

ANNEXURE-I

**RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
(A Central University)**

APPLICATION FORM FOR PROVISIONAL AFFILIATION OF PROGRAMS

PART - A - BASIC INFORMATION

1	College/ Institution	
	a) Name & Address	
	b) Telephone and Fax numbers	
	c) Mobile Number	
	c) E-mail and Website address	
	d) Year of establishment	
2	Head of the Institution: (Director/Dean/ Principal)	
	a) Name	
	b) Designation	
	c) E-mail, Telephone, Fax and Mobile Numbers	
	d) Residential Address with TelephoneNumber	
3	Legally authorized representative for communication (Authorization Letter to be enclosed)	
4	Details of the Trust/Society:	
	a) Name & Address of the Trust / Society	
	b) Registration Number and date of registration	
	c) Family/ Public Trust	
	d) Name and address of the Chairman/ Secretary of the Trust	
	e) E-mail, Telephone, Fax and Cell Numbers	
	f) Residential Address with TelephoneNumber	
	h) Please attach MOA & bye laws of the Trust/Society	
5	Permission letter obtained from the State Government to start the college – Letter No. and Date (Enclose copy)	
6	Name and Address of the Members of the Governing Body constituted	

7	a) Whether Discipline and Welfare Committee is functioning?	YES/ NO
	b) Whether Registers and Records as per norms are available/ maintained.	YES/ NO
8	Financial Stability	
	Financial status of the Trust / Society to be given briefly in a separate sheet with the following details.	
	a) Bankers:	
	Branches:	
	Account number (s):	
	Balance amount (Rs.):	
	As on 31st March of the previous year	
	As on Date	
	b) FDR details (Bank / Govt./ Govt. approved / Institutions.)	
	Branch:	
	Amount of investment:	
	Date of maturity:	
	c) Value of immovable properties (Guideline Value & Market Value). Provide Survey No. of the land, extent of land, location and details of buildings: (Certified copies to be signed by approved valuers).	
	d) Whether the endowment has been created, details to be provided:	
	e) Income tax Permanent Account Number (PAN):	
	f) Profit & Loss account/ Balance Sheet verified by CA for 3 years	

9	Details of the Land earmarked for the College:			
Sl.No	Document No.	Date of Registration	Survey No	Extent (acres)
			Total	

Note: The extent of land should be as per University norms for the program of study (Appendix 3).

10	Hostel: (Number of blocks)		
	a) For Men/ Women		
	b) Location of the hostel		
	c) Staff - Resident Warden*	Numbers	
	d) Common room		
	e) Reading room		
	f) Recreation room		
	Rooms	Numbers	Number of students accommodated
	g) No. of rooms available in the hostel for existing and proposed programme(s).		
	i] Single (Area in Sq.m)		
	ii) Double (Area in Sq.m)		
	iii) Triple (Area in Sq.m)		
	iv) Quadruple/ Dormitory (Area in Sq.m)		
	Total		
	h) Total Built-in-area (in Sq.m)		

*The Qualification of Warden will be as per Recruitment Rules prescribed for Hostel Warden of RGNAU.

11	Physical Education:	
	a) Name of Physical Instructor	
	b) Qualification and Experience	
	c) No. of Attenders/ Markers	
	d) Total area of the play ground	
	e) Details of the outdoor games available	
	f) Details of the Indoor games available	
	g) Details of gymnasium available	
	h) Fund allotted to Physical Education	
	i) Details of Sports/ Games items available and their cost	

		Number/related details	Date
12	Layout of the premises with approved blue print stated (Copy of blue print to be attached)		
13	Business plan and project of the institute (to be attached)		

