



## **RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

**(A Central University Established by an Act of the Parliament  
Rajiv Gandhi National University Act 2013)**

# **REGULATIONS FOR AFFILIATION**

**(Procedure for Affiliation of Educational Programs/Colleges  
/Institutions)**

**[www.rgnau.ac.in](http://www.rgnau.ac.in)**

## DEFINITIONS

1.	‘Academic Year’ means Academic Year of the Rajiv Gandhi National Aviation University
2.	‘Act’ means The Rajiv Gandhi National Aviation University Act, 2013.
3.	RGNAU web portal or University website means website hosted by the Rajiv Gandhi National Aviation University at URL <a href="http://www.rgnau.ac.in">www.rgnau.ac.in</a>
4.	‘Regulations for Affiliation’ is published by the Rajiv Gandhi National Aviation University for the purpose of affiliating of Programs/ Educational Programs/Colleges /Institutions by prescribed norms and standards for processing of applications received for grant of affiliation.
5.	‘Applicant’ is the one who makes an application to the Rajiv Gandhi National Aviation University for seeking any kind of affiliation under these ‘Affiliation Process Handbook’.
6.	‘Head of the Institution’ means the Principal or the Director or such other designation as the administrative Head of the Institution of the Institution referred/ seeking affiliation.
7.	‘Trust’ means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
8.	“Society” means a Society registered under Societies Registration Act, 1860.
9.	“Company” means a Company established/ registered under Section 8 of the Companies Act, 2013.
10.	‘Teachers/Faculty’ means such Deans, Directors, Professors, Associate Professors, Assistant Professors, Lecturers and other like persons as may be declared by the RGNAU Statutes to be teachers.
11.	‘Affiliated Institution/College’ means the Institution/College affiliated by RGNAU for offering one or more programs.
12.	“Self-Financing Institution” means an Institution started by a Trust/ Society/ Section 8 Company and does not receive grant/fund from Central/ State Government/ UT for meeting its recurring expenditure.
13.	‘DGCA’ or ‘DG Civil Aviation’ means Directorate General of Civil Aviation, while —Directorate means —O/o Director General of Civil Aviation
14.	‘University’ means Rajiv Gandhi National Aviation University

<b>INDEX</b>		
<b>S. No</b>	<b>Particulars</b>	<b>Page No.</b>
	Definitions	<b>2</b>
	Index	<b>3-5</b>
	<b>CHAPTER – I</b>	<b>6-12</b>
1.	Introduction	6
2.	Rajiv Gandhi National Aviation University Act 2013 (No.26 of 2013)	6
3.	The First Statutes of Rajiv Gandhi National Aviation University	7
4.	Academic Ordinances of the University	9
	<b>CHAPTER – II - PROCEDURE FOR AFFILIAITION</b>	<b>13-18</b>
2.1	Norms for Provisional Affiliation	13
1	Requirements & Procedure for provisional Affiliation	13
2.	Source of funds	14
3.	Pre-requisites for affiliation of the program	14
4.	Validity of affiliation	14
5.	No Affiliation with retrospective effect	14
6.	Name of the Institute	14
7.	Authorized Signatories	15
8.	Code of conduct for Advertisements/ Brochure/ Prospectus	15
9.	Ban on ragging	15
10.	Ban on alcohol, tobacco and drugs	15
11.	Records of Institute	16
12.	Quality Standards	16
13.	Annual Report	16
14.	Dispute redressal and Jurisdiction of courts	16
15.	Steps for Provisional Affiliation of Program/Institute	
2.2	Norms for Permanent Affiliation	16
	<b>CHAPTER – III</b>	<b>19</b>
3	Campus Infrastructure	19
	<b>CHAPTER – IV</b>	<b>20</b>
4.	Faculty & Instructors	20
1.	Faculty strength	20

2.	Approval of Faculty	20
3.	Visiting faculty & Guest lecturers	20
4.	Qualification of Faculty	20
5.	Training and leave reserve	20
6.	Instructors	20
	<b>CHAPTER – V</b>	<b>21-22</b>
5.	Program Requirements	21
1.	Program Strength / Intake	21
2.	Staggered batches	21
3.	Admission standards	21
4.	Verification of documents	21
5.	Detailed teaching syllabus	21
6.	Program dates/ calendar	21
7.	Evaluation and monitoring	21
8.	Students 'Assessment	21
9.	Fees	22
10.	Method of collection of fees	22
	<b>CHAPTER – VI</b>	<b>23-27</b>
6.	Review and Renewal/ Withdrawal of Affiliation	23
1.	Role of the Inspection Team (IT)	23
2.	Types of Deficiencies	23
2 .a)	Major Deficiencies	23
2.b)	Minor Deficiencies	24
3.	Rectification of Deficiencies and Action	25
4.	Withdrawal of Affiliation	25
5.	Procedure for Withdrawal	26
6.	Discontinuation of RGNAU affiliated program or closure of Institution	26
7.	Automatic Disaffiliation of Affiliated Institutes	27
	<b>ANNEXURES</b>	<b>28-60</b>
1	ANNEXURE-I Application form for Provisional Affiliation	28
2.	ANNEXURE II Application form for Permanent Affiliation	51

3.	ANNEXURE –III Annual Report	56
4.	ANNEXURE -IV Application form for approval of Principal /Faculty	59
	<b>APPENDICES</b>	<b>61-90</b>
1.	APPENDIX – 1 - Programs for Affiliation	61
2.	APPENDIX – 2 – Fee Details	62
3.	APPENDIX – 3 - Land requirements	68
4.	APPENDIX – 4- Built-up area requirements	71
5.	APPENDIX – 5 - Essential and Desirable requirements	76
6.	APPENDIX – 6- Norms for books, library, computer, software, internet, printers, laboratory equipment	79
7.	APPENDIX – 7- Faculty requirements and Cadre Ratio	83
8.	APPENDIX-8 Detailed Project Report (DPR)	85

## CHAPTER – I

### 1. INTRODUCTION

Rajiv Gandhi National Aviation University, established by an Act of Parliament in the year 2013, is a Central University which receives funding from the Central Government through Ministry of Civil Aviation. The University's jurisdiction extends to the whole of India.

The Headquarters of Rajiv Gandhi National Aviation University is at Fursatganj, District Amethi-229302, Uttar Pradesh about 15 kms from Rae Bareli,

The University is a Central University having the power to recognition to Institutions of higher learning for such purposes as the University may determine and to withdraw such recognition. The Institutions which meet the requirements as per the University's rules and regulations and ensures offering of quality education to students admitted in the affiliated colleges/institutions. Institutes which wish to seek recognition/affiliation from RGNAU, are required to follow the information.

### 2. RAJIV GANDHI NATIONAL AVIATION UNIVERSITY ACT 2013 (NO.26 of 2013)

The objects of the University (Section 4) are:

- i) *To facilitate and promote aviation studies, teaching, training, research and extension work with focus on emerging areas of studies such as aviation management, aviation regulation and policy, aviation history, aviation science and engineering, aviation law, aviation safety and security, aviation medicine, search and rescue, transportation of dangerous goods, environmental studies and other related fields, and also to achieve excellence in these and connected fields in emerging areas and such areas as may emerge in future;*
- ii) *To promote advanced knowledge by providing institutional and research facilities in such branches of learning as it may deem fit and to make provisions for integrated courses in management, science and other key and frontier areas of technology and allied disciplines in the educational programmes of the University;*
- iii) *To create an ambience for learning and scholarship in aviation technology;*
- iv) *To take appropriate measures for ensuring and regulating the quality of aviation education programmes in India offered by recognised institutions;*
- v) *To develop academic standards of an international level and undertake other measures as it may deemed fit, to facilitate the development for skilled aviation manpower including the licensed category of aviation personnel;*
- vi) *To develop various programmes for airlines, airport, aviation authorities and staff ranging from airline management and marketing, airport management, regulations and aviation law, aviation safety and security or any other programme and train manpower in aviation field;*
- vii) *To take appropriate measures for promoting innovations in teaching-learning process, undertake inter-disciplinary studies and research.*

The extract of relevant sections of RGNAU Act 2013:

*Section 5 (xvi) to recognize an institution of higher learning for such purposes as the University may determine and to withdraw such recognition*

*Section 5 (xx) (xx) to inspect recognised institutions through suitable machinery established for the purpose, and to take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hospital, workshop and other academic facilities are provided for*

*Section 5 (xxiv) to admit to its privileges colleges and institutions, not maintained by the University, and to withdraw all or any of those privileges in accordance with such conditions as may be prescribed by the Statutes*

*Section 5 (xxxiii) to control and regulate admission of students for various courses of study in Departments, recognised institutions, schools and centres of studies.*

*Section 5 (xliv) to confer autonomous status on a college or an institution or a Department, as the case may be, in accordance with the Statutes*

*Section 18 the Following shall be the authorities of the University, namely:-*

*(4) the Board of Affiliation and Recognition*

*Section 22 (1) The Board of Affiliation & Recognition shall be responsible for admitting colleges and institutions to the privileges of the University.*

*Section 22 (2) The Constitution of Board of Affiliation & Recognition, the term of office of its members and its powers and duties shall such as may be prescribed by the Statutes.*

*Section 47 Notwithstanding anything contained in this Act, or in the Statutes or the Ordinances, any student of a college or an institution, who, immediately before the admission of such college or institution to the privileges of the University, was studying for a degree, diploma or certificate of any University constituted under any Act, shall be permitted by the University, to complete his course for that degree, diploma or certificate, as the case may be, and the University shall provide for the instructions and examination of such student in accordance with the syllabus of studies of such college or institution or University, as the case may be.”*

### **3. THE FIRST STATUTES OF RAJIV GANDHI NATIONAL AVIATION UNIVERSITY**

The relevant sections of RGNAU First Statutes

*Section 14 Powers and Functions of Executive Council.*

*(xx) to prepare rules and regulation for the recognition of aviation training colleges and make provisions*

*Section 33 Admission of Colleges, etc., to the privilege of University.*

*(1) The Colleges and other Institutions situated within the jurisdiction of the University may be admitted to such privileges of the University as the Executive*

*Council may decide on the following conditions, namely:*

- (i) every such College or Institution shall have a regularly constituted Governing Body, consisting of not more than fifteen persons approved by the Executive Council and including among others, two teachers of the University to be nominated by the Executive Council and three representatives of the teaching staff of whom the Principal of the College or Institution shall be one and the procedure for appointment of members of the Governing Body and other matters affecting the management of a College or an Institution shall be such as may be specified by the Ordinances:*

*Provided that the said condition shall not apply in the case of Colleges and Institutions maintained by Government which shall, however, have an Advisory Committee consisting of not more than fifteen persons which shall consist of among others, three teachers including the Principal of the College or Institution, and two teachers of the University nominated by the Executive Council.*

- (ii) every such College or Institution shall satisfy the Executive Council on the following matters, namely:*

- (a) the suitability and adequacy of its accommodation and equipment for teaching;*

- (b) the qualifications and adequacy of its teaching staff and the conditions of their service;*

- (c) the arrangements for the residence, welfare, discipline and supervision of students;*

- (d) the adequacy of financial provision made for the continued maintenance of the College or Institution; and*

- (e) such other matters as are essential for the maintenance of the standards of University education.*

- (iii) no College or Institution shall be admitted to any privileges of the University except on the recommendation of the Academic Council made after considering the report of a Committee Inspection appointed for the purpose by the Academic Council*

- (iv) the Colleges and Institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the 15th August, preceding the year from which permission applied for is to have effect.*

- (v) a College or an Institution shall not, without the previous permission of the Executive Council and the Academic Council, suspend instruction in any subject or course of study which it is authorised to teach and teaches.*

