

ANNEXURE-II

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

**APPLICATION FOR PERMANENT AFFILIATION OF
PROGRAMS/INSTITUTIONS**

PART - A

**BASIC INFORMATION OF THE AFFILIATED INSTITUTION SEEKING
PERMANENT AFFILIATION**

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	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	
4	Name and Address of the Members of the Governing Body constituted	

*Enclose Photo copy of the Trust/Society Deed; Trust/Society registration certificate;
Minutes of the meeting of Trust /Society for the current year

PART-B**A. Details of the Program(s) for which permanent affiliation is sought**

Sl. No.	Title of the Programs	Duration	Year in which provisional affiliation is granted (enclose copy of affiliation orders)	No. of batches sent out from the Institution Indicate the academic years

Details of the Program(s) for which permanent affiliation is sought

B. 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)

C. Location of the Institution (Attach proof of Unencumbered own land; building constructed in the own land)

Address Details

D. Details of the Land and Building

Sl.No.	Particulars	Response / Remark
i)	The name of the place in which land is situated	
ii)	Area (in acres)	
iii)	Survey Nos.	
iv)	Whether land use certificate is obtained from the competent authority (enclose)	
v)	Location map(enclose)	
vi)	Field measurement Books copy(enclose)	
vii)	Approved building plan(enclose)	
viii)	State the nature and availability of potable water	

ix)	Availability of adequate firefighting equipment with certificate issued by competent Authority (enclose proof)	
x)	Adequacy of sanitation facilities	
xi)	State the No. of toilet facilities available	
	Men	
	Women	
xii)	Building stability certificate	
	Availability of power supply and electrical connections as per norms & requirements of the Govt./University	

E. Details of the existing building plinth area in Sq.m. (Attach copy)

Sl.No.	Details					RCC building (in sq.m.)
1.	Total Academic Activity area					
	Sl.No.	Particulars	Numbers	Area in sq. m.	Seating capacity	
	(i)	Class Rooms				
	(ii)	Dining Hall				
	(iii)	Workshop				
	(iv)	Adequacy of furniture				
	(v)	Laboratories				
	(vi)	Library				
	(vii)	Seminar Hall				
	(viii)	Staff room				
	(ix)	Auditorium				
2.	Total Administrative area					
3.	Amenities: Common room, toilet facilities, ladies room, dispensary/first aid facilities, drinking water facility					
4.	Hostel for Boys (if applicable) Hostel for Girls (if applicable)					
5.	Staff Quarters (if applicable)					
6.	Play Ground					
7.	Others (Specify)					
	Total area in sq.m.1+2+3					

F. Library Details

1	Indicate the number of books available in the library	
2	No of journals (Indian/foreign)	
3	Whether accession register is maintained	Yes/No.

4. Details of the Library facilities available for each Dept.:

5. Indicate the No. of books/Journals available for the program(s) for which permanent affiliation is sought for:

Sl. No.	Name of the Program(s)	No. of Books available

G. Faculty**List – A**

Sl. No.	Name of the Program	Name of Faculty Appointed (as per work load norms)	Total work load of each faculty

List – B

Sl. No.	Name of the Department	Name of the Faculty/Instructor	Designation of the Faculty/ Instructor	Date of Appointment

i) Details of projects (UGC/CSIR/AICTE etc.) amount, period & name of the Principal investigator.

ii) Details of participation of teachers in National/International level seminars.

iii) Details of awards won by the teachers.

List – C

i) Details of Administrative staff

Sl. No.	Name of the staff	Designation	Qualification	Date of appointment

ii) Details of Technical staff

Sl. No.	Name of the staff	Designation	Qualification	Date of appointment

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iii) Details of strength of students for the last five years in numbers (if any):

Sl. No.	Name of the Program(s)	Academic year	Sanctioned strength	Admitted Strength	Whether reservation policy is followed, if applicable (SC/ST/PH)

iv) Percentage of pass in each program for the last five years (if any):

Sl. No.	Academic years	No. of students appeared	No. passed	% of pass	% of First Class	University Rank if any

v) Indicate the name(s) of the program(s) approved by the University but not conducted.

vi) Whether approval is obtained from the University for the suspension of the program.

Sl. No.	Name of the program(s)/program	Year in which not offered and whether University's permission obtained

H. Funds position (in case of private colleges):

Enclose audited statement of accounts of the college for the last five years.

I. Governing Body/Advisory Committee:

Enclose a copy the constitution if applicable and a copy of the minutes of the last meeting

J. Any other particulars:

Name and Signature of the Principal

Seal & Date