14	Sources of Funds (Equity & Debt/both).		
	a) Initial capital Expenditure		
	b) Recurring capital expenditure		
	c) Present fund position (Details to be attached)		
15	Details of program other than asked for affiliation, being run or proposed to be run by the Trust/ Society including tie-ups/ affiliation with foreign universities.		
16	Details of AICTE approval		
17	Details of DGCA approval		
18	Details of other approval, if any. (If no approval / affiliation in Sl. 17 &18 then NIL to be written)		
19	Details of grievance redressal mechanism	Names of Committee members	Formation date
20	Details of ICC committee	Names of Committee members	Formation date
21	Details of Anti-Ragging Committee	Name of Committee members	Formation date
22	Details of ISO certification if any	Certificate no.	Issue date
23	Details of Resolution passed by registered non-profit making public trust/ Society mentioning that they want to run start the Program / Institute indicating name of the Institute (attested resolution to be attached).		
24	Project feasibility report (DPR) having details of Mission, Vision, background, objectives, scope, Quality, HRD policy for Faculty recruitment, justification for starting the program. (Appendix-8)		
25	Details with respect to aviation/airline/airport tie-ups for on board training to prospective students		

PART – B PROGRAMME DETAILS

26. (a) Details of Programme(s) applied for provisional affiliation:

(Please fill the rows as applicable, not applicable rows can be filled as NA)

Sl. No.	Level (Certificate/Diploma/UG/PG Diploma/PG)	Programme(s)	Sanctioned / Proposed Strength	NOC State Govt/ University (Y/N)	AICTE/ DGCA etc. approval/ recognition No. with Date (Enclose Copy), if applicable	Remarks

26. (b) Additional Programme(s) for which provisional affiliation is sought:

Sl. No.	Level (Certificate/Diploma/UG/PG Diploma/PG)	Programme(s)	Sanctioned / Proposed Strength	NOC State Govt/ University (Y/N)	AICTE/ DGCA etc. approval/ recognition No. with Date (Enclose Copy), if applicable	Remarks

26. (c) Variation in intake in the existing Programme(s) for which provisional affiliation is sought.

Sl. No.	Level (Certificate/Diploma/UG/PG Diploma/PG)	Programme(s)	Sanctioned / Proposed Strength	NOC State Govt/ University (Y/N)	AICTE/ DGCA etc. approval/ recognition No. with Date (Enclose Copy), if applicable

			Sanctioned strength	Proposed strength (existing + additional)		

26. (d). Details of existing provisionally affiliated programme for which continuation of provisional affiliation is sought (including yearly continuation till 1st batch passes out)

Sl. No.	Dept.	Level (Certificate/Diploma/UG/PG Diploma/PG)	Program/s	Sanctioned strength for the previous academic year (Enclose a copy)	Number of students admitted for the previous academic year (Enclose a copy)	AICTE / DGCA etc. approval No. & Date for the previous academic year (Enclose a Copy)	University Affiliation No. and Date for the previous academic year (Enclose a Copy)	Academic Years of Break in offering the program (If any)	Year of Introduction

Submit the copies of the DGCA/AICTE etc. approval (as applicable).

26. (e). Programmes currently conducted:

i) Details of Programmes						
Sl. No.	Level (Certificate /Diploma/ UG/PG Diploma/PG)	Program me(s)	Sanctioned strength	Students on roll for each year of program	Starting Date	Affiliation Status (Permanent/Provisional)

ii) Was there any break in any of the above programmes? If yes, give details.

iii) Whether the institution has fulfilled all the conditions of the inspection committees for various programs?

iv) Has the compliance report, to the same effect, sent to the University? If yes, When? If No, Give detailed explanation.