*(2) The appointment to the teaching staff and Principals of Colleges or Institutions admitted to the privileges of the University shall be made in the manner specified by the Ordinances:*

*Provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.*



(3) *The service conditions of the administrative and other non-academic staff of every College or Institution referred to in clause (2) shall be such as may be laid down in the Ordinances:*

*Provided that nothing in this clause shall apply to Colleges and Institutions maintained by Government.*

(4) *Every College or Institution admitted to the privilege of the University shall be inspected at least once in every two academic years by a Committee appointed by the Academic Council, and the report of the Committee shall be submitted to the Academic Council, which shall forward the same to the Executive Council with such recommendations as it may deem fit to make.*

(5) *The Executive Council, after considering the report and the recommendations, if any, of the Academic Council, shall forward a copy of the report of the Governing Body of the College or Institution with such remarks, if any, as it may deem fit for suitable action.*

(6) *The Executive Council may, after consulting the Academic Council, withdraw any privileges granted to a College or an Institution, at any time it considers that the College or Institution does not satisfy any of the conditions on the fulfillment of which the College or Institution was admitted to such privileges:*

*Provided that before any privileges are so withdrawn, the Governing Body of the College or Institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.*

(7) *Subject to the conditions set forth in clause (1), the Ordinances may specify—*

*(i) such other conditions as may be considered necessary;*

*(ii) the procedure for the admission of Colleges and Institutions to the privileges of the University and for the withdrawal of those privileges.*

(8) *The constitution of Board of affiliation and recognition and the terms of office of its members shall be such as may be specified by the Ordinances.*

#### **4. ACADEMIC ORDINANCES OF THE UNIVERSITY**

##### **1. Definitions.-**

(a) "College" means a college maintained by or admitted to the privileges of the University for imparting education and training in aviation studies or in its associated disciplines;

(b) 'Affiliated college/ institution means any college/ institution not maintained by the University and admitted to the privileges of the University and providing course of study for admission to the examinations for Degree/ Diploma / Certificate of the University under the Rajiv Gandhi National Aviation University Act.

(c) 'Post-graduate College' means a University institution or an affiliated College / institution providing post- graduate course of study leading to the post-graduate degree of the University.

(d) 'Government College' means any College/ institution maintained by the Government (State or Central) or a Union Territory Administration.

(e) 'Private College ' means any College/institution not maintained by the University or a Government Agency.

(f) 'Board of Affiliation & Recognition' (BAR) is the Board constituted as per the statutes of the Rajiv Gandhi National Aviation University Act, 2013

(g) An 'Autonomous College/ Institution' means any College/ Institution designated as an 'Autonomous College/ Institution' by the statutes and ordinances of the University.

(h) RGNAU means Rajiv Gandhi National Aviation University

2. The Board of Affiliation of Recognition shall prescribe, in consultation with the Academic Council, the manner in which and the conditions subject to which a College/Institution may be designated as an autonomous college and for withdrawal of such designation.

3. The Board of Affiliation of Recognition shall not propose the draft of any statute or amendment to a statute affecting the conditions of affiliation or approval of affiliated or approved College/Institution with the University or/ by the University, as the case may be, or affecting the conditions of designation of any College/Institution as an autonomous College/Institution except after consultation with the Academic Council.

4.

(a) Whenever a proposal to start a new college/institute is made, the sponsoring body or in the case of a Government college, the department of Government concerned, shall submit an application to the Registrar in the prescribed format (**Annexure-I**) not later than 01 August every year. Application should be accompanied by detailed report of the infrastructure & physical, financial and other facilities available to start such a college. For existing colleges/institutes with Provisional Affiliation, seeking permanent affiliation shall submit an application to the Registrar in the prescribed format (**Annexure-II**). The programmes /courses which are at present offered by RGNAU for affiliation are given in **Appendix -1**. The details of affiliation fees and inspection fees are mentioned in **Appendix-2**.

(b) The Colleges/Institutes for the purpose of this Ordinance/ Regulations will be grouped into two categories; Under graduate Colleges and Postgraduate Colleges. The procedure for admission to the privileges of the University for these two Categories is dealt with here below:

(c) An Undergraduate College or a Postgraduate College, as the case may be, shall ordinarily be admitted to the privileges of the University, in the first instance, for providing instruction for the first year of the course/program. Such a college may be admitted to the further privilege of providing instruction at the subsequent years of study in accordance with the procedure and conditions prescribed by the University for the purpose.

5. (a) On receipt of the permission to start the college/ institution the sponsoring Body shall constitute the Governing Body/ Advisory Committee & proceed to make appointment for the posts of Principal and other academic staff in accordance with the provisions of the Statutes, Ordinances and Regulations of the University about their composition, minimum qualifications, procedure for appointment.

(b) Further, the Governing Body/ Advisory Committee shall make necessary arrangements to fulfil all the conditions and recommendations made by the BAR in this regard.

(c) No person, who is not qualified as per the norms laid down by the University for the purpose, shall be appointed as the staff of the college or as Principal. In exceptional cases, however, if a qualified Principal is not readily available, one of the members of the staff, if existing, having the longest teaching experience, at college

level, may be designated as Vice-Principal and the post of Principal may be kept vacant until such time a fully qualified person is appointed as Principal

(d) The Governing Body/Advisory Committee of a college/institution or the Government Department, as the case may be shall at the earliest but not later than 15 days from the date of commencement of the academic session, inform the University about the staff in position with full particulars and also a clarification/acceptance regarding the fulfilment of the conditions, recommendations prescribed by the University.

6. The University may arrange for a review of the progress of the College/institution, its performance in general with particular reference to the course(s) started and then permit the renewal.

7. The College/ Institution, which has been granted provisional affiliation for any course, may apply for permanent affiliation. The College/ Institution shall submit a detailed report well before the time of inspection to facilitate the process for grant of permanent affiliation. The procedure for this is same as that for the provisional affiliation, provided that in exceptional and outstanding cases, this condition may be waived by the Executive Council on the recommendation of the Academic council and BAR.

8. No college shall be dissolved or abolished by its Governing Body/ Advisory Committee without making prior arrangement for admission of students in another affiliated College or Colleges and without making alternative arrangements for employment of the permanent members of the teaching staff and also without obtaining prior approval of the Government concerned, the University, as may be necessary, regarding final settlement of any property including library books and laboratory equipment which might have been acquired by such a College with financial assistance from the Government , provided that no College shall be dissolved or abolished under any circumstances in the midst of an academic session.

9. The BAR may lay down new conditions of affiliation in general or specific, regarding staff, buildings, equipment, library laboratories, finance or other relevant matters with the approval of Academic council & Executive Council and specify the date by which the conditions so stipulated be satisfied, failing which the College/institution may not be allowed to enjoy the privileges of the University.

10. The report of the Inspection Committee of a College/Institution shall not be communicated to the College/Institution but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been taken, copies of the report may be sent, unless withheld under the orders of the Vice-Chancellor for any reason, to the college/institution for information, guidance and necessary action.

11. a) A sponsoring body/Government Department seeking permission to start a new College/Institution or Colleges/Institutions seeking to start courses shall pay the fees at the rates as specified in the **Appendix-2**.

b) Such affiliated Colleges/Institutions may levy such fees from students towards tuition fee etc., payable to the College and also to the University as may be prescribed/approved by the University from time to time, with the prior concurrence of the University.

12. The Executive Council shall have power to withdraw any affiliation or permission to a College/Institution at any time whenever, on the basis of the recommendation of BAR that, such college/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the College/Institution authorities have failed to maintain order and discipline in the College/Institution or the normal, regular and proper functioning of the College/Institution has become impossible due to mismanagement of the affairs of the College/Institution or any other valid reason, provided that before any privileges are so withdrawn, the Governing Body of the college or institution concerned shall be given an opportunity to represent to the Executive Council why such action should not be taken.

13. Every College/Institution should follow the norms laid down by the University in all matters relating to physical infrastructure and academic requirements in terms of teachers, laboratories, workshops, library etc.

14. Any difficulty arising in interpretation of, or giving effect to any provisions of this ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon, shall be final.

15. a) Without prejudice to the provisions of the Act and the Statutes, and other rules of the University, no student shall be eligible for admission to any undergraduate or post-graduate course of study in the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.

15. b) The procedure for admission to various courses of study will be notified by the University.

## CHAPTER – II

### 2. PROCEDURE FOR AFFILIATION

#### 2.1. NORMS FOR PROVISIONAL AFFILIATION

##### 1. REQUIREMENTS & PROCEDURE FOR PROVISIONAL AFFILIATION

A College / Institute proposing to affiliate UG/PG/Diploma/Certification program shall seek affiliation from the Rajiv Gandhi National Aviation University (RGNAU), as per the procedure and requirements explained herein.

Government Institutes and other Institution promoted by Trust / Society with a non-profit objective can submit an application for Affiliation. The audited accounts for the \non-profit organization for the last 3 preceding years shall be submitted and if the Institute is newly founded the financial standing needs to be established. The information given in Annexure-I will be referred to for establishing the financial standing.

No.	Procedure for submission of fees & Documents
1.	Institute shall submit: a. Filled-in application form (available online- Annexure-I) along with online payment of fee ( <b>Appendix-2</b> ) b. Detailed Project Report (DPR) before 01 January of current year for Academic Year Programs and 01 July of preceding year for calendar year Programs ( <b>Appendix-8</b> )
2.	The application will be scrutinized by committee constituted by the Vice Chancellor. If the application is found to be complete in all respects, Institute will be informed to pay processing fee ( <b>Appendix-2</b> )
3.	Applicant to make a detailed presentation before the committee constituted by the Vice Chancellor
4.	Upon satisfaction, Institute will be informed to pay Inspection fee ( <b>Appendix-2</b> ) and the Inspection team constituted by the Vice Chancellor visits the institute for inspection.
5.	In case of deficiencies, re-inspection for compliance.
6.	Inspection report will be placed before BAR.
7.	Approval of AC/EC.
8.	Decision of AC/EC will be informed.
9.	Institute shall pay initial provisional affiliation fees. Provisional affiliation is granted after receipt of affiliation fee.

The following cases are considered as fresh application for affiliation:

- a. Starting of new institute.
- b. Increase in intake of the existing programme.
- c. Starting of new programme in addition to existing ones.

The inspection will include checking of the infrastructure / faculty, course curriculum, lesson plan, class time table, instruction plan, academic and training requirements as required for the program.

If during the course of setting up a new institute, information is received by the RGNAU that false claim has been made or false information given, the RGNAU may suspend the process of affiliation for the concerned academic year. Further, after giving reasonable opportunity to be heard, RGNAU may decide to not allow the institute to start the program. In the case of an existing institution, if there are violation of conditions the process of affiliation of the new program or increase in intake shall stand suspended. The application not processed within in 6 months of time after removal of shortcomings need to apply fresh.

## 2. SOURCE OF FUNDS

Source of funding of the Institute for initial capital expenditure and recurring expenditure shall be submitted with copy of Detailed Project Report (**Appendix-8**). Proof of availability of finances for completing the project on time would be required.

## 3. PRE-REQUISITES FOR AFFILIATION OF THE PROGRAM

The institutes shall meet the requirements of the regulatory body (DGCA/AICTE) as applicable. The approval letter/ NOC issued by such bodies should be submitted along with the application.

