**Annexure-I**

**PROFORMA FOR  EXTENSION OF TEMPORARY AFFILIATION IN COLLEGES/INSTITUTES**

(Separate application is to be submitted for **each programme/course**)

1. Name of the College/Institute ( with complete postal address,.:

 Mail id and Telephone No:-

 Mobile No:-

1. Academic Session:
2. Programmes/Courses already conducted: Details of Demand Draft:
3. Norms:

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| **S.No.** | **DETAILS OF INFRASTRUCTURE/ FACILITY** | **NORMS FOR INFRASTRUCTURE/ FACILITY SPECIFIED BY THE STATUTORY BODY/ UNIVERSITY** | **NORMS COMPLETED AS AGAINST SPECIFIED NORMS** | **FUTURE PLANS, IF ANY** |
| 1. | **Land**1. Complete address of the land
2. In whose name the ownership of the land is?
3. Whether the land is Registered/Leased Deed/Rented

**Required area of land**: 2 Acres if located in Metropolitan cities; 5 Acres if located in other areas.(Enclose copies of deed & mutation) |  |  |  |
| 2. | **Building**1. Is the building constructed on the land purchased by the Trust/Society?
2. Is the College being run on rented building?
3. When the Trust/Society would complete the construction of its building?
4. Validity of the registration of the Society (Attach copy)
5. Names and Telephone Numbers of the President and Secretary of the Trust/Society
6. Details of rooms:
7. Reception
8. Principal’s Room
9. Administrative Office
10. HOD’s Room
11. Faculty Rooms
12. Class Rooms
13. Laboratories
14. Computer Lab
15. Stores
16. Seminar/Meeting Room
17. Multipurpose Complex/ Auditorium
18. Library with Reading Room
19. Girls Common Room
20. Boys Common Room
21. Toilets (Separate for Boys & Girls)
22. Xerox facility for students
23. Playground
24. Canteen
25. Any other facility
 | NUMBER SIZE/ AREA |   NUMBER SIZE/AREA |  |
| 3. | **FACULTY**As per norms specified by UGC/NCTE/AICTE/concerned statutory body | POST NO. MIN. QUAL.PrincipalLecturers |

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| **S.****No** | **Name** | **UG %** | **PG %** | **Ph D Yr** | **NET**  | **Other** |
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| 4. | **LIBRARY**No. of Books and Journals as specified by the statutory body: | NUMBER OF BOOKS:NUMBER OF JOURNALS: | Number of Books:Number of Journals: |  |
| 5. | **FURNITURE**1. Office Chairs/Tables for Principal/Director/ HOD of each Department/Each Teacher/ one each for office
2. Almirahs: one each for Principal/Director/Each Department and three for office
3. Furniture/Chairs for Halls/ Auditorium
4. Chairs/Tables as per student strength
5. Racks for library
6. Stools for Laboratories
7. Computer tables for Computer lab
 |  NUMBER |  NUMBER |  |
| 6. | **SECURITY/ FDRs**The College will have to produce evidence of creating and maintaining a Corpus Fund as Govt. Security or FDR in the name of the College for Rs. 15 Lakh per programme only in Arts, Science and Commerce Or Rs. 35 Lakh per programme for other courses Or as specified by the Statutory body. |  |  |  |
| 7. | **AFFILIATION FEE**Details of University Fee for starting new programmes/ courses for each course.  |  | Transaction Number & Date |  |
| 8. | **Instructional Facilities (other than Library)**1. Number of OHPs
2. Number of LCDs
3. Number of PCs
4. Internet Facility (give the name of Broadband Service Provider)
5. Does the campus have Wi-Fi facility?
 |  NUMBER |  NUMBER |  |
| 9. | **Hostel Facility**Give details of Hostel facility for Boys and Girls: |  INTAKE OF STUDENTSBoys Hostel:Girls Hostel: |  INTAKE OF STUDENTSBoys Hostel:Girls Hostel: |  |
| 10. | **Other Facilities/ Services**1. Sewerage facility
2. Arrangements for Rainwater Harvesting
3. Plantation done/ plans proposed for it
4. Alternative sources of energy used/ proposed
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| 11. | **Security of Women Employees and Students**Details of measures adopted for the security of women employees and students in the Campus and Girls Hostel. ] |  |  |  |
| 12. | **Antiragging Measures**Give details of antiragging measures in the campus and hostels |  |  |  |
| 13. | **Approval of programmes/ courses by the University**Is the Programme/Course approved by the Academic Council/Executive Council of the University? |  |  |  |
| 14. | **Approval of the programme for the college by the concerned statutory body**Has your college got approval by the concerned statutory body for the course proposed?If so, please specify the academic sessions for which approval has been given. |  |  |  |
| 15. | **Details of temporary affiliation granted by the University** State the year/session when temporary affiliation was first granted to the programme/course for which extension of affiliation is being appliedState whether there was break in temporary affiliation for this programme/course?If so, give the years in break of affiliation |  |  |  |
| 16. | **Category wise details of Employees in the College**Give details of teaching and non-teaching employees in the college |  |

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| **EMPLOYEES** | **M/F** | **SC** | **ST** | **OBC** | **Gen** |
| **Teaching Employees** | **M** |  |  |  |  |
| **F** |  |  |  |  |
| **Non-Teaching Employees** | **M** |  |  |  |  |
| **F** |  |  |  |  |
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| 17. | **Category wise and country/state wise details of the students studying in the courses being conducted in the College**Give details of students enrolled for each course conducted in the college |  |

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| **Name of the COURSE** | **M/F** | **SC** | **ST** | **OBC** | **Gen** |
|  | **M** |  |  |  |  |
| **F** |  |  |  |  |
|  | **M** |  |  |  |  |
| **F** |  |  |  |  |
|  | **M** |  |  |  |  |
| **F** |  |  |  |  |

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| **Name of the COURSE** | **M/F** | **From the STATE** | **From****OTHER STATES** | **From FOREIGN COUNTIRES** |
|  | **M** |  |  |  |
| **F** |  |  |  |
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| **F** |  |  |  |
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| 18. | **Accreditation of the College**Has the college been accredited by NAAC or other accrediting body?Is so, give Rank and period of validity of accreditation.  |  |  |  |

1. Attach list of Faculty with qualifications certified by the Principal/President/Secretary.
2. The Principal/President/Secretary will also have to submit an Affidavit stating that for the programmes/courses affiliated to the HNB Garhwal University, affiliation has been obtained from any other University.
3. Names and Addresses of Public Information Officer and First Appellate Officer under the Right to Information Act 2005:

The information given in the above proforma is correct, and if during checking of documents or in surprise inspection, any information is found incorrect or some shortcomings are noticed as per specified norms, the Principal/Director/Secretary would be solely responsible for errors or false information, and the college shall be liable to be punished by the University such as withdrawal of the affiliation as per Regulations.

 Signature of Principal/President/Secretary

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