



Through Registered Post/E-mail

Himachal Pradesh Technical University
(A State Government University)

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone : (01972) 224153, Fax: (01972) 224150,

E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in

No. HimTU-3(Acad)B-1/2011- **11996-12038**

Dated: **7-11-17**

To

The Principals/Chairmen,
All affiliated Engineering, Architecture, Pharmacy,
B.Pharmacy Practice (Bridge Course) Management/MCA Colleges, in H.P.

Subject: - Regarding submission of Application for Affiliation/Extension /Continuation of affiliation for the academic session 2018-19

Sir/Madam,

This is to inform you that Himachal Pradesh Technical University has started the process of affiliation/extension/continuation of affiliation of the colleges for the academic session 2018-19. An affiliation application/proposal form has been devised which is to be filled up by the institution for onward submission to this University along with all relevant documents, prescribed Application Processing, Inspection and Affiliation fee, as mentioned below, in the shape of demand draft in favour of "Finance Officer, H.P. Technical University", payable at Hamirpur. The detail of fee structure is given below:-

Sr. No.	Name of Course	Fee
1	Application Processing Fee	₹ 5,000/- per application ₹ 7,500/- for (UG&PG)
2	Inspection Fee	₹75,000/- each course (UG&PG)
Affiliation Fee		
3	Engineering Colleges UG Programme	₹ 2,50,000/-
4	Engineering Colleges UG and PG Programmes (Additional Courses)	₹ 2,50,000/- plus ₹ 25,000/- per PG course
5	Pharmacy Colleges UG Programme	₹ 2,50,000/-
6	Pharmacy Colleges UG and PG Programmes (Additional Courses)	₹ 2,50,000/- plus ₹ 25,000/- per PG course
7	MBA Programme	₹ 75,000/-
8	MCA Programme	₹ 75,000/-

The application form for extension of affiliation can be downloaded from University website (www.himtu.ac.in). The scheduled for submission of application form is given below:-

Sr. No.	Fee	Date
1	Without Late Fee	On or before 10 th Jan.2018
2	With Late Fee @ ₹ 50,000/-	On or before 15 th Jan.2018
3	With Late Fee @ ₹ 1,00,000/-	On or before 20 th Jan.2018

No application form shall be entertained after 20th Jan.2018.

While filling up the form, the following points need attention:-

- i. E-mail address/telephone numbers of all authorities should be valid and in working order.
- ii. Copy of documents in support of facts and figures provided in form should be enclosed as per given Annexures along with application. The original copy of submitted application shall be verified by inspectionTeam/Fact Finding Committees/Scrutiny Committee of this University.
- iii. The affidavit of declaration should be provided on a non-judicial stamp paper of Rs. 100/- duly signed before the Executive Magistrate.
- iv. Separate application form for particular course (UG&PG) along with prescribed fee is required to be submitted.
- v. The applications for inspection/affiliation will not be entertained without application processing fee, inspection fee, affiliation fee and affidavit or if received incomplete.
- vi. Compliance report in respect of points raised in the provisional affiliation letter of the session 2017-18 be also attached along with documentary evidences.
- vii. There should be no pending liabilities on the colleges. All liabilities to be cleared before submitting application for continuation of affiliation for the academic session 2018-19.


(Dr. Madan Kumar, H.A.S)
Registrar
H.P. Technical University,
Hamirpur-177001

Encls.As above

Endst. No. Even - 12039-42

Copy forwarded to:-

Dated: 7-11-17

1. The Dean Academic, Himachal Pradesh Technical University for information and necessary action please.
2. The Finance Officer, Himachal Pradesh Technical University for information and necessary action please.
3. The Deputy Controller (LAD), Himachal Pradesh Technical University for information please.
4. The P.S. to Vice Chancellor, Himachal Pradesh Technical University for information please.