## 4. VALIDITY OF AFFILIATION

- a) When all the requirements of the (s)/programs. - year-wise had been met, the provisional affiliation will be granted by RGNAU. For one year or short duration program initial affiliation will be final. For programs of 2 year or longer duration, the initial provisional affiliation will be valid for one year only. The institute will be inspected every year and approved annually till the final year of the program, then provisional affiliation is granted after paying the requisite fees (**Appendix-2**)
- b) After Initial provisional affiliation is granted for all the years of the program duration, the Institute/ College will be subjected to biennial inspection (once every two years)for renewal/extension/continuation of affiliation. Requests for renewal/extension/continuation shall be submitted on or before 7th January of the preceding academic year or as prescribe by the university time to time.
- c) RGNAU is empowered to conduct surprise inspection at any time if required.

## 5. NO AFFILIATION WITH RETROSPECTIVE EFFECT

Affiliations for new Institutes or commencement of new programs or variation in intake capacity shall be prospective, and not with retrospective effect. Institutes shall not admit candidates without affiliation in place.

## 6. NAME OF THE INSTITUTE

Name of the Institute has to be approved by RGNAU. No Institute will be allowed to use or continue to use any title or name which may suggest or intend to suggest the patronage

of the Government of India or the State Government unless otherwise applicable.

#### 7. AUTHORIZED SIGNATORIES

All Institutes should forward the names and specimen signatures of two persons who are declared as the authorized representative and alternate representative respectively to deal with RGNAU. No person other than these two persons will be entertained by RGNAU for any purpose relating to the Institute. If there is a change in either of them it should be notified to RGNAU by a resolution signed by all Trustees or authorized Management Council member of the Society or Directors of registered Company as per the documents submitted to, and/or available with RGNAU.

#### 8. CODE OF CONDUCT FOR ADVERTISEMENTS/ BROCHURE/ PROSPECTUS

The Institute may advertise for programs which may include the following:

- a) Names of programs.
- b) Program duration.
- c) Eligibility criteria of the program as per RGNAU guidelines.
- d) Total fee structure and all charges payable with a break up.
- e) Last date of submission of application.
- f) The procedure of selection of the candidates for admission.
- g) Date of commencement of programs
- h) Date of publishing of brochure/prospectus/advertisement.

Institute should refrain from advertising the following:

- Assured passing of the students
- A false picture of prospects and high salaries.
- The mixture of RGNAU approved programs and non-approved programs in the same advertisement.

Copies of all advertisements published shall be sent to RGNAU for records.

#### 9. BAN ON RAGGING

Strict measures shall be enforced to prevent ragging. The program in-charge shall be held responsible for any incidence of ragging. Strict, prompt, and strongest possible action should be taken against anyone indulging in ragging. In all cases, the benefit of the doubt shall be given to the victim of ragging. A record of all cases of ragging, however minor and the action is taken thereon by the Institute shall be kept in record. All cases of ragging should be reported to RGNAU immediately and in any case within 7 days from the occurrence of the event. Any instance of ragging established in the Institute will be considered serious misconduct attracting penal provisions including suspension of the student and appropriate action against the Institute.

#### 10. BAN ON ALCOHOL, TOBACCO AND DRUGS

The Institute should have a policy to ban alcohol, tobacco, drugs and like abstinence from alcohol, tobacco, and drugs, except medicinal drugs specifically prescribed for a student to cure a current ailment, should be strictly enforced. Infringement of this

requirement shall be considered serious misconduct by the student and by the Institute.

#### 11. RECORDS OF INSTITUTE

The Institute shall maintain records, advertisements and brochures as set out separately for each program at least for a period of 5 years and should keep that readily available for inspection.

#### 12. QUALITY STANDARDS

Every Institute shall have an established Quality System of the applicable ISO 9001:2015 standard or approved equivalent, within six months of the commencement of its first RGNAU affiliated program and any new RGNAU affiliated program thereafter. The Quality Policy must ensure compliance with Standards of Training Certification and Watch- keeping (STCW) (as amended) requirements for DGCA approved courses only and the amendments thereafter.

#### 13. ANNUAL REPORT

The Institute shall submit the annual report to RGNAU in the format prescribed as per **Annexure -III**.

#### 14. DISPUTE REDRESSAL AND JURISDICTION OF COURTS

a) In the course of granting affiliation process or afterwards, any dispute between the institution and the RGNAU may be amicably settled through negotiation failing which the same may be referred to the arbitration as per the Arbitration and Conciliation Act, 1996.

b) The Jurisdiction of the local courts at RGNAU Headquarters shall alone be the competent court for any institute to appear in this regard.

#### **15. Steps for Provisional Affiliation of Program/ Institute:**

a) Step-I: Application/Registration/Inspection

b) Step-II: Initial Provisional Affiliation per program (Every Year till the completion of first batch of the program):

University shall conduct inspection of the institute/ College for the program every year till the completion of first batch of the program. Inspection fee is applicable

c) Step-III: Provisional Affiliation per program

After all the years of the first batch of the program are inspected, provisional affiliation will be granted initially for a period of 3 years, and later extended for a period of 3 years at a time on payment of provisional affiliation Continuation fee

d) Step IV: Provisional Affiliation Continuation:

There will be a extension /continuation of provisional affiliation every 3 years after obtaining provisional affiliation of the program

#### **2.2 NORMS FOR PERMANENT AFFILIATION**

##### **REQUIREMENTS & PROCEDURE FOR PERMANENT AFFILIATION**

1. After all the years of the first batch of the program are inspected, provisional affiliation will be granted initially for a period of 3 years, and later extended for a period of 3 years



at a time. There will be a continuation fee payable as prescribed from time to time as per the schedule provided in **Appendix-2** at the time of extension/continuation of provisional affiliation.

2. The affiliated institute became eligible for Permanent Affiliation when it completes 10 years of continuous provisional affiliation. Application for permanent affiliation (**Annexure II**) is to be submitted at the end of 9 years from the date of affiliation of the institute to RGNAU.

3. The institution should show evidence for unencumbered own land and building as per the prescribed affiliation norms at the time of grant of affiliation. The legal opinion for the ownership of the land should also be produced.

4. The institution should have appointed (at least 80%) teachers on a regular basis in the concerned discipline and paid as per the pay scales prescribed by the Government/Statutory organizations. Such teachers should possess the qualification prescribed by the Recruitment Rules of RGNAU. The records of the same should be maintained.

5. The institution should have fulfilled all the conditions and followed all the rules and regulations prescribed by the University for the grant of affiliation. If there are any incidents of violations of conditions prescribed for the grant of affiliation noticed by the University, then, the University reserves the right to suspend the affiliation of the Institution for a prescribed period which would be decided by the committee, based on the nature of violation.

6. The Institution should not have collected either directly or through any of its associated trust etc., any capitation fee or donation from any of its students or employees except the fee and other charges prescribed by the University/Government.

7. The Management of an unaided college shall have its accounts audited at the end of each financial year by a registered chartered accountant. A copy of the annual accounts shall be made available along-with the audit report to the University for inspection within six months from the closure of the financial year.

8. Admission should be made in accordance with the guidelines issued by the University/Government from time to time.

9. The University reserves the right to inspect the Institution at any time for continuance of affiliation.

10. The Institution should maintain all the registers and records and statistical data required to be maintained under University regulations/rules and should be made available as and when required by the University.

11. The institution should submit its application for grant of permanent affiliation in the prescribed format.

12. Any change affecting the college's permanent affiliation status either in terms of faculty position or infrastructure facilities brought to the notice of the University would automatically lead to disqualification.

13. All dues to the University should have been promptly paid by the college seeking permanent affiliation.

14. The Institute/College seeking permanent affiliation should have run the programme successfully for three years without any major deficiency as mentioned in chapter VI. In

case, there are minor deficiency observed during the three years period, RGNAU reserves the decision to award permanent affiliation.

**Note:**

- (i) The grant of permanent affiliation will be subject to review once in five years.
- (ii) For Government Colleges, the minimum requirement of availability of regular teachers may be decided by the Vice Chancellor, taking into account long term contract / ad-hoc appointments.

15. For permanent affiliation, the Institute must pay a flat Permanent Affiliation Fee as per **Appendix-2**. When an Institute gets permanent affiliation, there will be no further Continuation Fees.

16. An Affiliated Institute will be eligible to apply for Autonomous Status only after it gets permanent affiliation.

17. Fees mentioned in this ordinance/regulations are exclusive of GST and hence applicable GST will be charged, as per the GST Act 2017, as amended from time to time.

## CHAPTER - III

### 3. CAMPUS INFRASTRUCTURE

1. The Land requirements for the institute are given in **Appendix 3**.
2. The Built-up area requirements including, Instructional area (INA), Administrative area (ADA), Amenities area (AMA) and Access and Circulation Area (ACA) for the institute are given in **Appendix 4**.
3. The essential requirements for the institute are given in **Appendix 5A**. The desirable requirements for the institute are given in **Appendix 5B**.
4. The infrastructural requirements including computers, software and hardware, internet facilities, library books, journals for the institute are given in **Appendix 6**.
5. Shifting of premises:
  - a) The request for shifting of premises will be considered after receipt of processing fee as per **Appendix 2A**
  - b) The new premises will require meeting the requirements of these guidelines.
  - c) Existing Institutes complying with these guidelines and intending to move within the city, may shift to the new campus by getting affiliation of RGNAU without paying processing fees.
  - d) However, an inspection shall be carried out by a team constituted by RGNAU for the purpose after payment of inspection fees, before issuing the affiliation to commence programs at its new premises.
  - e) Once training has commenced in one place with the approval of RGNAU, no request for change of premises will be considered until the completion of at least 03 years (unless enforced by *Force Majeure*).

## CHAPTER – IV

### 4. FACULTY & INSTRUCTORS

#### 1. FACULTY STRENGTH:

Faculty requirements and cadre ratio for the programs are given in **Appendix-7**.

#### 2. APPROVAL OF FACULTY:

- a) The faculty members of the affiliated Institute shall apply to RGNAU for approval. Each faculty member will be approved by the RGNAU initially for the programme for which he/she is considered to be competent to teach.
- b) Once the approval letter is issued for a faculty member, he/she will be free to teach that programme in any Institute.
- c) If any faculty member wants to teach another program, the faculty member will need to get additional approval from RGNAU.
- d) If the appointment of faculty is made in emergency like sudden illness, death, or resignation of existing faculty member etc. the Institute should take the RGNAU's ex-post facto approval as early as possible.
- e) Until the approval from RGNAU is received, the faculty should be appointed provisionally. Provisional appointment should not be for more than three months in any case and the request for the approval of the same should be forwarded to RGNAU immediately. Refer to **Annexure-4** for application form for approval of Faculty/Principal.

#### 2. VISITING FACULTY & GUEST LECTURERS:

In view of the paucity of teachers in specialised subjects and in order to cater to instructional requirements, visiting faculty members may be resorted to, as and when necessary. However, at any time, the Institute should have on its rolls a minimum of 50% permanent faculty members. The Institute should arrange as many guest-lectures as possible, by distinguished persons from the industry, having experience related to the program.

#### 3. QUALIFICATION OF FACULTY:

The minimum qualification of faculty shall be as per the qualifications prescribed for the recruitment of Assistant Professor in the relevant school of RGNAU. The minimum qualification of Principals for the various programs shall meet the qualifications prescribed for the recruitment of Associate Professor in one of the schools of RGNAU. However, the institution should maintain the faculty cadre ratio as per **Appendix-7**.

4. TRAINING AND LEAVE RESERVE: To enable institutions to sponsor faculty for FDPs, etc. and to allow them to avail leave, adequate number of persons should be available as leave reserve. It is desirable to have 10% staff in excess including visiting faculty.

#### 5. INSTRUCTORS:

Instructors for laboratories & workshops shall be appointed as per the Recruitment Rules of RGNAU.

