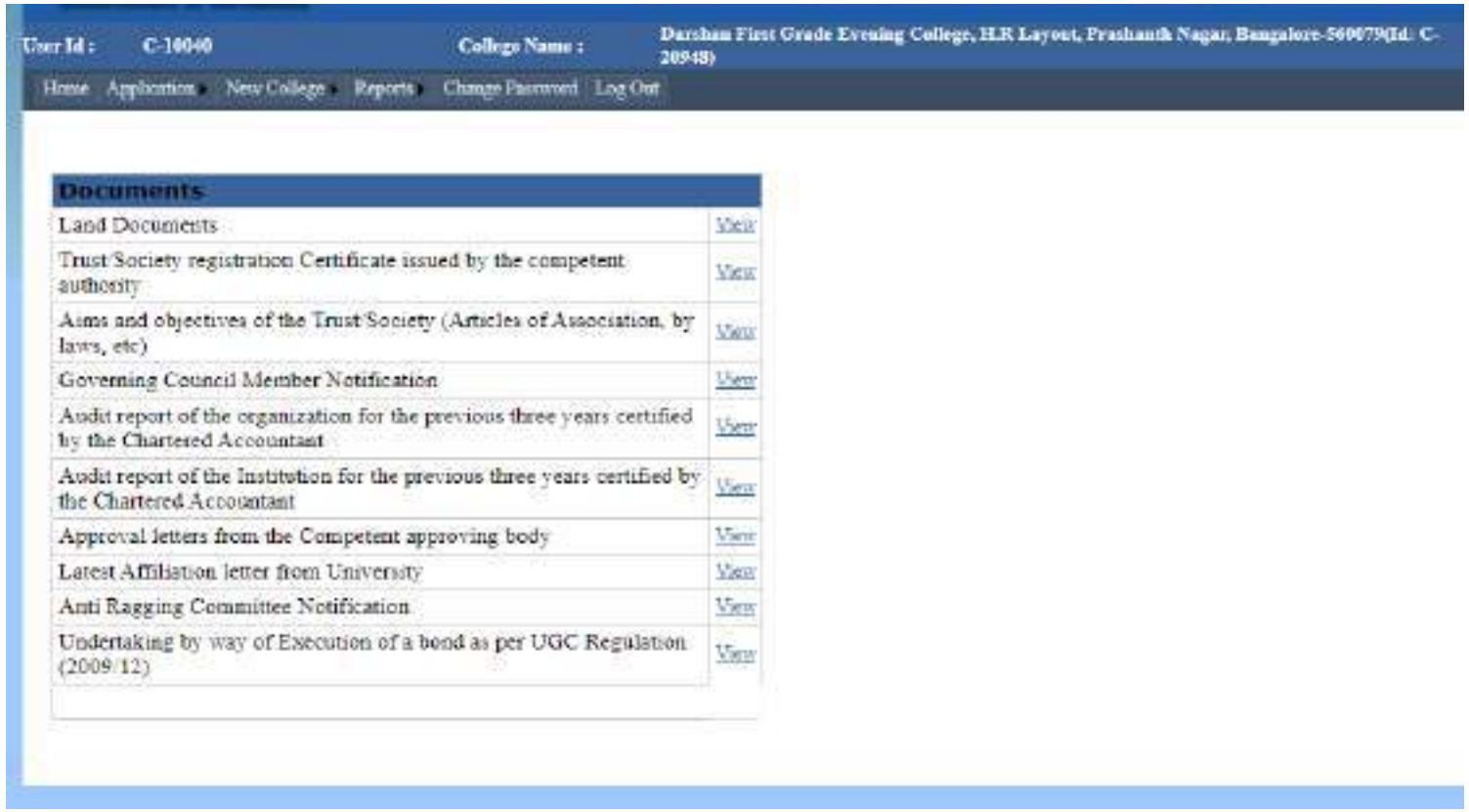
ATTACHMENTS(Scan Copies to be uploaded)

