

**AFFILIATION NOTIFICATION**

**Sub : Inviting application for the academic year 2013-14**

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Colleges affiliated to the University of Mysore may apply in the prescribed proforma **IN-DUPLICATE**, seeking renewal of Temporary affiliation for the existing courses, Permanent Affiliation and Fresh Affiliation for new courses/subjects/languages and for the grant of additional intake of students for the academic year 2013-14:

1. Registered Educational Trust/Institutions/Organizations may also apply for seeking fresh affiliation to start new college with a minimum of two courses for the academic year 2013-14
2. The existing colleges which have temporary affiliation for a continuous period of FIVE years and have fulfilled the conditions laid down by the Local Inquiry Committee and achieved the academic and administrative standards prescribed by the University and having NAAC accreditation (C, C++) may also submit their application seeking for permanent affiliation
3. Colleges affiliated to the University of Mysore which are in existence continuously affiliated for the last 5 years, and are desirous to start Post Graduate courses should have core faculty consisting of atleast four full-time members of each Post Graduate programme in a college. All the faculty members shall be duly qualified as prescribed by University Grants Commission (UGC) from time to time. Among them atleast two members should possess research degree (Ph.D.) and proper facilities for Research activities with all infrastructure as laid down in the Govt. Order (1) ED 99 UNE 2002 dated 2.11.2002 (2) ED 107 URC 2006 dated 21.8.2006, may also submit their application seeking fresh affiliation to start Post-graduate programme during 2012-13. Such desiring colleges shall submit their application **separately for each Post-graduate Programme in duplicate**. In case of MBA/MCA courses, prior permission from AICTE should be obtained
4. Only Registered Minority Educational Trust/Institutions/Organizations after strictly following the rules/regulations stipulated by NCTE/State Government and University may submit their application seeking fresh affiliation for starting new B.Ed./ B.P.Ed/ B.A.Ed/ B.Sc.Ed courses. Other registered Educational Trust/ Institutions/ Organisations may apply to start new B.P.Ed/B.A.Ed/B.Sc.Ed. courses
5. U.G.C, State Government and University Guidelines, Regulations pertaining to affiliation issued from time to time should be strictly adhere to
6. The Principals of the Government Colleges should have the prior approval of the Government to start new courses / subjects / languages and for additional intake, other wise such request will not be considered
7. It is also brought to the notice of the Principals of the existing colleges/registered trust/institutions/organizations that the application for affiliation shall not be submitted to the course/optionals for which institution of such course/optionals are not yet approved by the University

P.T.O.

8. As per the Govt. order, 50% concession in affiliation fee will be given to the colleges run by the SC/ST management. Such organization/Trust should submit a certificate issued by the concerned authority stating that their organization/trust belongs to SC/ST Management. Those who fails to submit such certificate, their application will not be considered under 50% concession category
9. **The applications shall be addressed to the Registrar, University of Mysore, Mysore 570 005 However applications must be submitted to the office of the Director, College Development Council, Maharaja's College Centenary Building, Mysore 570 005.**  
**Applications should be submitted in the form of Hard Copy (2 sets) and also Soft Copy (C.D.).**

The applications should be submitted on or before the dates mentioned here under.

**WITHOUT PENAL FEE : 31.08.2012**  
**WITH PENAL FEE : 10.09.2012**

**APPLICATIONS SENT AFTER 10<sup>th</sup> SEPTEMBER 2012  
WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES**

**Prescribed application fee, affiliation fee, renewal fee should be paid through Demand Draft only. Demand draft should be obtained in favour of Finance Officer, University of Mysore, Mysore payable at Mysore only.**

For fresh affiliation, Registered Trust Institutions/Organization should enclose the following documents for consideration, along with the application:

1. Copy of the Registration Certificate of the Education Society.
2. Copy of the Memorandum of Articles of Association, Rules, Regulations and By-law.
3. If it is a trust, a copy of the Trust Deed and evidence for having registered the same as per rules.
4. Latest Audit Report of the Education Society/Trust.
5. Audit Report of the College.
6. Annual Report of the Previous Year.
7. Place in which proposed college is to be located and its suitability.
8. In the case of SC/ST Management, a certificate to that effect – issued by the competent authority should be enclosed.
9. An undertaking should be given as in “Part-C” stating that the college will comply with all provisions of the Act, Statutes, Regulations, Ordinance, guidelines issued from time to time etc.