(Dr. Madan Kumar, H.A.S)
Registrar
H.P. Technical University,
Hamirpur-177001



Himachal Pradesh Technical University

(A State Government University)

Gandhi Chowk, Hamirpur, District Hamirpur (H.P.)-177001

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E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in

Annexure-A

Application for grant of Affiliation/Continuation /Extension of affiliation of various existing courses for the Academic Session -2018-19

(to be filled by the concerned College/Institute)

Separate form to be filled for UG and PG Courses

No.: _____

Date : _____

1. Details of the Institution:

Name : _____
Address : _____
: _____
: _____
Pin Code : _____
Telephone Nos. : _____
Fax No. : _____
Web site : _____
E-Mail : _____

2. Name of the Director/ Principal

: _____
(Please attach copy of appointment Order/Joining Report/Salary payment Bank statement /Adhar Number for the year 2017-18) **Annexure-A-I.**

Telephone No. - Institution : Landline _____ Mobile No. _____
Telephone No. – Principal : Landline _____ Mobile No. _____
Fax No. : _____
Web site : _____
E-Mail : _____

3. Type of Institute: A. Govt. B. Private

4. Details of the Promoting Trust/Society (in case of Private Institute only):

Name of the Chairman : _____
Name of the Secretary : _____
Name of the Trust/Society : _____
Address : _____
: _____
: _____

Pin Code : _____

Registration No of the Trust/Society : _____

Telephone Nos. : Landline_____ Mobile_____

Fax No. : _____

Web site : _____

E-Mail : _____

5. **Names of Members of the Society/Trust (attach copy)** : _____

6. **Memorandum of Association/Articles of Association of Society/Trust (attach copies)** : _____

7. **Academic Programmes for which Affiliation is sought** (separate table for different UG & PG program)
Existing Courses (*enclose the respective approval copy) **Annexure-A-II.**

Course Title	Existing Intake (Session)		Duration of the Course (Years)	Year of Commencement	Letter No. of State Govt. NOC and Univ. affiliation, AICTE,PCI approval for the session 2017-18
	* As approved by statutory body, if applicable	As approved by State Govt./University			

B. New Courses (separate table for different UG& PG program)

Course Title	Proposed Intake (Session)	Duration of the Course (Years)	Year of Commencement	Remarks, if any
	* As approved by statutory body, if applicable			

C. Addition/Deletion (separate table for different UG& PG program)

Course Title	Duration of the Course (Years)	Proposed Intake (Session)		Year of Commencement	Remarks, if any
		Approved intake for the session _____	Proposed intake {addition (+)/ deletion(-)}		

8. Details of Land & Building (attach relevant copies of documents in support of proof)

Annexure-A-III.

A	Land	
(i)	Area of Land in Sq.m.	
(ii)	Ownership of land (Whether rented/leased/freehold)	
(iii)	Prescribed Land use (whether conforming/non-conforming to Master Plan)	
B	Building	
(i)	Whether Permanent/Temporary	
(ii)	Total Built-up area (in Sq. Meters)	
(iii)	FAR Achieved (Built up area available per student as against prescribed by the University/Govt. Statutory Body)	
(iv)	Total Built up area required as per norms for all programmes	
C	Specifications of Accommodation	No. Size (in Sq. Mtrs.)
(i)	Number of class/tutorial rooms	
(ii)	Drawing Halls/Conference Room	
(iii)	Laboratories (give details)	
(iv)	Audio Visual Laboratories	
(v)	Library	
(vi)	Admn Block	
(vii)	Workshop	
(viii)	Computer Center	
(ix)	Toilets	
(x)	Common Rooms	
(xi)	Sports facilities (Indoor & Outdoor)	
(xii)	Playground	
(xiii)	Students Canteen	
(xiv)	Hostel (Total Area/rooms/Number of seats etc.)	
(xv)	Any other facilities	

9. Details of the Labs/Workshops/Work stations available (Department wise details along with relevant copies of bills/documents in support of proof) **Annexure-A-IV.**

Name of Laboratory	<u>Laboratory Manual available (Yes/No)</u>	Major Equipment	List of equipment added during previous year

- (i) Total cost of the equipments purchased so far Rs.
- (ii) Cost of the equipment for which orders have been placed (photocopies of purchase order Rs. (Enclose the photocopies of orders)

10. Details of Library

Colleges

A	Details of Books (course-wise)	Degree Engg./Degree Pharmacy/MBA/MCA*
(i)	No. of Titles	

(ii)	No. of Volumes	
(iii)	Total number of books	
(iv)	No. of Journals/Foreign Journals	
(v)	Total cost of technical books Rs.	
(vi)	Number of titles of other books nos.	
(vii)	Number of books other than technical nos.	
(viii)	List of technical journals & magazines available	
(ix)	The future plans for Automation of the library of the institutions are given below :	
B Details of Digital Facilities		
(i)	Whether library operations Computerized, internet facility, Reading room facilities, Photocopying Facilities available, If yes, give details.	
(ii)	Inter library linkage facilities	

11. Details of Computer facilities (Department wise details along with relevant copies of bills/documents in support of proof)

Sr. No.	Particulars	Requirements as per AICTE Norms	Availability	Shortfall, If any
1	Number of Computer Terminals (terminal-students ratio)			
2	Hardware Specification			
3	Number of terminals on LAN/WAN			
4	Peripheral(s) like printers, photocopiers etc.			