## CHAPTER – V

### 5. PROGRAM REQUIREMENTS

#### 1. PROGRAM STRENGTH:

The batch strength and number of divisions for programs approved by DGCA as granted by the respective statutory bodies shall form the basis of granting affiliation by RGNAU. For other programs it shall be as determined by RGNAU.

#### 2. STAGGERED BATCHES (Only for DGCA Program):

Staggering of batches throughout year shall only be permitted for CPL (3-year program) i.e. 3 batches after the approval of Competent Authority on case to case basis.

#### 3. ADMISSION STANDARDS:

Non-conformance to Admission Standards of RGNAU will attract penal action which may include withdrawal of affiliation.

#### 4. VERIFICATION OF DOCUMENTS:

Before admission, all original documents in support of the applicant meeting the admission standards must be scrutinized by the head of the Institute or by his authorized representatives. The responsibility for such scrutiny and verification of authenticity of these documents shall be that of the Head of the Institute. The Institute must retain an attested photocopy duly signed by the respective candidate for not less than 3 (three) years. Since the originals are being seen by the Institute, the photocopies need not be attested, but the person verifying original can make an endorsement on the photocopy with his/her name and designation with the date.

#### 5. DETAILED TEACHING SYLLABUS:

Teaching syllabus shall be as prescribed by RGNAU for each category of programs. Institute shall ensure that the detailed syllabus is brought to the notice of the students at the beginning of the semester/academic year and records to be maintained to this effect.

#### 6. PROGRAM DATES:

To maintain uniformity, the date of commencement of programs shall be as per the academic calendar issued by RGNAU.

#### 7. EVALUATION AND MONITORING:

The Institute shall have in place a demonstrable system for continuous evaluation and continual improvement, to ensure that the course objectives are being attained. Duly filled up feedback forms from the students are to be maintained systematically for a period of two years. The students should be encouraged to offer the feedback in their own handwriting without having to disclose their identity.

#### 8. STUDENTS' ASSESMENT:

The students' assessment for the program shall be as prescribed by RGNAU in program regulations/Syllabus.

9. FEES:

The Institute may charge a reasonable amount of fee from the students. As a guideline, the fees charged by RGNAU for various programs mentioned in Academic Brochure, could form the basis. However, the fee which is being charged, or any subsequent change in the fees structure, should be intimated to the RGNAU. The fee should also be printed in the prospectus and/or brochures to avoid possible malpractices. A copy of the prospectus and brochures of each program should be sent to the RGNAU for record before commencement of the program.

10. METHOD OF COLLECTION OF FEES: Online payment.



## CHAPTER – VI

### 6. REVIEW AND RENEWAL/ WITHDRAWAL OF AFFILIATION

#### 1. Role of the Inspection Team (IT)

Inspection of any Institute shall be carried out by the team constituted by the Competent Authority of RGNAU.

#### 2. The following are the types of Inspection:

- a. Inspection for verification of infrastructure, faculty etc. as given in the document for initial affiliation.
- b. Surprise inspection.
- c. Biennial inspections for continuation of affiliation of the program as prescribed.

3. If, Inspection Team during inspection finds any deficiency, it should immediately bring it to the notice of the RGNAU. The Inspection report must contain the list of deficiencies (if any) duly endorsed by Head of the Institute. RGNAU will seek compliance within a specified period. This exercise is to ensure that the Institutes continue to maintain high standards in academic education and training.

4. Generally, no on-going program shall be terminated or suspended unless there are strong reasons to justify. In all other circumstances, the findings of the inspection should be immediately reported to RGNAU with a clear recommendation stating the proposed course of action.

#### 5. Types of Deficiencies

Deficiencies may be of two types:

- a) Major Deficiencies
- b) Minor Deficiencies

##### a) MAJOR DEFICIENCIES

Intentional violation of the instructions and guidelines of RGNAU with a motive to circumvent rules/guidelines and profession of any unlawful practice shall be classed as a major deficiency.

##### Types of major deficiencies:

###### i) Infrastructure:

1. Serious lapses in the basic minimum infrastructure, specific lab/ workshop equipment's etc.
2. Essential infrastructure becoming non-operational due to damage or fault.

###### ii) Discipline:

1. Break-down of general discipline (Refer RGNAU Ordinances, 2020)

2. Instances of fraudulent issues of certificates, issuance of certificate (s) without conduct of program or attendance by candidates or fake certificates(s) issued by faculty/staff/Institute.
3. Instances of non-adherence to program guidelines.
4. Irregularities in attendance of Principal/Director, Vice-principal, faculty, instructor, cadets, students, etc.

iii) Faculty:

1. Inadequacy of the number of faculty to impart training.
2. Violation of faculty norms. Faculty/instructors not meeting the requirements /improper faculty selection modalities.
3. False/Incorrect reporting
4. False submission of information to the authorities.
5. Any act of forgery during report submissions/affiliation applications.

iv) Safety:

1. Lapse on account of student safety.
2. Lapse on account of general safety of staff.

v) Administrative/Academic Lapses:

1. Enrolment of the number of students above sanctioned intake
2. Admission to ineligible candidates.
3. Irregularities in fees.
4. Conduct of programs upon expiry of registered lease deed/leave and license agreement for land/premises.
5. Holding back original documents and original certificates of candidate.

vi) Student training/Study related:

1. Non-availability of video records of practical training imparted (for CPL programs).
2. Irregularity in teaching hours.

vii) Quality:

1. Serious non-conformities related with the quality system, excessive number of Minor Non- conformities.
2. Non-conformities not closed within time limit.

viii) Any other significant lapse from the guidelines in the event of such deficiencies being noted during the inspection, they should be reported to the RGNAU immediately.

**b) MINOR DEFICIENCIES**

Minor deficiencies are those where there are minor deviations from a standard practice and norms of RGNAU-Affiliation regulations arising due to unintentional violation/lapses which in the opinion of the inspecting team may adversely affect the quality of the Institute / student output and which do not fall under major deficiencies. These minor deficiencies are expected to be addressed within 15 days.



Some minor deficiencies are given below:

- a) Minor breakage/destruction of infrastructure.
- b) Minor breakage/destruction of lab equipment, workshop equipment, etc.
- c) Sudden breakdown of machinery/workshop, etc.
- d) Disruption in some program curriculum due to theft, fire, etc.
- e) Lag/delay in daily routine.
- f) Any deficiency arising after FORCE MAJUERE and not addressed in 15 days.
- g) Any other such type of deficiency not listed in major deficiency.

## **6. RECTIFICATION OF DEFICIENCIES & ACTION**

In the event of ineligible admissions, the subsequent batch of the program concerned or more batches will be suspended without any Show Cause Notice or intake of the institute may be reduced to the extent of double the number of ineligible candidates admitted in the previous batch and may extend to suspension of affiliation for the intake of new batches in case of repetition in same or other programs by the Institute.

## **7. WITHDRAWAL OF AFFILIATION**

### **a) CATEGORIES OF WITHDRAWAL**

Detection of any major deficiencies may lead to the imposition of penalty or withdrawal of affiliation of the program. Withdrawal can be either temporary or permanent. Permanent withdrawal can be for the program or the Institute. Permanent withdrawal for the Institute can be ordinary, or immediate. These categories are explained below.

### **b) TEMPORARY WITHDRAWAL OF AFFILIATION**

Temporary withdrawal means that the batches which are being conducted shall be allowed to run and be completed so as not to adversely affect the students undergoing the said programs, and on completion on the due date, no fresh batches shall be allowed to join. If the Institute has already admitted students to the next program, collected fees etc, it shall return the fees and intimate the students about the temporary withdrawal of affiliation, and shall not conduct the next program. If there is any violation of this guideline, then it shall automatically result in the permanent withdrawal of affiliation by RGNAU. On compliance with the deficiencies pointed out by the Inspecting Team and on approval by the Competent Authority, the temporary withdrawal may be rescinded and the batches for the approved program can begin once again as per relevant criteria and guidelines for the program at the time of restoration of affiliation.

### **c) PERMANENT WITHDRAWAL OF AFFILIATION**

Permanent withdrawal means permanent discontinuation of the program after current batch completes that particular program. Thereafter no batch shall be conducted, and the affiliation to the program be permanently withdrawn. If the deficiencies as a result

of which the affiliation to the program was permanently withdrawn has been rectified to the satisfaction of the RGNAU, then the program should be applied for once again and after payment of non-refundable processing fees and the necessary inspections, affiliation may be granted but not in any case prior to the lapse of a period equal to three batches of that program.

**d) ORDINARY PERMANENT WITHDRAWAL OF INSTITUTE AFFILIATION:**

If, however the type of major deficiencies is such that a permanent withdrawal of the affiliation be imposed on the Institute itself, then the Institute shall be closed down as soon as the current batches complete their program.

**e) IMMEDIATE PERMANENT WITHDRAWAL/ CANCELLATION OF INSTITUTE AFFILIATION:**

In extra-ordinary cases where the deficiencies are so serious that RGNAU comes to the conclusion that the affiliation should be withdrawn from the Institute itself, that is, for all the approved programs in the Institute without even waiting for the current batches of students to complete the current program, such action may be taken with immediate effect. This shall also be known as cancellation of affiliation of the Institute. Attempts should however be made by the Institute to get the eligible students so adversely affected by such immediate withdrawal into some other training institution, after such cancellation. Cancellation shall be resorted to where serious fraud, which amongst others may include faked records, issue of certificates without attendance by candidates, etc. is detected. The decision of the RGNAU in this regard will be final and binding on the Institute

**8. PROCEDURE FOR WITHDRAWAL**

Normally, a show cause notice will be issued by RGNAU indicating the specific deficiencies and the category of withdrawal contemplated, and the period within which reply should be given. Thus, an opportunity will be given to the Institute to present its side before the final decision on any withdrawal. However, in the event of immediate withdrawal, it will not be possible to issue the usual show- cause notice with the usual time.

**THE COMPETENT AUTHORITY FOR WITHDRAWAL OF AFFILIATION**

All affiliations/withdrawals will be issued by RGNAU unless specifically delegated to any other Authority.

**9. DISCONTINUATION OF RGNAU AFFILIATED PROGRAM OR CLOSURE OF INSTITUTION**

Requests from Institute for discontinuation / Closure of the program / Institution may be considered by RGNAU only in extreme cases, and on confirmation that the Institute is no longer able to run the Institute/ programs. In such cases, the Institute/Society/Trust is required to submit a proposal to RGNAU along with the following documents, and subsequently present their case in support of closure.

- a) Reasons and justification for closure of the Institution/ Programs.

- b) Board Resolution/decisions of the Trust/Institution regarding the closure of the Institution/Programs.
- c) Details of student's year wise undergoing the program as on date.
- d) Consent of the students for their transfer to other Institute, including details of availability of seats in other RGNAU approved Institute in case the Institute is required to be closed before completion of the Programs..
- e) Details of admissions made during the past four years or for the period approved by RGNAU.
- f) No Objection Certificate from the concerned authorities such as the State Government for the closure of Institution/ Programs as the case may be.
- g) Information of the assets available with the Institution.
- h) Details of the dues and liabilities arising out of the closure of Institution / Programs..
- i) Details of the existing faculty and other employees working in the Institution.
- j) An undertaking on a non-judicial stamp paper by the Institution stating that the Society/Trust/Institution is liable for all consequences including the settlement of all dues to the students and other agencies, arising out of the closure of the Institution/ Programs. If the closure is before the completion of Programs, Institute is liable to return the program fee collected from the students for the academic year(s) completed.
- k) RGNAU may visit the Institute to ascertain the feasibility of closure of the Institute/ Programs, and to assess the liabilities arising out of such closure.
- l) A decision shall be taken by RGNAU on receipt of the recommendations of the Inspection Team.