26. (f). Additional Information to be given, if introduction of -New Program

i) Rationale for starting the Program:	
a) Based on committee recommendation	
b) Based on job market survey on skill demand	
c) Included in the original vision of the Institution	
ii) Plans for running the program (Include detailed time bound plan for recruitment of necessary faculty, preparation of laboratory, and other infrastructure)	
(iii) Has an NOC been obtained from Government?	
a) If yes, give the date and reference letter of the order and a copy of the relevant order be enclosed.	
b) If no, date of application? (Enclose – Application letter to the Govt.)	
c) If not yet applied, when do you propose to apply for it?	
d) When do you expect to get the approval? If yes, reasons for this optimism	
(iv) Has permission/ approval/ recognition been obtained from the concerned statutory body?	
a) If yes, give date and reference letter of the order and a copy of the relevant order be enclosed. A copy of the document(s) submitted to this body for obtaining recognition/permission/ approval for starting the program must be enclosed along with your affiliation application to RGNAU.	
b) If no, when did you apply for it? Enclose a copy of your letter to the concerned statutory body & the document(s) submitted to this body as asked above.	
c) If not yet applied, when do you propose to apply? As and when you apply you must submit a copy of the document(s) submitted to this body to RGNAU also.	
d) When do you expect to get the approval? Reason for the optimism.	
(v) Under which School/Department of RGNAU, the program will be run & is there a School Board/ Board of Studies in RGNAU for the program being proposed?	
a) If not, whether a Board of Studies needs to be constituted for the program being proposed?	
b) Have you prepared a list of experts in the field for constituting the Board of Studies for the program?	
c) If yes, please attach the list of experts with their current professional address and telephone numbers (At least 10 experts should be listed)	
(vi) Has college already framed the syllabi for the new programme semester-wise? If yes, enclose a copy of the same.	
If not, when will the syllabi be framed? Give definite dates. As soon as it is framed, a copy must be sent to RGNAU immediately.	

Where laboratory programs are required, details of laboratory experiment/s to be enclosed. For each course/Lab., a list of suggested textbooks, supplementary text books and reference books be listed.	
(vii) Total amount allocated for initial expenditure to set up the infrastructure, class rooms, hostel facilities, library, laboratory equipment, chemicals, and so on for the proposed program.	

27(a) Details of Director / Dean / Principal									
Educational Qualifications					Date of birth & age	Date of joining	Industry Exp. in Years	Total Exp.	Total Pay (Basic+ Allow.)
Degree	Year of Passing	% of marks obtained	University	Specialization					
UG									
PG									
Additional									

Whether the Director / Dean / Principal is qualified as per RGNAU / AICTE / DGCA norms: Yes/No. (Specify)

27(b) Details of Teaching staff (Department wise)												
Name of the Faculty	Designation Regular / Visiting	Qualification	% of marks	Specialization	Experience		Date of Birth	Date of joining	Scale of Pay	Total	Sign of Faculty	Univ. Approval of the Qualification (No. & Date)
					Teaching/Research	Industry /others						

Whether teaching staff are qualified as per RGNAU/ UGC/ AICTE/DGCA norms :Yes/No. (Specify)

27 (c). Additional information on Teachers for the proposed programme	
i)	Are qualified teachers already available on your pay roll in your college/ Institution for teaching the program? The University requires that qualified teachers for the program must be appointed by College/ Institution exclusively. If no, Mention the number of new posts to be created/ sanctioned as per University regulations, please elaborate temporary arrangements made for teaching work of the new programs.
ii)	If not, how many teachers will be appointed exclusively for this program and what will be the mode of recruitment?

	Please give details mentioning year, designation, min. qualification, min. experience, (Permanent /Temporary /Ad- hoc) pay scale and salary wages year wise	
iii)	Steps already/ to be taken to fill up these posts.	
iv)	If teachers are available, give information on them in the same format as in 28(b).	
v)	If it is proposed to carry on the work with the existing staff, clarification on how additional work will be handled with Time-table for existing programs and new programs separately.	
vi)	Work load prescribed and followed for the existing teaching staff	
	a) Professor including Principal	
	b) Associate Professors	
	c) Assistant Professors	
vii)	Detailed bio-data of the staff in position in the Department where the proposed new programs are to be started with their specialization.	
viii)	Details of additional supporting and other non-teaching staff proposed	

28. Laboratories and Equipment:

28 (a) List of Equipment						
Sl. No.	Department	Level of Program	Name of Program	Name of Lab	Name of Equipment	Quantity (Nos.)