Application Number : AFF/BAN/AF/23932/2020-21/0001

Land Documents	Yes / NO	Choose File No file chosen	Upload	Y
Land use certificate	Yes / NO	Choose File No file chosen	Upload	Y
Trust/Society registration Certificate issued by the competent authority	Yes / NO	Choose File No file chosen	Upload	Y
Aims and objectives of the Trust/Society (Articles of Association, by laws, etc)	Yes / NO	Choose File No file chosen	Upload	Y
Latest balance sheet of Assets and Liabilities of the Society/Trust	Yes / NO	Choose File No file chosen	Upload	Y
Latest Income and Expenditure of the Society/Trust	Yes / NO	Choose File No file chosen	Upload	Y
Documents for Transfer of Lands in the name of the Trust / Society	Yes / NO	Choose File No file chosen	Upload	Y
Permission U / S 109 of KLR Act	Yes / NO	Choose File No file chosen	Upload	Y
Approved Building plans ,Master plan & site plan	Yes / NO	Choose File No file chosen	Upload	Y
Governing Council Member Notification	Yes / NO	Choose File No file chosen	Upload	Y
Minutes of the GC meeting held from Last LIC visit to the submission of the application (in chronological order)	Yes / NO		Save	
Services Rules approved by the Society	Yes / NO		Save	