#### **10. AUTOMATIC DISAFFILIATION OF AFFILIATED INSTITUTES WHICH HAVE NOT ADMITTED A SINGLE STUDENT FOR A GIVEN NUMBER OF YEARS**

If an Affiliated/Approved Institute fails to admit even a single student to any Programme of study for three years in a row (or for four years in a row in respect of Programmes having duration of 4 years), then RGNAU's affiliation for the Program concerned shall automatically lapse at the end of the 3-year period (or 4-year period as the case may be). This is necessary since the faculty will not normally be retained/utilized and the buildings and equipment would have deteriorated during this period. The affiliation may be revived on a request received from the Institute, but it will be treated as a fresh application and will have to conform with all the procedures and requirements prescribed for grant of new affiliation including payment of Initial Affiliation Fee and all other fees as applicable, and after due inspection.

11. In all matters related to academic, administrative, or institutional policies and decisions related to regulations for affiliation of programs/colleges/institutes, the decision of the Vice Chancellor shall be final and binding. The Vice Chancellor reserves the right to make determinations on any issue, and such decisions will not be subject to appeal or review, unless otherwise specified by applicable laws or regulations.

**ANNEXURE-I**

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

**APPLICATION FORM FOR PROVISIONAL AFFILIATION OF PROGRAMS**

**PART - A - BASIC INFORMATION**

1	<b>College/ Institution</b>	
	a) Name & Address	
	b) Telephone and Fax numbers	
	c) Mobile Number	
	c) E-mail and Website address	
	d) Year of establishment	
2	<b>Head of the Institution: (Director/Dean/ Principal)</b>	
	a) Name	
	b) Designation	
	c) E-mail, Telephone, Fax and Mobile Numbers	
	d) Residential Address with TelephoneNumber	
3	<b>Legally authorized representative for communication</b> (Authorization Letter to be enclosed)	
4	<b>Details of the Trust/Society:</b>	
	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	<b>Financial Stability</b>	
	Financial status of the Trust / Society to be given briefly in a separate sheet with the following details.	
	<b>a) Bankers:</b>	
	Branches:	
	Account number (s):	
	Balance amount (Rs.):	
	As on 31st March of the previous year	
	As on Date	
	<b>b) FDR details (Bank / Govt./ Govt. approved / Institutions.)</b>	
	Branch:	
	Amount of investment:	
	Date of maturity:	
	<b>c) Value of immovable properties</b> (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	<b>Details of the Land earmarked for the College:</b>			
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	<b>Hostel: (Number of blocks)</b>		
	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	<b>Physical Education:</b>	
	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 redressalmechanism	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. <b>(Appendix-8)</b>		
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)	Programme(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

<b>i) Rationale for starting the Program:</b>	
a) Based on committee recommendation	
b) Based on job market survey on skill demand	
c) Included in the <b>original</b> vision of the Institution	
<b>ii) Plans for running the program (Include detailed time bound plan for recruitment of necessary faculty, preparation of laboratory, and other infrastructure)</b>	
(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	
<b>(iv) Has permission/ approval/ recognition been obtained from the concerned statutory body?</b>	
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.	
<b>(v) Under which School/Department of RGNAU, the program will be run &amp; is there a School Board/ Board of Studies in RGNAU for the program being proposed?</b>	
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)	
<b>(vi) Has college already framed the syllabi for the new programme semester-wise? If yes, enclose a copy of the same.</b>	
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.	
<b>(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.</b>	

<b>27(a) Details of Director / Dean / Principal</b>									
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)

<b>27(b) Details of Teaching staff (Department wise)</b>												
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)

<b>27 (c). Additional information on Teachers for the proposed programme</b>	
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 <a href="#">Appendix-6</a> 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)

<b>Sl. No</b>	<b>Documents/Certificate</b>	<b>Remarks</b>
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 m<sup>2</sup> (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 <sup>2</sup> per Room													
Number of Rooms available (For New Technical Institution)													
Total Number of Rooms													

iv) Amenities Area (Carpet Area) in m<sup>2</sup> (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 <sup>2</sup> 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	

**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	<b>College/ Institution</b>	
	a) Name & Address	
	b) Telephone and Fax numbers	
	c) Mobile Number	
	c) E-mail and Website address	
	d) Year of establishment	
2	<b>Head of the Institution: (Director/Dean/ Principal)</b>	
	a) Name	
	b) Designation	
	c) E-mail, Telephone, Fax and Mobile Numbers	
	d) Residential Address with TelephoneNumber	
3	<b>Details of the Trust/Society*:</b>	
	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.	<b>Total Academic Activity area</b>					
	<b>Sl.No.</b>	<b>Particulars</b>	<b>Numbers</b>	<b>Area in sq. m.</b>	<b>Seating capacity</b>	
	(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

--	--	--	--	--

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

**ANNEXURE-III****ANNUAL REPORT**

(to be submitted in hard copy and soft copy by 30 Sep Every Year)

1. Name, Address and the Contact details of the Affiliated Institute:
2. Name, Address and the Contact details of the Principal:
3. Name, Address and the Contact Details of the Chairman of the Governing Body/Management Committee of the Affiliated Institute:
4. Details of board members:
5. Details of Academic Advisory Committee:
6. No of board meetings conducted in year under consideration:
7. No of Academic Advisory Committee meetings conducted in year under consideration:
8. Student Feedback on Institutional Governance/ faculty performance (Proof to be kept ready for checking during inspection):
9. Any new program started during the year under consideration:
10. Details of the Land in which the Institute is situated:
  - i) Total Area (in acres):
  - ii) Whether owned/leased:
  - iii) If leased, period of the lease:
  - iv) Built-up Area (in acres):
11. Details of APPROVAL / EXTENSION OF APPROVALS granted by Statutory bodies:

Programme	Approved by	Approval for AY	Ref No. and date	Sanctioned

12. Details of various Programmes affiliated with RGNAU:

Name of Programme	Affiliation with RGNAU			
	Year of Affiliation	Ref. No. & date	Sanctioned Intake	Continuation Fee paid up to which year

13. Details of Admissions to various Programmes affiliated with RGNAU since inception:

Name of Programme	Academic Year	No. of Students Admitted	Drop Outs	No. of Students who have completed the Program and passed out

14. Programme-wise details of Faculty employed and working:

Name of the Programme	Name of the Faculty & Designation	Qualifications	Whether Permanent/ Temporary/ Contract	Date from which working

15. Regular Faculty strength:

Name of the Programme	Total Faculty at the e of previous AY	Faculty left during current AY	Faculty joined during current AY	Total Faculty at the end of current AY

16. Details of Sponsorships in case of CPL/AME Program for past 5 years (Applicable for DGCA approved program):

Academic Year	Batch	Name & Address of the Sponsoring Agency	Number of On-board Training Slots tied-up	Number of Students Actually placed

17. Details of Placements for the Academic Year

AY	Program /Batch	Company/Institute details where students placed	Number of students placed	Students not placed (with reason)

18. Whether the Institute is affiliated with any other University for the same Programs that it is currently affiliated with RGNAU: Yes/ No

i) If Yes, Year in which affiliation was obtained:

ii) Please provide the admission details as shown below:



Name of Programme	Academic Year	Sanctioned Intake	No. of Students Admitted

19. Details of CIP audit for DGCA approved programs to be submitted. (copy to be attached)

SI No.	Date of audit	Remarks

20. Total fees breakup for each subject being charged from students as mentioned in institute academic brochure. (Copy of Academic Brochure to be attached)

SI No.	Name of the program	Fee details with breakup

21. Details of Accreditation (if any):

22. Ranking obtained for the Institution, if any

23. Details of any disciplinary action taken against the student with respect to:

i) Ragging

ii) Due to any other reason

24. Details of ISO 9001 :2015

25. Copy of last internal audit report:

26. Copy of last external audit report:

27. Teaching load of each faculty program wise:

28. Details of any additional infrastructure created /changed during the year:

29 Attachments: Program diaries to be attached month wise:

I /We certify that all the particulars furnished above are true and correct and based on documentary evidence.

Date:

Place:

Seal

(Signature of Principal)

Name and Designation with Official

**ANNEXURE-IV**

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

**APPLICATION FORM FOR APPROVAL OF PRINCIPAL / FACULTY**

**PART -A**

Photo of Faculty  
attested by  
Principal/Management

1.	Name of the Faculty	
2.	Date of Birth (DD/MM/YYYY)	
3.	Sex (Male/Female/Others)	
4.	Name of the Subjects/Courses proposed to teach	
5.	Correspondence Address	
	City	
	Pincode	
	Moblie No.	
	Email	
6.	Permanent Address	
	City	
	Pincode	
7.	Passport Number	

8.	Aadhaar Number	
----	----------------	--

9. Academic Qualification

Sl. No	Name of the Degree/Diploma awarded	Name of board/ University	Place of study	Class/division/ distinction	Year of passing

10. Professional/ Work Experience:

Sl. No	Designation	Institution	Nature of Duties	Period		Experience (years)
				From	To	

11. Copy of the Appointment letter attached : Yes/No

Date  
Place

Name and Signature of Faculty member/Principal

**PART -B**

**Declaration by Institute Principal/Chairman or Secretary**

I certify that I have verified the information furnished above with respect to the faculty member and the same is correct and true to the best of my knowledge and belief.

I declare that the faculty member has been selected by a duly constituted selection committee and has joined our institute as a full-time regular faculty.

I understand that if any information is found false his/her application will be treated as cancelled and I shall also be liable for penal action initiated by Rajiv Gandhi National Aviation University.

Signature of Principal/ Chairman or Secretary \*

Date  
Place  
Seal:

\*for faculty members the declaration should be issued by the Principal and for the Principal it should be issued by the Chairman or Secretary.

**APPENDIX-1**

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

**PROGRAMS FOR AFFILIATION**

<b>Sl.No</b>	<b>Name of the Program (Certificate/Diploma/UG/PG Diploma/PG)</b>	<b>Duration (in years)</b>
1.	B. Sc. Aviation (for CPL Cadets)	3 Years
2.	B.Sc. Aircraft Maintenance Engineering	3 Years
3.		
4.		
5.		
6.		
7.		