28(b) List of Equipment to be procured for the new program						
Sl. No.	Department	Level of Program	Name of Program	Name of Lab	Name of Equipment	Quantity (Nos.)

29. Lecture rooms for the new program:

(a)	How many additional lecture class rooms and laboratories are needed for this program? (Floor space and required furniture. Give the basis on which this estimate is made.)	
	First Year	
	Second Year	
	Third Year	
	Fourth Year	
(b)	Are these class rooms already available? If yes,	

	give a building plan and indicate the rooms to be allocated for this program:	
(c)	If No, when will the additional floor space with necessary furniture will be created? Give a building plan as well as a time bound project plan for its completion with the amount of funds allocated or will be allocated	
(d)	If you have not already created additional infrastructure for this program, why should you seek permission from the University to start this new program?	

30. Library Facility

i)	Name of the Librarian	
ii)	Qualification and experience of the Librarian*	
iii)	Names and designation of other staff* in the library	
iv)	Are any special facilities available in the Library? If so, give details (eg. Photo copying, Internet connection etc.)	
v)	Has the Library been automated?	
vi)	System for borrowing books by the student:	
	a) Cataloguing system being followed:	
	b) Photocopying facilities available:	
vii)	Library timings:	
viii)	Holidays for library:	
ix)	Have the number of books suggested in Appendix-6 already been procured by the Library?	
x)	If not, how soon these will be procured? Give definite dates.	
xi)	Would the Library order multiple copies of the text books for this program? If yes, Give details	

* The Qualification of Librarian/ Asst Librarian/Library Assistant will be as per Recruitment Rules prescribed for Librarian/ Asst Librarian/ Library Assistant of RGNAU.

31. Indicate the facilities available for students

Sl. No.	Particulars	No.	Size in Sq. M
1.	Girls Common Room		
2.	Boys Common Room		
3.	Recreation room		
4.	Facilities for cultural activities		
5.	NSS		
6.	NCC		

7.	Medical service attention (Name of Doctors with qualifications and specialization / address and contact details of part time / full time Doctors)		
8.	Placement and training cell		
9.	Audio-Video educational facilities and teaching Aids		
10.	Names of Associations/ clubs for students		
11.	Alumni association		
12.	Word processing & photocopying facilities		

32. Non-Teaching Staff Details:

a) Details of technical staff (Laboratory wise)*

Name	Designation	Educational qualification	Date of birth	Date of joining	Total emoluments	Signature of the staff

* The Qualification of technical staff (Laboratory Technician/Assistant) will be as per Recruitment Rules prescribed for technical staff of RGNAU.

b) Details of ministerial Staff

Name	Designation	Educational qualification	Date of birth	Date of joining	Total emoluments	Signature of the staff

33. Additional Information required:

i)	Procedures proposed for monitoring the progress of students during the program (Give details)	
ii)	Do you have reservation for students: SC/ ST/OBC/EWS as per Govt guidelines	
iii)	Would you give special help for academically weak students? If so, describe what you propose to do?	
iv)	Details of scholarships, free tuition, fellowships, and other financial support system available for students of this college now?	
	a) If yes, this would be also extended the students of the new program?	
v)	What are the facilities available for academically competent but economically weak students being admitted to the new program?	
	a) Will they be given admission, if qualified?	
	b) Are there any financial support or loan facilities available for such students?	