The application form, fee structure and other details may be obtained **from the office of the Director, College Development Council, University of Mysore, Maharaja's College Centenary Building, Mysore 570 005** during office hours. (Phone No.2419306/ 2419415) Email: [cdc@uni-mysore.ac.in](mailto:cdc@uni-mysore.ac.in) or [lingarajgandhi@hotmail.com](mailto:lingarajgandhi@hotmail.com)

**More details about College Development Council can be got by visit University website <http://uni-mysore.ac.in> .**

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- NOTE: 1. Application form can also be downloaded and for further details, please visit University website.  
2. Details regarding affiliation fee can be seen in Notification No.AC2(S)/382/2011-12 dated 11.06.2012 (vide page No.22, 23, 24, 25 and 26) of The Registrar, University of Mysore, Mysore.

**BY ORDER**

**REGISTRAR**

**To**

1. The Principals of all Affiliated Colleges of University of Mysore/ Directors of Post Graduate Centers.
2. All the Heads of Recognised Research Centres for information and further needful action.
3. The Registrars of all Universities in Karnataka.
4. The Principal Secretary, Education Department (University), Government of Karnataka, M.S.Building, Dr.B.R.Ambedkar Veedhi, Bangalore 560001.
5. The Director/Commissioner of Collegiate Education, Government of Karnataka, Palace Road, Bangalore 560001.
6. The Commissioner of Public Instruction, Government of Karnataka, Bangalore 560001.
7. The Director of Pre-University Education, Government of Karnataka, Malleshwaram, Bangalore 560 003.
8. The Director, NCTE, Bangalore.
9. The Director/ Secretary, AICTE/ Bar Council of India, Bangalore/New Delhi.
10. The Regional Joint Director of Collegiate Education, Government of Karnataka, Mysore, Bangalore, Mangalore, Shimoga, Dharwad, Gulbarga.
11. The Registrar (Evaluation) / Finance Officer, University of Mysore, Mysore.
12. The Director, PME Board, University of Mysore, Mysore.
13. The Deputy Registrar (General/Academic/Authorities/Development), University of Mysore, Mysore
14. The Asst. Registrar (General/Academic/Authorities/Development), University of Mysore, Mysore.
15. The Govt. Auditor, University of Mysore, Mysore.
16. Prof. G. Hemanth Kumar, Chairman, DOS in Computer Science, Manasagangotri, Mysore with a request to include in the University Website.
17. PA to Vice-Chancellor/ Registrar / Registrar (Evaluation) / Finance Officer, University of Mysore, Mysore.
18. The Editor, University Gazette, University of Mysore, Mysore.
19. The Superintendent/All the Case workers, College Development Council, University of Mysore, Maharaja's College Centenary Building, Mysore 570 005.
20. Office Copy/Guard file.

UNIVERSITY  OF MYSORE

**ACCOMMODATION AND OTHER FACILITIES REQUIRED FOR  
(TO BE PROVIDED BY) THE PROPOSED NEW COLLEGE.**

**1. LAND**

Each College should have a minimum of 5 acres of land. 3-2 acres for construction of buildings including staff quarters and 2-3 acres of land for play grounds.

The number of Lecture rooms, Laboratories, Library, Canteen/Cafeteria, Hostel accommodation etc., should be in accordance with the norms prescribed by the UGC/University/ State Government, regarding minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences.

The sizes of Class room/Lecture room, Laboratory and Library should be those prescribed by the U.G.C./State Government/ University from time to time. The norms prescribed at present are given below:

- I. Laboratory
- II. Lecture room area per student:  
12 sq. ft. per student provided no lecture room has an area less than 400 sq. ft. some of the lecture rooms for science classes should be provided with preparation rooms with an area of about 300 sq. ft.
- III. Average space for store room  
1000 to 2000 sq. ft. per 100 to 150 students.
- IV. Museums for Botany and Zoology  
A minimum space of about 1000 sq. ft. for each of these departments.
- V. Standards for Library building and Furnitures
  1. Location : The library should be located with reference to buildings of faculties and departments, laboratories and hostels.