**APPENDIX-2**

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

**FEE DETAILS**

**A. Application/Registration/Inspection fees**

Sl No.	Fee details	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
<b>1.</b>	<b>Application &amp; Registration fee</b> Filled-in application form along with online payment of fee	30000.00 + GST (Application fee 10000.00 + Registration fee 20000.00 (Non -Refundable)	Nil
<b>2.</b>	<b>Processing fees/ Program</b> (If the application is found to be complete in all respects)	50000.00 + GST (Non -Refundable)	Nil
<b>3.</b>	<b>Inspection fees</b> This fee is in addition to the processing fees (No. of Visits depends on satisfactory inspection report after the initial/second visit)	Initial / Second / Every Visit - Rs 50000 + TA/DA & Honorarium @ Rs 10000/- per committee member of inspection team. (Non -Refundable)	Govt Institutes shall bear the TA/DA & Honorarium per committee member of the Inspection team as per University TA/DA/& Honorarium norms

**B. Initial Provisional Affiliation Fee per program (Every Year till the completion of first batch of the program)**

University shall conduct inspection of the institute/ College every year till the completion of first batch of the program. Inspection fee is applicable as per Table A(3) in addition to the Initial provisional Affiliation fee mentioned below

**i) For B.Sc., (Aviation) for CPL Cadets (3 Year)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,00,000.00 + GST	10,000 + GST
2	2 Division (60 Students)	2,00,000.00 + GST	20,000 + GST
3	3 Division (90 Students)	3,00,000.00 + GST	30,000 + GST

4	4 Division (120 Students)	4,00,000.00 + GST	40,000 + GST
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**ii) For B.Sc., (AME) (3 Years)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	75,000.00 + GST	7,500 + GST
2	2 Division (60 Students)	1,50,000.00 + GST	15,000 + GST
3	3 Division (90 Students)	2,25,000.00 + GST	22,500 + GST
4	4 Division (120 Students)	3,00,000.00 + GST	30,000 + GST

**iii) For Other UG Programs (3 Years)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,00,000.00 + GST	10,000 + GST
2	2 Division (60 Students)	2,00,000.00 + GST	20,000 + GST
3	3 Division (90 Students)	3,00,000.00 + GST	30,000 + GST
4	4 Division (120 Students)	4,00,000.00 + GST	40,000 + GST

**iii) For Certificate/ Diploma Programs (6 Months to 1 Year)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	50,000.00 + GST	5,000 + GST
2	2 Division (60 Students)	1,00,000.00 + GST	10,000 + GST
3	3 Division (90 Students)	1,50,000.00 + GST	15,000 + GST
4	4 Division (120 Students)	2,00,000.00 + GST	20,000 + GST

**iv) For PG /PG Diploma Programs (1.5 Years to 2 Years)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,50,000.00 + GST	15,000 + GST
2	2 Division (60 Students)	3,00,000.00 + GST	30,000 + GST

**C. Provisional Affiliation Fee per program (to be paid as one – time fee at the time of grant of provisional affiliation)**

After all the years of the first batch of the program are inspected, provisional affiliation will be granted initially for a period of 3 years, and later extended for a period of 3 years at a time on payment of Continuation fee

**i) For B.Sc., (Aviation) for CPL Cadets**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	2,00,000.00 + GST	20,000 + GST
2	2 Division (60 Students)	4,00,000.00 + GST	40,000 + GST
3	3 Division (90 Students)	6,00,000.00 + GST	60,000 + GST
4	4 Division (120 Students)	8,00,000.00 + GST	80,000 + GST

**ii) For B.Sc., (AME)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,00,000.00 + GST	10,000 + GST
2	2 Division (60 Students)	2,00,000.00 + GST	20,000 + GST
3	3 Division (90 Students)	3,00,000.00 + GST	30,000 + GST
4	4 Division (120 Students)	4,00,000.00 + GST	40,000 + GST

**iii) For Other UG Programs**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,50,000.00 + GST	15,000 + GST
2	2 Division (60 Students)	3,00,000.00 + GST	30,000 + GST
3	3 Division (90 Students)	4,50,000.00 + GST	45,000 + GST
4	4 Division (120 Students)	6,00,000.00 + GST	60,000 + GST

**iii) For Certificate/ Diploma Programs**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,50,000.00 + GST	15,000 + GST
2	2 Division (60 Students)	3,00,000.00 + GST	30,000 + GST
3	3 Division (90 Students)	4,50,000.00 + GST	45,000 + GST
4	4 Division (120 Students)	6,00,000.00 + GST	60,000 + GST

**iv) For PG /PG Diploma Programs**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	2,50,000.00 + GST	25,000 + GST
2	2 Division (60 Students)	5,00,000.00 + GST	50,000 + GST

**D. Provisional Affiliation Continuation fee:**

There will be a continuation fee to be paid every 3 years at the time of extension / continuation of provisional affiliation as prescribed from time to time. Currently the continuation fee payable is mentioned below:

**i) For B.Sc., (Aviation) for CPL Cadets**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	2,00,000.00 + GST	20,000 + GST
2	2 Division (60 Students)	4,00,000.00 + GST	40,000 + GST
3	3 Division (90 Students)	6,00,000.00 + GST	60,000 + GST
4	4 Division (120 Students)	8,00,000.00 + GST	80,000 + GST

**ii) For B.Sc., (AME)**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,00,000.00 + GST	10,000 + GST
2	2 Division (60 Students)	2,00,000.00 + GST	20,000 + GST



3	3 Division (90 Students)	3,00,000.00 + GST	30,000 + GST
4	4 Division (120 Students)	4,00,000.00 + GST	40,000 + GST

**iii) For Other UG Programs**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,50,000.00 + GST	15,000 + GST
2	2 Division (60 Students)	3,00,000.00 + GST	30,000 + GST
3	3 Division (90 Students)	4,50,000.00 + GST	45,000 + GST
4	4 Division (120 Students)	6,00,000.00 + GST	60,000 + GST

**iii) For Certificate/ Diploma Programs**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	1,50,000.00 + GST	15,000 + GST
2	2 Division (60 Students)	3,00,000.00 + GST	30,000 + GST
3	3 Division (90 Students)	4,50,000.00 + GST	45,000 + GST
4	4 Division (120 Students)	6,00,000.00 + GST	60,000 + GST

**iv) For PG /PG Diploma Programs**

Sl. No.	Division (30 Students/Division)	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	1 Division (30 Students)	2,50,000.00 + GST	25,000 + GST
2	2 Division (60 Students)	5,00,000.00 + GST	50,000 + GST

**E. Permanent Affiliation Fee:**

- i) At the end of 9 years an Affiliated Institute shall be eligible to apply for permanent affiliation, but the earliest an Affiliated Institute can get Permanent Affiliation is when it completes 10 years, the period being counted from the date of affiliation of the institute to RGNAU.
- ii) For permanent affiliation, the Institute shall a Permanent Affiliation Fee irrespective of the sanctioned strength as prescribed from time to time. When an Institute gets

permanent affiliation, there will be no further Continuation Fees. Currently the permanent affiliation fees payable is given below:

Sl. No.	Level of Program	For Private Trust/ Society/Institute Amount in Rs.	For Govt Organisations
1	Certificate	5,0,000.00 + GST	50,000 + GST
2	Diploma	7,50,000.00 + GST	75,000 + GST
3	UG Degree	10,00,000.00 + GST	1,00,000 + GST
4	PG Diploma	10,00,000.00 + GST	1,00,000 + GST
5	PG Degree	10,00,000.00 + GST	1,00,000 + GST

F. An Affiliated Institute will be eligible to apply for Autonomous Status only after it gets permanent affiliation.

G. Fees mentioned are exclusive of GST and hence applicable GST will be charged, as per the GST Act 2017, as amended from time to time.

H. Other Fees as prescribed from time to time:

Sl. No.	Particulars	Fees
1.	University Enrolment fee (One Time)	1000.00/ Student
2.	Examination Fees/Semester	5000.00 per Student
3.	Back Paper/ Arrear/ Reappear/ Supplementary Exam fee	1000.00/ Subject
4.	Re-evaluation of Answer Sheets	1000.00 / Subject
5.	Degree Fee ( Final Semester)	2500.00/ student
6.	Transcript fee (for Passed out Students)	2500.00
7.	Migration fee (for Passed out Students)	2500.00

**APPENDIX-3**

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

**LAND REQUIREMENTS**

Sl.No	Programme	Land Area requirement in Acres								
		Diploma / Certificate Programmes			Under Graduate / Both Under Graduate & Post Graduate Programme			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
A	Engineering and Technology (AICTE Approved)	1.5 \$	1.5	4.0	1.5 \$	2.5	7.5	0.5 \$	0.5	2.0
B.	Engineering and Technology	1.5	1.5	4.0	2.5	2.5	7.5	0.5	0.5	2.0
C.	Science (DGCA Approved)	10	10	10	10	10	10	10	10	10
D.	Science	1.0	1.0	2.0	1.5	2.5	7.5	0.5	0.5	2.0
E.	Management (AICTE approved)	-	-	-	-	-	-	0.5 \$	0.5	2.0
F.	Management	0.5	0.5	1.0	0.5	0.5	3.0	0.5	0.5	3.0

\*Mega and Metro Cities: Greater Mumbai (UA), Delhi (UA) and Kolkata (UA), Chennai (UA) Bangalore (UA), Hyderabad (UA), Ahmedabad (UA), Pune (UA), Surat (UA) as per the Census of India 2011.

**\$ For the Land area requirements the following conditions need to be adhered:**

- i) The Built-up area requirements as specified in the regulations for affiliation (which is in-force) are to be adhered to.
- ii) The Built-up area, achieved has to be approved by the concerned Development Authority as per the latest Building Bye-Laws (Development Controls) in that City.
- iii) A copy of certified Building Bye-Laws be made available by the Applicant Institution. Copy of the approved Plan from local statutory body and the completion Plan along with the Completion Certificate from the same body, be also provided.
- iv)The provisional Occupancy Certificate shall be considered only for 2 consecutive Academic Years; after two years the only afore-mentioned Completion Certificate and Completion Plan shall be considered for continuance of affiliation.
- v) Fire and life Safety Certificate from Fire Department of the concerned State is to be taken before submitting the application.

vi) Additional Programme(s), in future can be allowed subject to the availability of Built-up areas as per FSI (FAR). However, if the additional construction is to be undertaken in the existing Building, then Structural Stability Certificate and Certificate of Safe Foundation to be provided by a Structural Engineer having a Master's Degree with specialization in Structural Engineering.

vii) Competent Authority has to certify that the place is located in Mega and Metro/ Urban/ Rural areas.

viii) The Land area required in the Mega and Metro Cities shall be calculated on the basis of the requirements as per AICTE norms for carpet area and the Municipal Corporation Bye-Laws. However, the total Built-up area is to be calculated for the entire duration of the Program with mandatory prior sanctions and approvals from Competent Authority for the entire proposal.

**#The Land area required in Urban/ Rural shall be in a maximum of TWO plots.**

ix) The Academic, Instructional, Administrative and Amenities area shall be in one plot not less than 1.5 Acre. The aerial distance between the plots shall not exceed 2 km. The remaining Land shall only be utilized for sporting Infrastructure/ Hostel/ Staff accommodation and related educational activities of the Institution.

x) Considering the hilly nature of Land in North Eastern States and the hilly regions of States such as Himachal Pradesh, Uttarakhand and Jammu & Kashmir and Ladakh's UT or any area in any State declared as hilly by the concerned Government, Land shall be made available in 3 pieces which are not away from each other by more than 2 km.

xi) The total land required shall be the highest amongst the programs/levels being offered by the Institute. However, institute shall have sufficient built up area to cover all the requirements of ALL the programs/levels conducted as per the provisions of Regulations for Affiliation.

xii) However, the institute shall provide ample space for play-ground (owned or hired) facilities for indoor and outdoor sports for the students either in the Campus or through arrangements with other adjacent Institutions, Corporation grounds, private facilities, etc.

**NOTE:**

Starting other educational Program(s)/ Institutions (Technical/Non-Technical) in the surplus Land/Built-up area arising out of the prevailing/ reduced norms of Land requirement is permissible. Further such surplus Land shall be used as per the Land use Certificate given to the Trust/ Society/Company by the concern authority, subject to such Program(s)/ Institutions having their own facilities to conduct such Programmes without sharing the essential facilities, such as Class Room, Laboratory etc. with the already approved Technical Institution. However, Common Amenities such as Administrative infrastructure, Canteen, Auditorium, Playground, Parking, etc. may be shared, provided it caters to all the students of all the Programmes.

For an Institution established prior to 1994, the Land requirement should be fulfilled as per the norms existed thereon for the Programme(s)/ Divisions applied. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Affiliation.