	If yes, describe the scheme in detail.	
vi)	If no, do you propose to introduce such a scheme for the benefit of student who might enrol in the new program? If yes, describe the scheme in detail.	
vii)	What kind of transparency College/institution is practicing in the "internal" assessment of students, if the system of internal assessment exists for the programs offered by the College?	
	a) Will the same system be applied to this new program? If not, give details of the new system.	
viii)	Did students ever agitate for any reason during the last three years?	
	a) If yes, give reasons.	
	b) How the problems were tackled/solved?	
ix)	Did the non-teaching staff ever agitate for any reason during the last three years?	
	a) If yes, give reasons	
	b) How the problems were tackled/solved?	
x)	Did teachers ever agitate for any reason during the last three years?	
	a) If yes, give reasons	
	b) How the problems were tackled/solved?	
xi)	Give an itemized details of fees, funds, donations, etc., to be charged from students to be admitted in the program. (Indicate numbers and do not say "as per Govt./University norms" etc.)	
	a) Fees for the students admitted:	
	b) Attach a copy of your audited annual accounts for the last three years:	
	c) Attach the copy of your budget for the current year	

This is to certify that the information given above is factual as of the date given below. Each page has been initialled by the authorized person of the College/ Institute. Any change in the information given above at a later date shall be informed to the University immediately.

The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College immediately.

Place & Date: (Name in Capital Letters):	Signature of the legally Authorized representative
Office Seal	

PART-C

34. The originals of the following are to be produced for verification at the time of inspection to the inspection committee members (Copies need be enclosed along with application)

Sl. No	Documents/Certificate	Remarks
1.	Village field map /field measurement book sketch	
2.	College site map/plan – approved by Competent Authority	
3.	Existing building plan for building more than 30 years	
4.	Copy of Building sketch (details of Rooms, Laboratories, Stores, Library,etc. for all the floors)	
5.	Building plan proposed with approval of competent government authority. Irrevocable Trust Registration Deed (or) registered deed of the society	
6.	Documentary proof for ownership of lands earmarked for the College	
7.	Legal opinion from the Govt. Pleader on the ownership of land and extent of coverage.	
8.	Land use certificate from an appropriate authority and land conversion certificate from Department of Town & Country Planning	
9.	Certificate from the Revenue Authority that the Land for the College does not come under the Land Ceiling Laws	
10.	State Government permission for starting the College	
11.	DGCA/AICTE etc. approval for the program(s)	
12.	Documents showing the financial viability of the College [details of financial budgeted revenue and expenses statement] (Current year) with latest Income tax returns copy	
13.	Composition of the Governing Body.	
14.	Master Time Table for all programs and all sections with class room arrangements	
15.	Audited statement of accounts of the college for the past three years.	
16.	Certificate for fire safety from the Government authority,	
17.	Certificate from Govt. authorized license holder for Electrical installation	
18.	Certificate from Government Health Inspector.	
19.	Certificate from PWD Superintending Engineer or any Government authorized person for the structural stability of the building	
20.	Building and equipment insurance certificate	
21.	Copies of experience and educational qualification of the teaching and administrative staff	
22.	Land classification/ conversion/use certificate, issued by competent Authority.	
23.	Electricity load sanction certificate and availability of alternate power	

	source.	
24.	No encumbrance certificates.	
25.	Certificate issued by an Architect on availability of all-weather approach road, sewage disposal facility, and barrier-free environment.	
26.	Certificate that no high-tension wires are passing through the Campus.	



Part – D

35. Land Area Availability (in Acres): (To be filled as per Appendix 3)

S. No.	Programme	Diploma Programs			Undergraduate Programs			Institutions offering ONLY Post Graduate Programmes (Post Graduate Diploma/ MBA/M. Tech)		
		Mega and Metro	Urban	Rural	Mega and Metro	Urban	Rural	Mega and Metro	Urban	Rural

36. Built Up Area Requirements

i) For BSc Aviation/ BSc AME programs: (to be filled as per **Appendix-4**)

Particulars	Number of Rooms available	Carpet Area in Sq.M per Room
Class Rooms		
Tutorial Rooms		
Laboratory for First Year		
Laboratory other than First Year		
Laboratory for Post Graduate Programs		
Workshop		
Drawing Hall		
Computer Centre		
Seminar Hall		
Library		
Language Laboratory		

ii) For UG & PG Management programs: (to be filled as per **Appendix-4**)