Rooms to be provided are as follows:

Sl. No.	Rooms normally separate	Academic *UGL	Library UDL**
I.	Study room		
II.	Catalogue room		
III.	General Reading room		
IV.	Periodicals reading room		
V.	Special reading room		
VI.	Research Cubical		
VII.	Group study room		
VIII.	Seminar room		
IX.	Conference room		
X.	Exhibition room		
XI.	Librarians room		
XII.	Deputy Librarian room		
XIII.	Teaching staff room		
XIV.	Administrative staff room		
XV.	Committee room		
XVI.	Display room		
XVII.	Night watchmans room		
XVIII.	Microfilm reading room		
XIX.	Document reproduction room		
XX.	Audio visual room		
XXI.	Store room		

\* University Central Library

\*\* University/College Departmental Library

### 3. Stack Room

3.1 Dimension of stack room should be as follows:

a) Clear length in metres – 1.80 + 3.10'

Wherein is the number of rows of books racks

\* Each Unit rack 2m long may be assumed to house 700 to 700 volumes and one sq. m. of stack room area may be assumed to house 150 volumes.

NOTE: 1. The Centre to centre distance between consecutive racks is 1.80m.

b) Clear width

i) 8m (on the basis of Two (2) one rack 2m long plus and longitudinal gangway of m) close to a longitudinal wall.

ii) 5m (on the basis of racks each 2m long plus longitudinal gangway of 1 h) close to a longitudinal wall.

iii) 8m (on the basis of 3 racks each 2m long plus two longitudinal gangways of 1m each) close to each of the longitudinal walls; and

iv) 10m (on the basis of 2 racks each 2m long plus two longitudinal gangway of 1m each) close to each of the longitudinal walls \*\*\*

c) Class Height: Floor to ceiling 2.50

**Note:** 1. The height of the rack is 2.20m and allowance for day guide is 0.20m.

2. The stack room should be combined with necessary devices for effective ventilation.

3.2 Stack room should be so oriented as to avoid direct sun.

#### 4. **Windows**

4.1 Stack room – windows in the side walls of the stack room should be opposite each cross gangway.

4.2 Each window should be provided with glass shutters and protected with wire fabric having the aperture sufficiently small to prevent squirrels, rats, etc., from getting in. In its fully open position the glass shutter should not project into the gangway.

4.3 Other rooms – All windows and ventilators in the rooms accessible from outside should be provided with wire fabric to prevent books, pamphlets etc., being passed out through them.

5.1 Reading room – The average area per reader in the reading room should be 2.33m minimum. An illustrative layout of the reading room is shown in Fig.1.

Note: The Size of the reading table as shown in Fig. 1 is 2.4 x 0.6m. The centre to centre distance between two consecutive rows of reading room tables is 1.8m with seating arrangement on one side of the table only.

2. Sizes of other rooms shall normally be as follows:

	For Use of	Area (sq. mts.)
a)	Librarian and Deputy Librarian	03
b)	Classifier, Cataloguer, Session	09 per person
c)	Librarian and maintenance Librarian	02
d)	Secretary to the Librarian	09
e)	Visitor's room	15
f)	Administrative and professional staff not at service points and other than these mentioned in (b)	05 per person
g)	Group discussion room	02 per person
h)	Conference room	02 per person
i)	Seminar room	02 per person
j)	Committee room	02 per person
k)	Cubicles	07 per person

\*\*\* **Note:** Three metre and five metre width are generally only in case of stack spaces, in the stack room and the reading room may be combined into single room in such cases

6. Libraries of all types are expanding at an enormous rate. Increase in demand for documents, official policy and increase in literacy make this process inevitable. Since the development of new libraries takes several years the stock to be accommodated on the opening day, therefore, will be larger than was estimated when planning started. Therefore, it is absolutely essential to estimate the areas of the library at a given future date and relate the requirements to that date.

7. Circulation

7.1 Each floor of the library, buildings shall be at a single level to facilitate the movement of back trolley from one part to another. There-sholds will not be provided any-where inside the building.

7.1.1 The movement of the book trolley from one tier to another where there are three or more tiers in the stack room should be through electric lifts provided within the stack room with landing at every tier of the stack room and at other connected adjacent rooms. In large libraries where quick mechanical carriage of books and related materials are required, special arrangements, such as pneumatic tubes and belt conveyers may become necessary. This may require to be considered at the initial stages and designing of the library and its building.

7.1.2 The rooms shall be arranged in such a way that the staff other than these serving the reading rooms shall not have no pass through the reading room disturbing the readers.