For an Institution established after 1994, the Land requirement should be fulfilled as per norms existing at the time of establishment of the Institution for the Programme(s)/ Program(s)/ Divisions applied thereon. In case of any deviation from those norms, the Institution has to adhere to the existing norms at the time of seeking Extension of Affiliation. If the Institution had been given affiliation for more Programme(s)/ Divisions later, the Land requirements as per the corresponding norms should be fulfilled. For Change of Site/ Location or to start new Programme/ Level in the existing Institutions, mortgage of land is acceptable.



**APPENDIX-4****RAJIV GANDHI NATIONAL AVIATION UNIVERSITY  
(A Central University)****BUILT-UP AREA REQUIREMENTS**

The Institution area is divided into,

1. Instructional area (INA, carpet area in square metres (m<sup>2</sup>)),
2. Administrative area (ADA, carpet area in m<sup>2</sup>),
3. Amenities area (AMA, carpet area in m<sup>2</sup>) and
4. Access and Circulation Area (ACA, carpet area in m<sup>2</sup>).

Total Built-up area in m<sup>2</sup> is equal to (INA+ADA+AMA + ACA).

In case of allied branches in UG programs, a maximum of 30% of Laboratories may be shared. For Post Graduate Programmes, Administrative area of Under Graduate Programmes may be shared. Institutions shall have the Barrier free environment and Sports facilities.

**1. A. Instructional Area (Carpet Area) in Sq. m for:**

(AICTE Approved) Engineering and Technology (Under Graduate/ Post Graduate Degree) Institutions

or

Engineering and Technology (Under Graduate/ Post Graduate Diploma /Post Graduate Degree/) Institutions

Particulars	Number of Rooms required	Carpet Area in Sq.m per Room
Class Rooms	Total Number of Divisions x 0.75	66 (for 60** candidates) / 33*
Tutorial Rooms+	25% of total Class Room	33
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences)	66
Laboratory other than First Year	2 per Program per Year	66
Laboratory for Post Graduate Programs	1 per Program	66
	1 Research Laboratory	66
Workshop	1	200
Drawing Hall	1	132
Computer Centre	1	150
Seminar Hall	1	132
Library	1	400
Language Laboratory+	1	33

For Programs having more than 3 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Programs shall be created.

\* Applicable for Post Graduate program only.

\*\* For DGCA program classroom strength should not exceed 30.

+ Language Laboratory shall have a minimum of 20 Computers with appropriate Software.

i) Under Graduate Laboratories, if shared with Post Graduate programs shall be upgraded to meet requirements of PostGraduate Curriculum.

ii) The Institution shall have one Smart Class Room/ Program with LCD projector, Smart Board, Internet Connection, etc. Institutions shall have facilities for conducting online classes (Theory and Practical)

iii) Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

iv) Institutions shall have MOOCs Facility Centre and Innovation/ Fab Laboratory.

**1B. Instructional Area (Carpet Area) in Sq. m for:**

(DGCA Approved) Sciences (Under Graduate/ Post Graduate Degree) Institutions  
or

Sciences (Under Graduate/ Post Graduate Degree) Institutions

Particulars	Number of Rooms required	Carpet Area in Sq.m per Room
Class Rooms	Should be equal to total Number of Divisions	50 (for 60 candidates)(30 candidates for CPL cadets)
Tutorial Rooms+	25% of total Class Room	25
Laboratory for First Year	4 (which includes 2 Laboratories for Basic sciences)	50
Laboratory other than First Year	2 per Program per Year	50
Laboratory for Post Graduate Programs	1 per Program	50
	1 Research Laboratory	50
Workshop	1	150
Drawing Hall*	1	100
Computer Centre	1	100
Seminar Hall	1	100
Library	1	100
Language Laboratory+	1	25

For Programs having more than 3 Divisions, additional Laboratories equivalent to the required number on pro rata basis for the said Programs shall be created.

+ Language/Communication Laboratory shall have a minimum of 20 Computers with appropriate Software.

\*Drawing hall optional for sciences

- i) Under Graduate Laboratories, if shared with Post Graduate Programs shall be upgraded to meet requirements of Post Graduate Curriculum.
- ii) The Institution shall have one Smart Class Room/ Program with LCD projector, Smart Board, Internet Connection, etc.
- iii) Institutions shall have facilities for conducting online classes (Theory and Practical)
- iv) Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.
- v) Institutions shall have MOOCs Facility Centre and Innovation/ Fabrication Laboratory.

**1C. Instructional Area (Carpet Area) in Sq. m for:**

Management (AICTE-Approved)/Aviation Management (Diploma/ UG/PG Diploma/PG Degree Institutions)

Particulars	Number of Rooms required	Carpet Area in m2 per Room
Class Rooms	1 per Division	66
Tutorial Rooms	25% of total Class Room	33
Computer Centre	1	150
Seminar Hall	1	132
Library	1	100
Language/Communication Laboratory+	1	25

+ Language/Communication Laboratory shall have a minimum of 20 Computers with appropriate Software.

Each Class Room shall be equipped with LCD projector, Smart Board & Internet Connection.

Institutions shall have facilities for conducting online classes (theory and Practical)

Seminar Hall shall have proper furnishing and equipment such as LCD projector, Smart Board, PA system and Executive Chairs.

Institutions shall have MOOCs Facility Centre and Innovation Laboratory.



**2. Administrative Area (Carpet Area) in m2**

Particulars	Principal/ Director	Board Room	Office all inclusive	Cabin for Head of the Department	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examinations	Control Office	Placement Office
Carpet Area in m <sup>2</sup> per Room	30	20	150* 300\$	20	5	30	10	10	10	10	30	30	
Number of Rooms required for new Technical Institution	1	1	1	-	First Year Student intake/ 15	1	1	1	1	1	1	-	
Total Number of Rooms	1	1	1	1/Depart ment	One per Faculty (as per norms) in the Institut ion	1	1	1	1	1	1	1	

\$ Institution having more than one Programme

\* Institution having one Programme

### 3. Amenities Area (Carpet Area) in m<sup>2</sup>

Particulars	Toilets (Ladies/ Gents)	Boys Common room	Girls Common room	Cafeteria	Stationery store & Reprography	First Aid cum sick room	Principal's Quarters	Guest House	Sports Club/ Gymnasium	Auditorium	Boys Hostel	Girls Hostel
Carpet Area in m <sup>2</sup> per Room for the Institution having more than one Programme	350*	100	100	150	10	10	150	30	200	400		
Carpet Area in m <sup>2</sup> per Room for Institution having one Programme	150\$	75	75	150	10	10	150	30	100	250	Adequate^^	Adequate^^
Number of Rooms required for the new Institution	Adequate	1	1	1	1	1	-	-	-	-	-	-
Total Number of Rooms	Adequate	1	1	1	1	1	Desirable	Desirable	Desirable	Desirable	Desirable	Desirable

^^ The Hostel specifications should fulfil DGCA/AICTE norms for DGCA/AICTE programs.

### 4. Circulation Area in m<sup>2</sup>

Access and Circulation area (ACA) of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walkways, staircases and entrance lobby.

**APPENDIX-5****RAJIV GANDHI NATIONAL AVIATION UNIVERSITY  
(A Central University)****ESSENTIAL AND DESIRABLE REQUIREMENTS****a) Essential Requirements**

Sl. No.	Requirement
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 “Approved 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 (As per DGCA Specifications)

\* Essential for DGCA approved programs only.

#### b) Desirable Requirements

Sl. No.	Requirement
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

**APPENDIX-6**

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

**NORMS FOR BOOKS, LIBRARY, COMPUTER, SOFTWARE, INTERNET,  
PRINTERS**

**A. Computers, Software, Internet and Printers**

Sl No	Programme		Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software **	LAN & Internet	Printers including Colour Printer (% of total number of PCs/ Laptops)
1.	Engineering and Technology (AICTE Approved)	Diploma / UG	1:6	3	20	ALL	5%
		Post Graduate	1:4				
2.	Engineering and Technology	Diploma / UG	1:6	1	20	ALL	5%
		Post Graduate	1:4				
3.	Science (DGCA Approved)	Diploma / UG	1:8	1	10	ALL	5%
		Post Graduate	NA				
5.	Science	Diploma / UG	1:8	1	10	ALL	5%
		Post Graduate	1:8				
5.	Management (AICTE approved)	Diploma / UG	1:8	1	10	ALL	5%
		Post Graduate	1:6				
7.	Management	Diploma / UG	1:8	1	10	ALL	5%
		Post Graduate	1:6				

Mail Server and Client is Desirable

\*\* Includes Plagiarism checking Software

@Adequate number of software licenses is required

**B. Internet speed required for Institution**

Sanctioned Intake	Internet Band width (1:1)*
up to 300	100 Mbps
301 - 600	300 Mbps
601 - 900	500 Mbps
>900	1Gbps

\*In case of Non-Availability of Bandwidth in a Single Connection, Multiple connections shall be ensured to fulfil the specified Norms. At least 8 Mbps Wi-Fi connectivity and hotspots shall be made available where ever required (minimum 5 Hotspots) Arrangement to view NPTEL/ SWAYAM & SWAYAM PRABHA etc. shall be made available.

- i) Utilization of Open Source Software shall be encouraged.
- ii) Secured Wi-Fi facility with reliable hardware is highly recommended. Utilization of indigenized Video conferencing facility is recommended.
- iii) Library, Administrative Offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to student's ratio.
- iv) Central Photo copying facility for students is preferred.
- v) PC shall also include Laptop in the inventory of the Institution.
- vi) Effective utilization of ICT / Research / Other academic related facilities extended by agencies / organizations.

**C. Laboratory Equipment and Experiments**

The Laboratories shall have Equipment as appropriate for experiments as stated/suitable for the requirements of the University program curriculum/syllabi It is desired that the number of experimental set-up be so arranged that maximum four students shall work on one set.

**D. Books and Library Facilities**

Sl.No	Programme	Total Number of Divisions	Titles		Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in the reading room
			Number	Volumes		
					% of Total Students	% of Total Student

1.	Engineering and Technology (AICTE Approved)	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per program	250 per*Program		
2.	Engineering and Technology	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per program	250 per*Program		
3.	Science (DGCA Approved)	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per program	250 per*Program		
4.	Science	B	100#	500xB#	15 % (Max. 150)	Minimum 10
			50* per program	250 per*Program		
5.	Management (AICTE approved)	B	100#	500xB#	25 % (Max. 100)	Minimum 10
			50* per program	250 per*Program		
6.	Management	B	100#	500xB#	25 % (Max.100)	Minimum 10
			50* per program	250 per*Program		

B (in the above table) - Number of Divisions at First year

1#	Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.
2*	Annual Increment equally distributed per subject.
3	Total number of Titles and Volumes shall be increased in continuation till 10 years from the starting of the program(s), which shall be the minimum stock of Books. Institutions shall have to add an annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the RGNAU. NOTE: After 10 years as per the University program Curriculum and Syllabus, the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme.
4\$	Component for additional Division/ Program.
5	Books shall also include subjects of Science, Humanities, Management and Social Science as per the requirements of the Curriculum and Syllabus.
6	Digital Library facility with multimedia facility is essential.
7	Reprographic facility in the Library is essential.



8	Document scanning facility in the Library is essential.
9	Library Books/ non-Books processing as per the standard classification and cataloguing system is essential.
10	Facilities to access the Online Programs is essential.
11	Library automation software including Bar coding is desirable.
12	Up to 66% of the total number of Titles and Volumes may be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). Member in NDL/ Indian National Digital Library in Engineering Sciences and Technology (INDEST) or any other National Consortium is permissible for e-books.
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.
14	NDL membership for faculty and students is highly desirable.

**E. Subscription of Journals**

<b>Programme</b>	<b>Total Number of Program</b>	<b>Journals Published in India</b>	<b>Journals Published at Abroad</b>
Diploma	N	6x N	Desirable
Under-Graduate Degree programmes	N	6x N #	Desirable
Post Graduate Programmes	N	6x N #	6x N #

N = Number of programs.