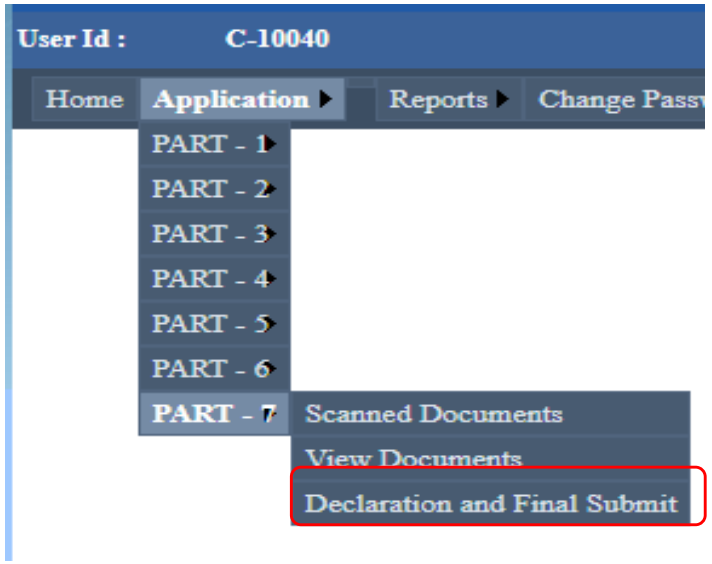
Part7.2: View Scanned Documents

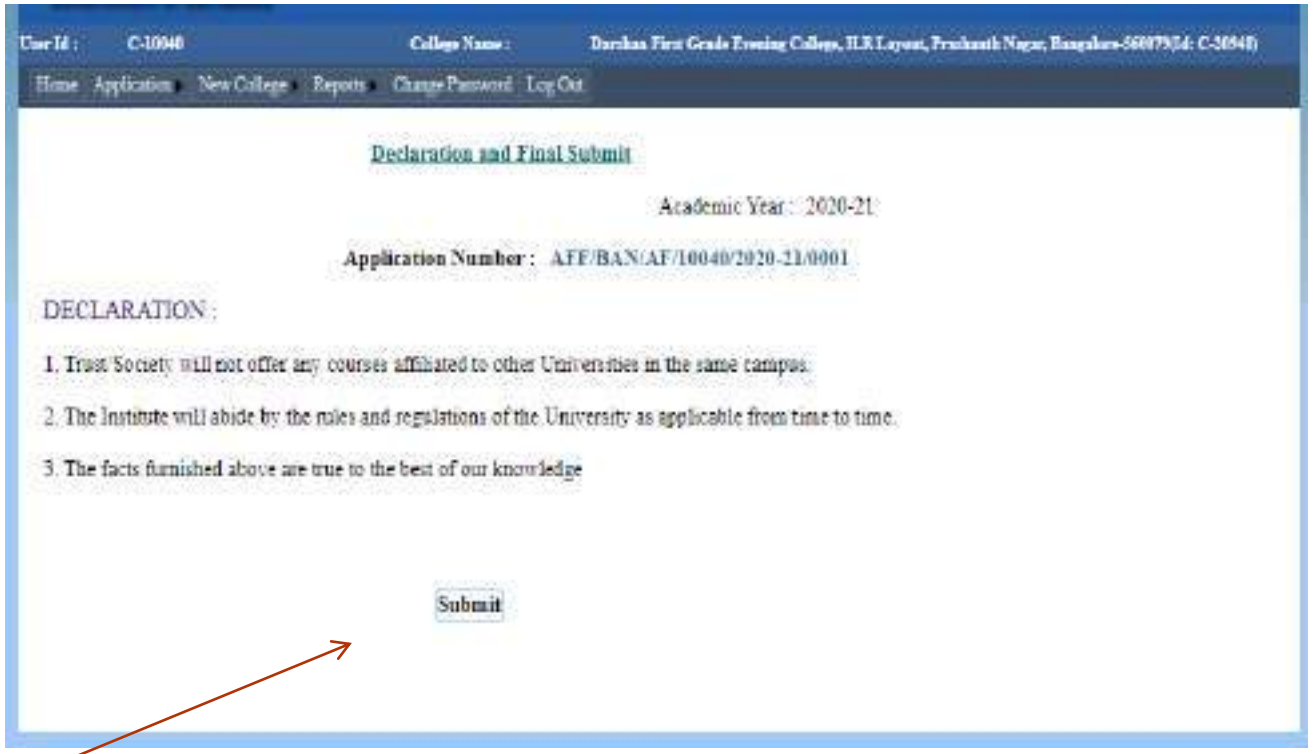




View the documents if the Adobe Acrobat Reader is installed

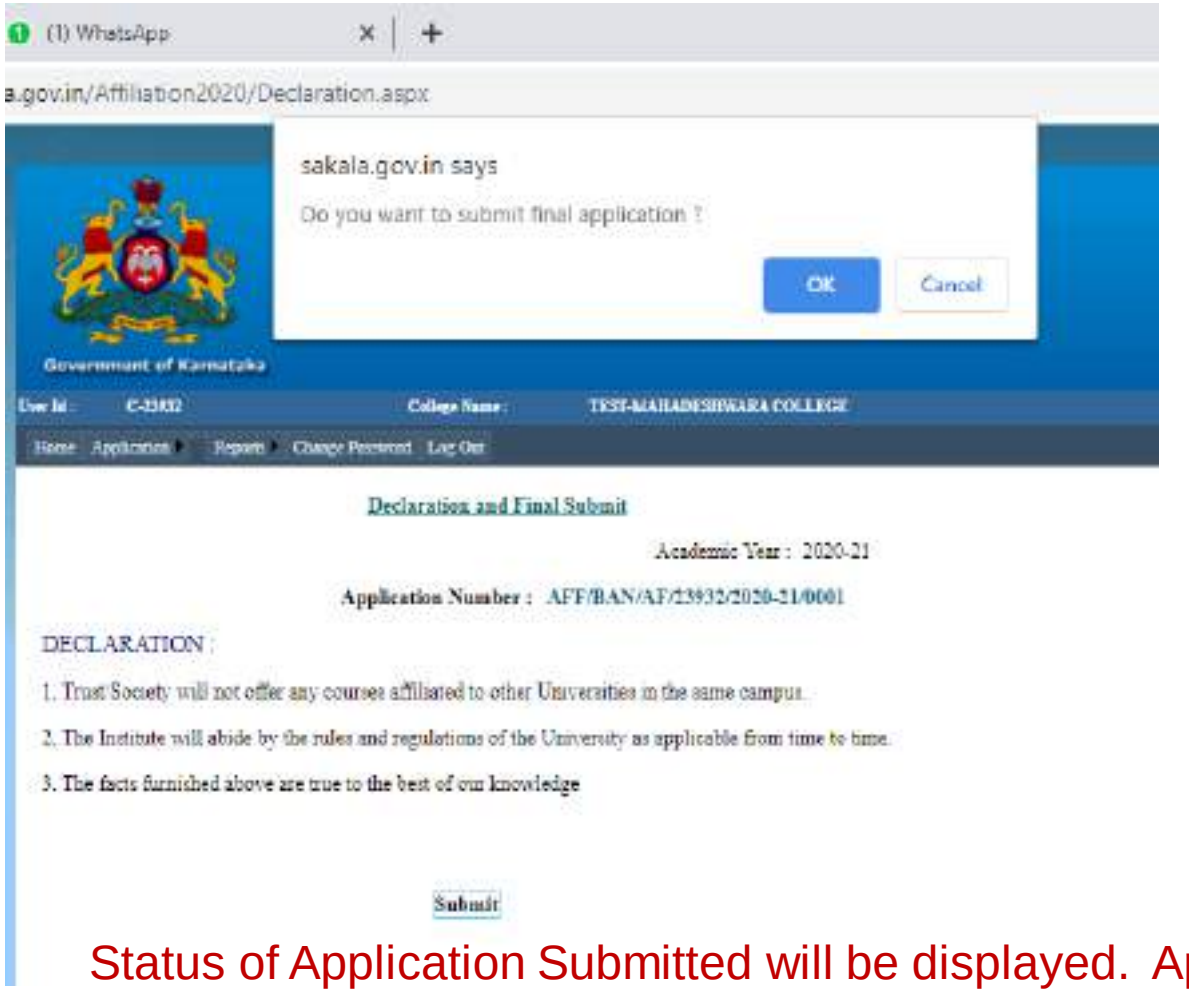
Part7.3: Declaration and Final Submission