8. Relative positions of rooms.

8.1 The stack room should be so placed that it is easily assessable from and proximate to every part of the Library.

8.2 The catalogue room shall be

8.3 The general reading room should be close to the entrance.

8.4 Periodicals room may be removed from the general reading room.

8.5 Special reading rooms may be

8.6 The Librarian or the Deputy Librarian should have his room in close proximity to the general reading room.

8.7 The rooms of the technical and administrative staff should be placed in close proximity to the rooms of the Librarian and the Deputy Librarian.

8.8 The teaching staff shall have independent access to the stack and catalogue.

8.9 The cubicles, the room for group study, the committee room etc.

8.10 The exhibition room.

9. The furniture

9.1 Recruitment for fitment for

### **CIVIC FACILITIES**

While designing the building, it may be ensured that adequate facilities of light, ventilation and toilets are provided. While designing this, the norms laid down by the Indian Standards Institution or the local authority may be kept in view.

### **STUDENT HOSTEL**

If the opening of a new college is to cover the students in the surrounding areas, adequate hostel facilities should be provided, hostel accommodation must also be according to norms prescribed by the UGC.

### **PRINCIPALS RESIDENCE**

Principals residence may be provided right in the beginning.

### **STAFF QUARTERS FOR TEACHERS**

Flat type accommodation for atleast 25% of the teachers along with certain common facilities. If the college is to be established in a remote area higher percentage of teachers may be provided with accommodation in order to facilitate their participation in the corporate life of the college.

### **ESSENTIAL SERVICE**

Adequate facilities for essential facilities (water electricity and sewerage facilities) be provided in all the buildings.

### **LABORATORY**

Laboratory should have adequate safety arrangements – Gas plants proper fitting and ensure regular supply of water electricity etc.

### **LIBRARY**

In the beginning the Library should have atleast 100 books in divergent titles on each subject. It may be raised to 200 within a period of three years. The Library should have adequate number of reference books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure be of not less than 3,000/- per subject per year for books. This may be reviewed whenever prices of books go up.

For every subject, atleast two subject journals should be subscribed to by the Library. The UGC Journals, if any in the subject concerned should also be subscribed.

For teachers to examine the classwork of students and to prepare for their own lectures, cubicals should be provided (9 sq.h.) for atleast 25% of the strength of the staff and they can be shared by the teachers. Almirahs or lockers should be also be provided for each teachers.



### **GENERAL**

- a) Ramps be provided in the building for the physically handicapped.
- b) Separate common rooms for girls and boys be provided in co-educational colleges.
- c) There should be separate toilets for girls.
- d) Adequate accommodation be provided for Principals Office, Bursar's Office and Administrative Staff.
- e) There should be a staff room of a proper size.

### **LABORATORY EQUIPMENT**

The Laboratory equipment should be in accordance with the norms adopted by the University. Maintenance and running expenses of the Laboratory should also be in accordance with the norms prescribed by the University.

### **STAFF**

No teacher is appointed without fulfilling the qualifications laid down by the Commission from time to time as per the regulation framed by the Commission in this regard.

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VII	UÁÁxÁ <sup>o</sup> ÁÁÁ	
C	UÁÁxÁ <sup>o</sup> ÁÁÁZÁ, ÁÁÁEÁ±Á, CzÁÁ EÁÁÁ <sup>a</sup> ÁÁÁ, UÁÁÁ « <sup>1</sup> Á tÖ ZÁ.CrUÁÁ <sup>o</sup> e <sup>a</sup> ÁÁÁÁÁÁÁ <sup>a</sup> D, ÁEÁ É <sup>o</sup> ÁÁUÁÁÁ <sup>a</sup> ÁÁÁÁVÁZÁ <sup>o</sup> ÁÁ	
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VIII	<sup>a</sup> ÁÁw±ÁÁÁUÁÁÁ, É <sup>o</sup> ÁÁUÁÁÁ	
C	<sup>o</sup> ÁÁqÁÁUÁÁÁÁ <sup>a</sup> ÁÁVÁÁÜ <sup>o</sup> ÁÁqÁÁVÁÁÁÁÁ Sg UÁE <sup>a</sup> ÁÁw±ÁÁÁÁ, É <sup>o</sup> ÁÁUÁÁÁEÁÁÁB MZÁV, Á <sup>1</sup> ÁVZÉÁEÁEÁÁ?	
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IX	ÖÁÁE	
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ಪಾಠ್ಯಕ್ರಮದ ವಿವರ:

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 ..... ಗ್ರಂಥದ ಪಾಠ್ಯಕ್ರಮ

ಚಿತ್ರಾಂಶ 1 ಸೂಚನೆ (ಉಪನ್ಯಾಸದ ವಿವರ) ಇಲ್ಲ

ಕ್ರ. ಸಂ.	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ
1							
2							

ಪಾಠ್ಯಕ್ರಮದ ವಿವರ:

.....  
 ..... ಗ್ರಂಥದ ಪಾಠ್ಯಕ್ರಮ

ಚಿತ್ರಾಂಶ 1 ಸೂಚನೆ ಇಲ್ಲ

ಕ್ರ. ಸಂ.	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ	ಪಾಠ್ಯಕ್ರಮದ ವಿವರ

CzŸÁŸAPÀ °ÁÁVÁÁUCzŸÁŸAPEÁVÁgÀ 1 SÁÇÁÁÁ ÁÁŠŸÁZÁ «ÁgÁUAVÁEÁÁB VÉÉĀj ÁÁªÁ «ªÁgÀt ŸÁnÖ

PÁæ	°E ÁgÁÁ	°ÁAZÉŸ	ªÉÁVÁEÁ±ÉÁtÁ	ªÁÁE®ªÉÁVÁEÁ	MI ÁO ÁÁŠŸÁ	µÁgÁ

PÁVÉZÁ LZÁÁ ªÁµÁÖUAVÁ ŸÁj ÁPÁēŸÁ° VÁÁ±ÁUAVÁEÁÁB VÉÉĀj ÁÁªÁ «ªÁgÀt ŸÁnÖ

PÁæ	ŸÁj ÁPEÁVÁÁ ªÁµÁÖ ªÁÁVÁÁUwÁUAVÁÁ	²PÁæT/ŸÁj ÁPEē	ŸÁj ÁPEē VÉUÉZÁAPEÉÁqÁ «zÁÁyÖUAVÁ ÁÁŠÉá	GwÁtögÁZÁ «zÁÁyÖUAVÁ ÁÁŠÉá	±ÉÁPÁqÁªÁgÁÁ GwÁtövé

ŸÁÁ±ÁÁŸÁ®gÁÁ

ಉಪವಿಭಾಗ - J

ಪರೀಕ್ಷಾರ್ಹ ಅಭ್ಯರ್ಥಿ: .....

..... ಗ್ರಾಂಪದ

ಪರೀಕ್ಷಾರ್ಹ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ (ಅಭ್ಯರ್ಥಿಗಳಿಗೆ) ಉಪವಿಭಾಗ

ಕ್ರ. ಸಂ.	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ
1								
2								

ಪರೀಕ್ಷಾರ್ಹ ಅಭ್ಯರ್ಥಿ: .....

..... ಗ್ರಾಂಪದ

ಪರೀಕ್ಷಾರ್ಹ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ (ಅಭ್ಯರ್ಥಿಗಳಿಗೆ) ಉಪವಿಭಾಗ

ಕ್ರ. ಸಂ.	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ	ಅಭ್ಯರ್ಥಿ

ÇzÁÿÄPÀ ªÄvÄÄÜ ÇzÁÿÄPÉÄvÄgÀ 1 SÄÇÄÄÄ ,ÄSÿÄZÄ «ªÄgÄUÄVÄEÄÄB vÉÄEÄj ,ÄÄªÄ «ªÄgÄt ÿÄnÖ

PAæ	°E, ÄgÄÄ	°ÄAZÉY	ªÉÄVÄEÄ±ÉÄtÄ	ªÄÄE®ªÉÄVÄEÄ	MI ÄÜ ,ÄSÿÄ	µÄgÄ

PAÿÉZÄ LZÄÄ ªÄµÄÖUÄÿÄ ÿÄj ÄPÄèÿÄ° vÄÄ±ÄUÄVÄEÄÄB vÉÄEÄj ,ÄÄªÄ «ªÄgÄt ÿÄnÖ

PAæ	ÿÄj ÄPÉÄÄÄÄ ªÄµÄÖ ªÄÄvÄÄÜwÄUÄÿÄÄ	²PAÇE /ÿÄj ÄPÉ	ÿÄj ÄPÉè vÉÜÉZÄÄPÉÄEÄqÄ «zÄÿyÖUÄÿÄ ,ÄSÉä	GwÄtögAZÄ «zÄÿyÖUÄÿÄ ,ÄSÉä	±EÄPÄqÄªÄgÄÄ GwÄtövé

ÿÄÄ±ÄÄÿÄ®gÄÄ