

Proforma For The Affiliation

No. _____

Dated _____

To.

The Registrar
Gandhi Nagar,
Bhopal - 462036.
Rajiv Gandhi Proudhyogiki Vishwavidyalaya,
Airport Bypass Road.

Subject : Application for affiliation of various courses of this Institution with RGPV.

1. Name & address of the Institution : _____
2. Name & address of the society (which is running the above institution) : _____
3. If the above mentioned society is running Institution other than mentioned in para (1) above, YES/NO.
If yes, give no. of other institutions : _____
4. In case the answer of para (3) is YES please give name & addresses with the courses running in all other Institutions run by same society :
 - (i) _____
 - (ii) _____
5. Name, address and phone no. of the Chairman/President/Secretary of the institution. : _____
6. Name, address and phone no. of the Director/Principal of the Institution : _____
Fax No. : _____
E-mail : _____
7. Information about the immovable properties of the institution :
 - (i) Please enclose the photocopy(ies) of the sale deed and site plan in name of society in para (2) above. (Annexure 1 & 2)
 - (ii) Please encircle the name of purchaser and area sold in sale deed by red ink. (Annexure - 1)
 - (iii) In case the same society is running more than one Institutions, please encircle on site plan by red ink the area which has been given in possession of the institution by the society. (Annexure - 2)
 - (iv) Please enclose a photocopy of the minutes of the meeting of relevant body (solution of Governing Body) of the society in confirmation of (iii) above (Annexure - 3)

(v) (a) Total land of the society in possession for the institution acres

(b) Total constructed area at present :

Ground Floor _____ sq.m. + First Floor _____ sq.m. + Second Floor _____ sq.m.
=Total _____ sq.m.

(c) Area proposed to be constructed in future :

Coming next year _____ sq.m.

Coming next 2 year _____ sq.m.

Please furnish documentary proof in favour of (c) above (Annexure - 4)

8. Courses being run by the institution at present (enclose the copy of AICTE approval) (Annexure-5)

S.No.	Name of Course	Year of starting	Intake of students at present
1.			
2.			
3.			
4.			

9. Information about the Teaching Faculty of the Institution (Furnish detailed information about the teaching faculty of the institution as per enclosed proforma) Appendix - A

(a) Total Intake of students at present _____ nos.

(b) Total number of students in the institution _____ nos.

(c) Total number of regular teachers at present _____ nos.

(d) Total number of teachers on Part time basis / visiting faculty basis who are not regular _____ nos.

(e) Total number of teachers at present (c) + (d) _____ nos.

10. Information about the supporting staff of the Institution [as per enclosed proforma Appendix B & C]

(a) Total Number of Supporting Staff (Technical) in the institution _____ nos.

(b) Total Number of Supporting Staff (Non-Technical) in the institution _____ nos.

11. Information about Library of the Institution (enclose the list) (Annexure - 6)

(a) Number of titles of technical books _____ nos.

(b) Number of technical books _____ nos.

(c) Total cost of technical books Rs. _____

(d) Number of titles of other books _____ nos.

(e) Number of books other than technical _____ nos.

(f) Total cost of books other than technical Rs. _____

(g) List of technical journals & magazines (as per enclosed proforma Appendix - D)

(h) The future plans for Automation of the library of the institutions are given below :

8. Information about equipments and softwares available in the Institution (as per enclosed proforma Appendix - E)

(a) Total cost of the equipments purchased so far Rs. _____ (Annexure - 7)

(b) Cost of the equipments for which orders have been placed (photocopies of purchase order Rs. _____ (Enclose the photocopies of orders) (Annexure - 8)

(c) Total cost of licensed softwares purchased so far Rs. _____ list enclosed (as per enclosed proforma Appendix - F)

9. Information about furniture in the institution :

(a) Cost of Class room furniture Rs. _____

(b) Cost of Laboratory furniture Rs. _____

(c) Cost of Office furniture Rs. _____

(d) Cost of Hostel furniture Rs. _____

(e) Cost of other furniture, if any (please specify) Rs. _____

Total Rs. _____

10. A brief note about the consonance with the policies and plans of the technical education of the State Government / University

11. A brief note about policies and plans of the management for faculty and staff development.

12. A brief report about the Innovation and Technological Changes introduced in the institution in last 3 years.

13. Number of students selected through campus interviews in last 3 years.

S.No.	Name and address of the Company	No. of students selected
1.		
2.		
3.		
4.		

14. A brief note about the Games and sports facilities available to the students.

15. A brief information about other facilities available in the Institution

- (a) Type and number of staff quarters
- (b) Number of Boys Hostels with capacity
- (c) Number of Girls Hostels with capacity
- (d) Canteen
- (e) Scooter / Cycle stand
- (f) Girls Common Room

16. Any other specific information the institution wants to furnish :

17. Information Regarding name of courses with intake proposed for the affiliation :

S.No.	Name of Courses	Present Intake

It is requested to give approval to the above mentioned courses of our institution for affiliation with Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal.

Enclosures : as above

(Name _____)

Seal & Signature of Principal with date

Appendix - A

Name and address of the Institution : _____

Information Regarding Teaching Faculty of this institution

S.N n.	Name of Dept. to which attached	Name of Teac- her	Designat- ion of the Teacher	Qualificat- ion. Ph.D./ME/ BE/M.Sc.	Branch / Subj- ect	% Marks obtain- ed	Regular/ Contract/ PT/Visitin g	Date of joining the institute	Salary given		
									Basic	DA	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Signature of Principal
with date
and seal of the Institute

Appendix – B

Name and address of the Institution : _____

Information Regarding Supporting Staff (Technical) of the Institutions

S. No	Name of Laboratory/ Workshop/ Computer Centre etc. to which attached	Name	Designation	Qualification	Regular/ Contract	Date of joining	Salary given		
							Basic	DA	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of Principal
with date
and seal of the Institute

Appendix – C

Information Regarding Supporting Staff (Non- Technical) of the Institutions

S. No	Name of Laboratory/ Workshop/ Computer Centre etc. to which attached	Name	Designation	Qualification	Regular/ Contract/ Contingent	Date of joining	Salary given		
							Basic	DA	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Signature of Principal
with date
and seal of the Institute

Appendix - D

Name and Address of the Institution : _____

Information Regarding Technical Journals/ Magazing Purchased in Institution

S.No.	Name of Technical/Journal/ Magazine	Journal Magazine	Frequency per year	Month of starting per charge

Signature of Principal
with date
and seal of the Institute

Appendix - E

Information Regarding Equipments

S.No.	Name of Department	Name of Laboratory	Total cost of equipments purchased

Grand Total _____

Signature of Principal
with date
and seal of the Institute

Appendix - F

Name & address of the Institution : _____

Information Regarding Licensed Software Purchased in the Institution

S.No.	Name of the Software	Version	License No.	Cost

Signature of Principal
with date
and seal of the Institute