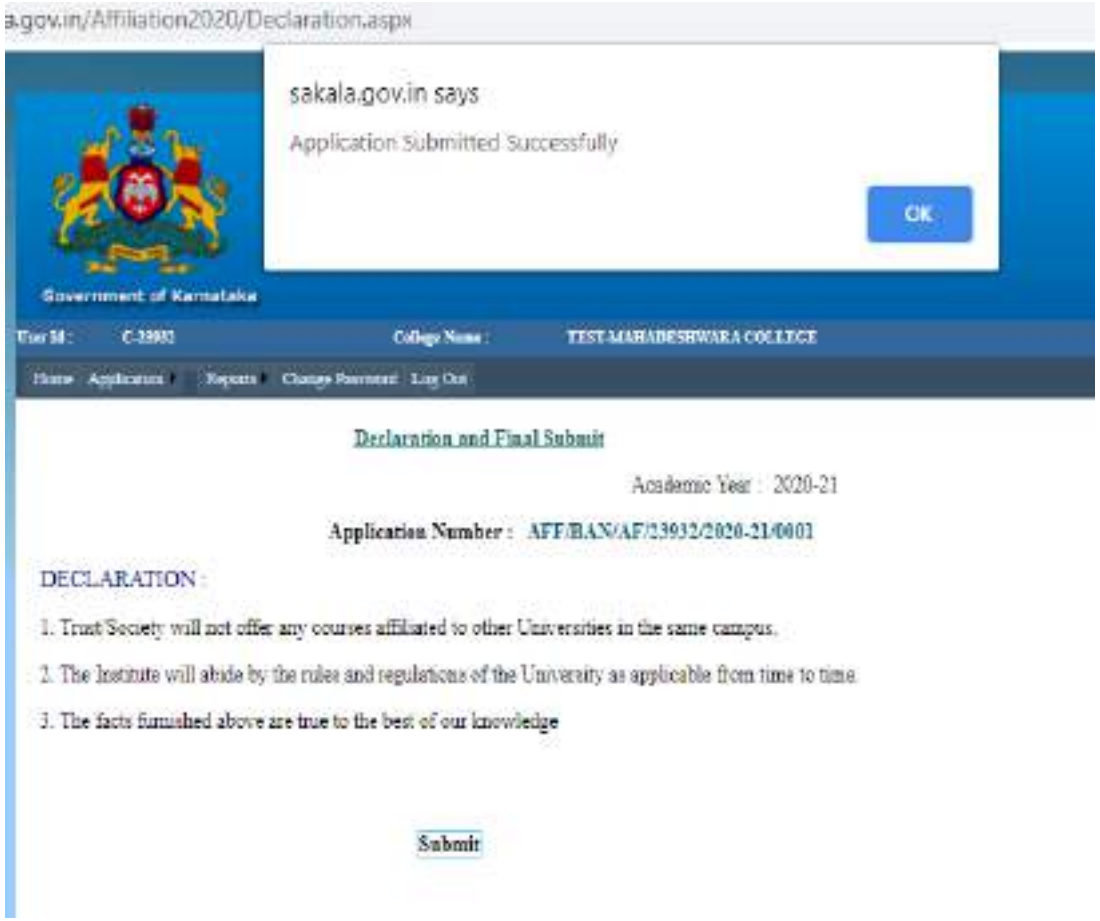




Click on Submit button for final submission and it will be acknowledged.

ONLY after Filling in all required Sections/ Parts one can SUBMIT.





Status of Application Submitted will be displayed. Application Tab gets disabled

In case if some thing needs to be updated after Final SUBMISSION, Colleges may REQUEST the concerned University to Unlock the Application and resubmit the application after corrections.