Particulars	Number of Rooms available	Carpet Area in Sq.M per Room
Class Rooms		
Tutorial Rooms		
Computer Centre		
Seminar Hall		
Library		
Language Laboratory		

iii) Administrative Area (Carpet Area) in m² (To be filled as per **Appendix-4**)

Particulars	Principal/ Director	Board Room	Office all inclusive	Cabin for HOD & Dept. Office	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examinations	Control Office	Placement Office
Carpet Area in m ² per Room													
Number of Rooms available (For New Technical Institution)													
Total Number of Rooms													

iv) Amenities Area (Carpet Area) in m² (To be filled as per **Appendix-4**)

Particulars	Toilets (Ladies/ Gents)	Boys Common room	Girls Common room	Cafeteria	Stationery store & Reprography	First Aid cum sick room	Principals quarter	Guest House	Sports Club/ Gymnasium	Auditorium	Boys Hostel	Girls Hostel
Carpet Area in m ² per Room for the Technical Campus Institution having more than one Programme												
Number of Rooms available (for the new Technical Institution)												
Total Number Rooms												

v) Essential and Desirable Requirements

a) Essential Requirements

Sl. No.	Requirement	Availability (Yes/No) if No, Reasons/Remark
1	Establishment of Online Grievance Redressal Mechanism	
2	Establishment of Anti Ragging Committee	
3	Establishment of Grievance Redressal Committee in the Institution.	

4	Establishment of Internal Complaint Committee (ICC)	
5	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	
6	Internal Quality Assurance Cell (IQAC)	
7	Barrier Free Built Environment for disabled and elderly persons	
8	Fire and Safety Certificate	
9	Implementation of mandatory Internship policy for students	
10	Facilitate teachers for undergoing Pedagogical training as per UGC Guidelines	
11	Facilitate teachers for undergoing training as per DGCA requirements.	
12	Implementation of Student Induction Programme	
13	Implementation of Examination Reforms	
14	Safety and Security measures in the Campus	
15	Implementation of Food Safety and Standards Act, 2006 at the Institution	
16	Digital payment for all financial transactions as per Govt. directives	
17	Display of information submitted to RGNAU (including the Affiliation status and Board of Governors) along with mandatory disclosures in the prime location of the Website (as a quick link) of the Institution	
18	Language Laboratory	
19	Portable Water supply and outlets for drinking water at strategic locations	
20	Electrical Grid Power Supply Connection	
21	Backup Electric Supply	
22	Sports facilities	
23	Waste Management and environment improvement measures to ensure a sustainable Green Campus	
24	Sewage Disposal System	
25	Display board within the premises as well as on the Web site of the Institution Indicating the feedback facility of students and Faculty available.	

26	First aid, Medical and Counselling Facilities	
27	Students Safety Insurance	
28	Group Accident Policy to be provided for the employees	
29	Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA	
30	Road suitable for use by Motor vehicle-Motorized Road	
31	Institution-Industry Cell	
32	Applied for membership of National Digital Library	
33	Copies of AICTE/DGCA approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution and information about available Programs at the Entrance of the Institution	
34	Appointment of Student Counsellor	
35	Vehicle Parking	
36	General Notice Board and Departmental Notice Boards	
37	Provision / Facilities to conduct online meetings, Webinars, classes and examinations	
38	Display of Program(s) and “Sanctioned Intake” in the Institution at the entrance of the Institution.	
39	Alumni Cell	
40	Swimming Pool (as per DGCA specifications)	
41	Parade ground	
42	Dispensary with provision of vehicle	
43	Auditorium	

* Essential for DGCA approved programs only.