- i) Journals/Periodicals/Magazines are for providing exposure to new products /ideas/ concepts etc.
- ii) All the Journals in the Library are to be —subscribed and at least 25% are to be indexed by Scopus/ Web of Science/ Medline
- iii) It is desirable to procure the hard copy of Journals published abroad. However, subscription to Journals published in India is essential. e-journals are recommended.
- iv) As per the Programme(s) offered by the Institution, relevant e-journals from Web of Science or Scopus shall be subscribed.

**APPENDIX-7**

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

**FACULTY REQUIREMENTS AND CADRE RATIO**

**A. Certificate/Diploma Programs ( Stand-alone Institutions)**

Sl.No	Programme	Faculty: Student Ratio based on approved intake	Principal / Director	Head of the Department	Faculty	Total
			A	B	C	D= A+B+C
A.	Science/ Management	1:25	1	1 per Department	(S/25) -1	S/25

**B Under Graduate Degree Programs**

Sl.No	Programme	Faculty : students based on approved intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
			A	B	C	D	A+B+C+D
1.	Engineering and Technology (AICTE Approved)	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
2.	Engineering and Technology	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
3.	**Science (DGCA Approved)	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
4.	Science	1:20	1	[S/(20*R)] -1	[S/(20*R)]*2	[S/(20*R)]*6	S/20
5.	Management (AICTE approved)	1:25	1	[S/(25*R)] -1	[S/(25*R)]*2	[S/(25*R)]*6	S/25

6.	Management	1:25	1	[S/(25*R)] -1	[S/(25*R)]*2	[S/(25*R)]*6	S/25
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S - Sum of the number of students as per—Approved Intake for all years, R = (1+2+6) =9.

\*\* The Cadre ratio will be as per DGCA norms

C. Post Graduate Diploma/Degree Programs

Sl.No	Programme	Faculty: Students based on approved intake	Principa/ Director		Professor	Associate Professor	Assistant Professor	Total
			A	B	C	D	A+B+C+D	
1.	*Engineering & Technology (AICTE Approved)	1:15	1	-1	[S/(15*R)]	[S/(15*R)]*2	[S/(15*R)]*6	S/15
2.	*Engineering and Technology	1:15	1	-1	[S/(15*R)]	[S/(15*R)]*2	[S/(15*R)]*6	S/15
3.	\$*Science (DGCA Approved)	1:15	1	-1	[S/(15*R)]	[S/(15*R)]*2	[S/(15*R)]*6	S/15
4.	*Science	1:15	1	-1	[S/(15*R)]	[S/(15*R)]*2	[S/(15*R)]*6	S/15
5.	#Management (AICTE approved)	1:20	1	-1	[S/(20*R)]	[S/(20*R)]*2	[S/(20*R)]*6	S/20
6.	#Management	1:20	1	-1	[S/(20*R)]	[S/(20*R)]*2	[S/(20*R)]*6	S/20

S - Sum of the number of students as per —Approved Intake for all years.

\*R = (1+1+1); #R = (1+2+6)

\$ The Cadre ratio will be as per DGCA norms

In case of non-availability of qualified Professor, an Associate Professor may be considered. Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).

**APPENDIX- 8****Format for Detailed Project Report (DPR) for the Establishment of a New Institution/ College/ Introduction of New Program(s)****1. Preamble**

Detailed Project Report (DPR) is expected to cover the genesis of the proposal with respect to the background of the Technical/Aviation Education and Industrial scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the Promoters.

- i. Introduction
- ii. Background of the Consultants
- iii. Technical/Aviation Education and Industry Scenario

**2. The Promoting Body**

The status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz., Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, educational activities along with a list of major activities undertaken to date, its mission and vision shall be described as follows:

- i. Introduction to its Genesis including its Registration Status
- ii. Details of its Promoters including their Background
- iii. Activities of the Promoting Body including a listing of major Educational promotion activities undertaken by it in the past
- iv. Mission of the Promoting Body
- v. Vision of the Promoting Body

**3. Objectives and Scope of the Proposed Institution**

The goal of the proposed Institution, Scope and Justification of its establishment in the light of the prevailing Technical/Aviation Education and Industrial scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz., +2 Science with First Class and the number of seats already available in the particular program in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available shall be described as follows:

- i. Objectives of the Institution
- ii. General and Technical Education Scenario of the State
- iii. Status at Entry Level
- iv. Status of Technical Level manpower
- v. Industrial Scenario of the State
- vi. Scope of the Institution vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

#### **4. Academic Programmes**

The basic Academic Philosophy of the Institution and to list the identified Programmes, targets, and various facilities shall be described as follows:

- i. Basic Academic Philosophy of the Institution
- ii. Types of Programmes
- iii. Identified Programmes
- iv. Phase-wise Introduction of Programmes and Intake
- v. Target Date for Start of Academic Programmes
- vi. Central Computing facility
- vii. Central Library
- viii. Central Workshop
- ix. Central Instrumentation Facility
- x. Affiliating Body
- xi. Scholarships
- xii. Preventive measures of Ragging
- xiii. Welfare measures for Faculty, Staff and students

5. In case of standalone PG Diploma Programmes, comprehensive details in respect of admission procedure, Programme structure, Curriculum outline and contents, evaluation system etc. should necessarily be submitted.

#### **6. Salient Features of Academic Programmes**

Phase-wise details of the Academic Programmes/ Divisions that the Proposed Institution desires to setup in consonance with its Academic Philosophy, including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division shall be described as follows:

- i) Classification of Academic Divisions, i.e. Departments, Centres, Schools, Central Academic Facilities
- ii) Details of each Academic Department/ Centre, such as:
  - a) Academic Objectives
  - b) Areas of Focus
  - c) Academic Programme
  - d) Faculty Requirement and Phase-wise Recruitment
  - e) Requirement of Laboratories, Space and Equipment (cost)
  - f) Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

## **7. Quality and Human Resource Development**

The Human Resource Developmental aspects of the proposed Institution including, the Policies of the Management to promote excellence among Faculty and Staff, Strategies to attract and retain bright Faculty and methodologies towards quality management and fostering of academic excellence shall be described as follows:

- i. Academic Values
- ii. Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence,
- iii. Promotional Avenues, Career Ladder
- iv. Policies for Teaching and Non-Teaching Staff Development
- v. Permanent and Contract Services for Teaching, Non-Teaching and other support Personnel
- vi. Total Quality Management
- vii. Overall Teaching and Non-Teaching Staff Requirements

## **8. Linkages in Technical /Aviation Education**

Elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for the contribution of the Institutions to Society at large, as follows:

- i. Introduction
- ii. Linkages with Industry
- iii. Linkages with the Community
- iv. Linkages with other Technical Institutions in the region
- v. Linkages with Institutions of excellence such as the IITs and IISc, Bangalore  
Linkages Abroad
- vi. Linkages with R&D Laboratories

## **9. Governance, Academic and Administrative Management**

The basic Philosophy of Governance and Administrative Management including the structure of its Governing Body, the Organizational chart for Operational Management along with responsibilities vested at various Levels of Administrative hierarchy. It is expected that a well thought out method of Institutional Governance and Administration shall be the key to its growth and success shall be described as follows:

- i. Philosophy of Governance
- ii. Board of Governors
- iii. Organizational Structure and Chart for day-to-day Operations and Management
- iv. Role and Responsibilities of Key Senior Positions
- v. Methods/Style of Administration/Management

## **10. Conceptual Master Plan for Main Campus Development**

The details of the Master Plan for Campus Development starting from the selection of a site to the proposed Land use pattern and the Phase-wise construction of various facilities/utilities to the Level of Landscaping. Institutional aspects of development are expected to

be taken up in consonance with the Master Plan keeping in view various aspects of convenience, safety, sustainability and utility of the facilities shall be described as follows:

- i. The Site
- ii. Proposed Land Use Pattern
- iii. Design Concept with proof of sustainability (As per Green Building Code 2017 is mandatory)
- iv. Infrastructural Facilities in the Campus
- v. External Services
- vi. Construction Systems and Materials
- vii. Landscape Proposal

### **11. Requirement of Staff, Space, Equipment and their Cost**

Make a consolidated estimate of Phase-wise requirements of the Staff, Building, Equipment and their cost, along with strategies for the mobilization of funds required, as follows:

- i. Introduction
- ii. Faculty Requirements
- iii. Non-Teaching Staff Requirements
- iv. Building Requirements: Area and Costs
- v. Estimated Cost of Equipment
- vi. Phase-wise Financial Requirements
- vii. Strategies for Financial Mobilization

### **12. Action Plan for Implementation**

The Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation Strategy including financial out-lay shall be described as follows:

- i. Activity Chart
- ii. Constraints
- iii. Financial Outlay
- iv. Strategy for Implementation

### **13. Executive Summary of the Detailed Project Report**

A Summary of the DPR as per the following Format for ready reference shall be given:

- i. Details about the Promoting Body
- ii. Name and Address of the Promoting Body
- iii. Date of Registration/ Establishment of the Promoting Body
- iv. Nature of the Promoting Body
- v. Activities of the Promoting Body since inception
- vi. Constitution of the Promoting Body

**14. Faculty Data**

Name	Academic Qualifications	Nature of Association with the Promoting Body	Experience in Academic Institutions (in years)		
			Promotional	Management	Organizational
	Technical	Non-Technical			

**15. Proposed Institution**

- Details about the Proposed Institution
- Development Plan for the Proposed Institution

**16. Graphical Representation**

- Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- Give a bar chart indicating the recruitment of Faculty (separately for Lecturer, Assistant Professor, Associate Professor, Professor) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- Give a bar chart indicating creation of Built-up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- Give a bar chart indicating investment on Equipment and machinery for the proposed project at the time of establishment and for next 10 years at intervals of five years.

**17. Total Project cost (at the time of establishment and next five years)**

Year	Program(s) / Intake Proposed (I)	Built-up area/ Investment to be made (m <sup>2</sup> / ₹) (II)	Investment on Furniture and Accessories (₹ in Lakh) (III)	Investment on Equipment/ Machinery (₹ in Lakh) (IV)	Projected expenditure on Salary of Staff per annum (₹ in Lakh) (V)	Investment on the Library (₹ in Lakh) (VI)	Total Project Cost (I to VI) and Preoperative Exp.) (₹ in Lakh)

**18. Details for mobilization/source of funds (capital and recurring) (At the time of establishment and next five years) (₹ in lakh)**

From Applicant	Donations	Grants from Government	Fee	Loan	Others



**19. Recruitment of Faculty (At the time of establishment and next five years)**

Year	Professor	Associate Professor	Asst. Professor	Lecturer	Total

**20. Recruitment of non-teaching Staff (at the time of establishment and next five years)**

Year	Technical	Administrative	Total

**21. Proposed structure of the governing body**

Sl. No.	Trust/ Society/ Company Representative	Academic Background		Industry Representative	Others
		Technical	Non-Technical		

**22. Industry Linkages (at the time of establishment, and next five years)**

At least minimum 5 MoUs and proof of relevance have to be produced. Purpose and outcomes of MoU shall be documented.

**DECLARATION**

I/We, on behalf of \_\_\_\_\_ hereby confirm that this Detailed Project Report has been prepared for its proposed Technical Institution under the name and style of \_\_\_\_\_. It is hereby confirmed that all the information furnished above is true to the best of my/ our knowledge and belief and if any information is found to be false, the proposal shall be rejected.

(Authorized Signatory of the Applicant)

Place:

Name:

Date:

Designation:

Seal