Consolidated Report : Application report of the college can be downloaded in the desired format and 4 copies of the same submitted

Click on Report Tab

Application Report will be displayed

Academic Year : 2020-21

Government of Karnataka Bengaluru
Department of Higher Education

DATA UPLOADED BY COLLEGES FOR AFFILIATION (ABRIDGED)

University:

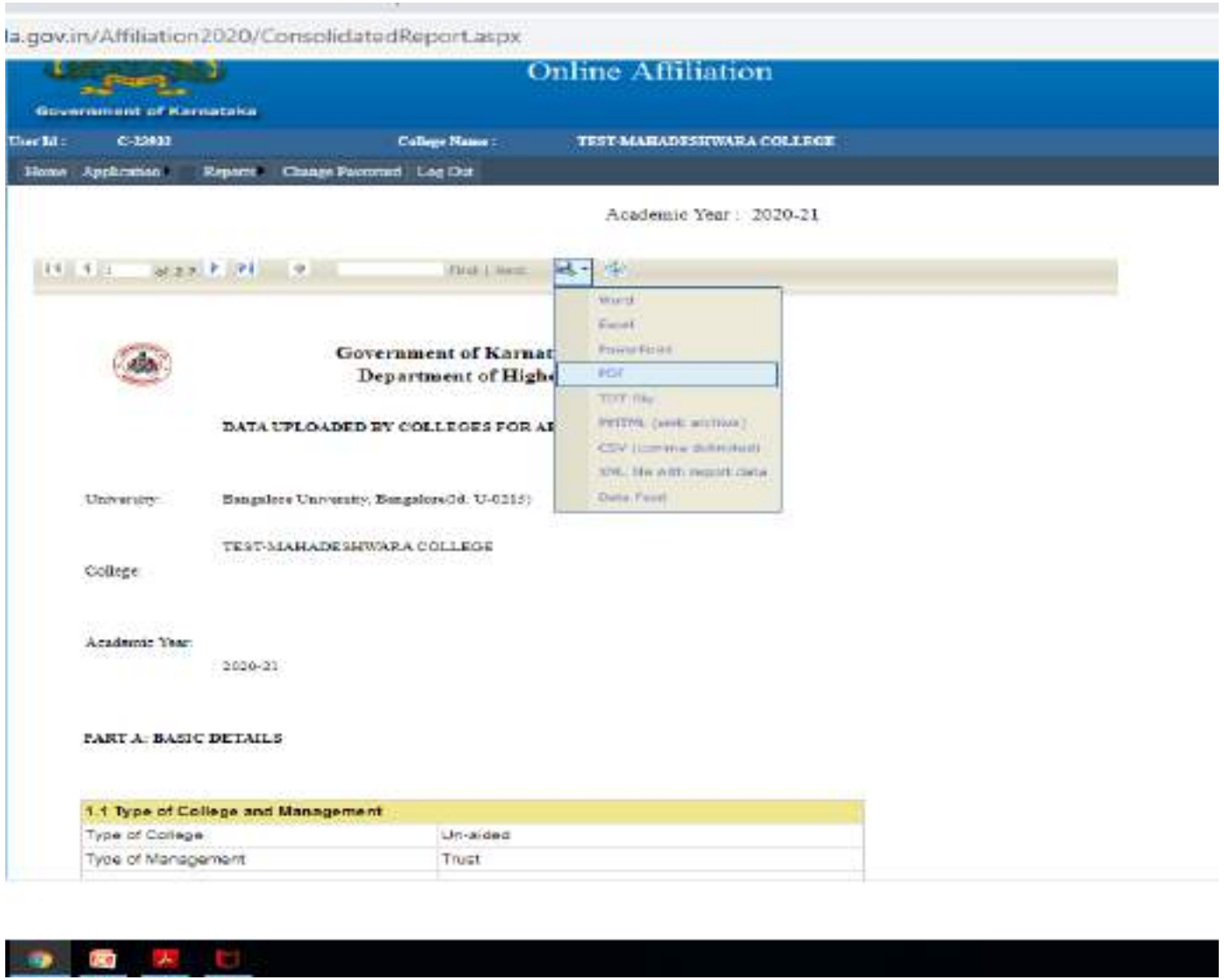
College:

Academic Year:
2020-21

PART A: BASIC DETAILS

1.1 Type of College and Management	
Type of College	Un-aided
Type of Management	Trust
Name of the society / trust	Darshana Education Society

Consolidated Report can be downloaded in PDF or word formats



Please send all your requests/ queries for clarification through WhatsApp Channel or Email.

WhatsApp No.:

Email ID:

Thank you