

APPLICATION FORM FOR AFFILIATION

Note: Please answer every question clearly and fully

1. General:

- i) Name of Institution, address, web address with email / fax / telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority / chief executive;
- iv) Name, designation and qualifications of the head of institution;
- v) Name of registered society/body, trust, foundation, NGO etc;
- vi) Governing body, its composition and other relevant details

2. Physical facilities:

Infrastructure available in shape of land, type of current building (owned / rented) and total covered area of the administration building;

- i) Total number and size of class rooms, capacity for students;
- ii) Details of the laboratories, workshops and equipments appropriate to the courses;
- iii) Details of the office equipment, furniture and fixtures;
- iv) Number of quarters/residence at the campus for teaching staff;
- v) Details of sports grounds and other facilities;
- vi) Position of gas and water and electricity fitting;
- vii) Transport vehicles for official use and students;
- viii) Details of hostel buildings

3. Academic facilities:

- i) Current academic programmes presented at institution;
- ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups;
- iii) Subjects to be offered at Master's level

4. Faculty / Staff:

- i) Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales;
- ii) Mode of appointment of teaching staff and criteria of selection;
- iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;

- iv) Details of medical services for students and employees
- 5. Library:
Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
 - i) Information regarding accommodated number of students in reading room
- 6. Facilities regarding Information Technology:
 - i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
 - ii) Internet connectivity available to students
- 7. Students:
Total number of students enrolled in the institution;
 - i) Enrolment of students level-wise
- 8. Admissions:
 - i) General policy;
 - ii) Number of students to be enrolled, level-wise;
 - iii) Procedures and criteria of admission
- 9. Quality assurance and student supervision:
Arrangement for academic supervision of students:
 - i) Arrangements for quality assurance:
 - ii) Level of administrative and technical support for quality assurance
- 10. Finances:
Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution;
 - i) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
 - ii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc;
- 11. Additional information, if any.

Name & Signature
of Controller Designatory
Of the Institution.

Note:-

- i) *Please fill in all the relevant information with documentary evidence(s), in case of incomplete information / evidence the response will be considered invalid.*
- ii) *Five copies of the Application Form along with supported documents should be provided.*
- iii) *All copies of application form should be originally signed by the Chief Controlling Officer / Chief Executive Officer.*