b) Desirable Requirements

Sl. No.	Requirement	Availability (Yes/No) if No, Reasons/Remark
1	Implementation of the schemes announced by Government of India	
2	Offering of Skill development Programs approved by the Council	
3	Fabrication facility Laboratory (FABLAB)/ AICTE-IDEA LAB/Tinkering Laboratory/ Innovation Laboratory	

4	Availability of at least ONE Smart Class Room per Department	
5	Installation of grid connected solar rooftops/ Power Systems	
6	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	
7	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction	
8	Efforts to encourage Final Year students to appear in various competitive Examinations.	
9	Efforts to encourage students to participate in National/International competition like SIH,etc.	
10	Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas / Topics/ Disaster Management	
11	Transport	
12	Banking Facility/ Automated Teller Machine	
13	LCD (or similar) projectors in Class Rooms	
14	Sustainable sources of energy	
15	Auditorium (As per DGCA/AICTE Specifications)	
16	Staff Quarters	
17	Program(s) taken through duly recognized MOOCs shall be used as Supplementary Program(s)	
18	General Insurance provided for assets against fire, burglary and other calamities	
19	Intellectual Property Right Cell	
20	Implementation of Unnat Bharat Abhiyan/ Sansad Adarsh Gram Yojana (SAGY)	
21	Implementation of Start-up Policy	
22	Innovation Cell/Club	
23	Social Media Cell	
24	Participation in the National Institutional Ranking Framework (NIRF)	
25	Participation in the National Innovation Ranking(ARIIA)	
26	Plastic Free Campus	
27	Measures for Cyber-security	
28	Availability of quality sanitary napkins through sanitary napkin vending machines	

	and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	
29	Rainwater Harvesting System	
30	At least 5 MoUs with Industries	

37. BOOKS, LIBRARY, COMPUTER, SOFTWARE, INTERNET, PRINTERS:

a) Computers, Software, Internet and Printers (To be filled as per **Appendix-6**)

Sl. No.	Program me	Prop osed	Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client. (Available/Unavailable)	Printers including Colour Printer (% of total number of PCs/Laptops)
1.	Diploma							
2.	Under Graduate							
3.	Post Graduate							

b) Internet speed required for the Institution (To be filled as per **Appendix-6**)

Approved Intake	Internet Band width (1:1)

c) Books and Library Facilities (To be filled as per **Appendix-6**)

Sl. No.	Programme	Total Number of Divisions	No. of Titles	No. of Volumes	Reading room Seating (% of Sanctioned Intake)	Multimedia PCs for Digital Library/ internet Surfing located in the reading room (% of Sanctioned Intake)

d) Subscription of Journals (To be filled as per **Appendix-6**)

Program	Total Number of Students	Journals published in India	Journals published at Abroad
Diploma			

Under-Graduate Degree program			
Post Graduate Program			

38. FACULTY REQUIREMENTS AND CADRE RATIO (To be filled as per Appendix-7)

Sl.No.	Program	Proposed strength	Faculty : students based on approved intake	Princip al/ Director	Professor	Associate Professor	Assistant Professor	Total
				A	B	C	D	A+B+ C+D

PART E
DECLARATION BY THE MANAGEMENT
(In the letter Head of Trust/Society)

1. Shri/Smt. _____ Son / daughter of Shri _____ on behalf of the trust/society _____ (Name of the Trust /Society) hereby declare that the particulars furnished above are true and correct to the best of my/our knowledge.

2. Programme(s), applied for, will not be started without the prior approval of the AICTE/ DGCA and the grant of affiliation by University.

3. All the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

4. The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College/ Institution immediately.

5. It is understood and agreed by the Management of the College/ Institution that if the affiliation is granted by University, the College shall observe all rules and regulations and other conditions, if any, of the University.

6. It is also understood and agreed that any violation of these rules etc. may result in a heavy penalty as determined by the University-including withdrawal of the affiliation by the University.

Place : Date:	Signature of the Chairman/Secretary
(Name in Capital Letters):	
Office Seal	