12. Details of Software facilities available (Department wise details along with relevant copies of bills/documents in support of proof) **Annexure-A-V.**

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

13. Details of Software facilities added during the year 2017-18 (Department wise details along with relevant copies of bills/documents in support of proof) **Annexure-A-VI.**

Sr. No.	Name of the Software	Version	License No.	Cost/ Invoice No. and Date

14. Details of Other Facilities Available

(i)	Drinking Water	Yes/No
(ii)	Generator	Yes/No
(iii)	Bank facility	Yes/No
(iv)	Facilities provided for physically Handicapped	Yes/No
(v)	Transport facilities	Yes/No
(vi)	Medical facilities	Yes/No
(vii)	Canteen	Yes/No
(viii)	Girls' Common Room	Yes/No
(ix)	Type and number of staff quarters	
(x)	Number of Boys Hostels with capacity	
(xi)	Number of Girls Hostels with capacity	

14. Teaching Staff (list to be attached along with copies of appointment letters and salary bills in support of proof) **Annexure-A- VII.**

Sr. No.	Name	Designation	Aadhar Number	Qualification	Scale of pay, other allowances/ remuneration paid	Date of joining/ Salary payment bank statement till date	Regular (R)/ Adhoc (A)/ Contract (C)/ Visiting (V)/ Guest (G)	University Ratification Status Yes/No If Yes letter No. and Date

15. Non-Teaching Supporting Staff (Technical) (list to be attached along with copies of appointment letters, Joining Report and Salary bills in support of proof) **Annexure-A-VIII.**

Sr. No.	Name	Designation	Aadhar Number	Scale of pay, other allowances/ remuneration paid	Date of joining/ Salary payment bank statement till date	Regular/Adhoc/ Contract

16. Non-Teaching Supporting Staff (Non-Technical) (list to be attached along with copies of appointment letters, Joining Report and Salary bills in support of proof) **Annexure-A-IX.**

Sr. No.	Name	Designation	Aadhar Number	Scale of pay, other allowances/ remuneration paid	Date of joining/ Salary payment bank statement till date	Regular/Adhoc/ Contract

- 17. (i) Students/Teachers Ratio (Total No. of Students/Total No. of Regular Teaching Faculty) =**
- (ii) Students/Supporting Staff (Technical) Ratio (Total No. of Students/ Total No. of Regular Supporting Staff (Technical) =**

- (iii) Detail of students Registered during 2017-18. (Please Attach separate sheet). Showing sanctioned intake as per AICTE/PCI/HPTU Annexure-A-X

Sr. No.	Course/Branch	Sanctioned Intake AICTE/PCI/HPTU	Number of Students Registered				Remarks
			I st Year	II nd Year	III rd Year	IV th Year	

18. Whether the college/institute is paying salaries to the teachers/academic staff of the college (including part time staff) through account payee cheque or through account of the employee opened in the bank opened for the purpose duly reflected in the statement of the employees. (If yes, attach certified copies of the bank statements month-wise)
19. Source of Income & expenditure during the last year.

S. No.	Source of Income	Rs. (In lac)	Expenditure during the last year	Rs. (In lac)
1.	Central Government		Salary of Full-Time Faculty	
2.	State Government		Salary for Visiting/Adjunct Faculty	
3.	University Grant Commission		Salary of Non-Teaching Staff	
4.	Others Central/State Government Bodies		Library	
5.	Private Trust		Computer Centre	
6.	Donations		Equipments Labs and workshops	
7.	Student Fees		Others (<i>please specify</i>)	
8.	Internals Revenue Generation			
9.	Others (<i>please specify</i>)			
	Total		Total	

20. Status of Compliance of Specific Conditions of Last Approval/Extension of Approval by AICTE/PCI/HPTU. Attach separate sheet. Annexure-A-XI.

S. No.	Specific Condition/Deficiencies	Compliance Status

21. Please answer the following with yes or no (tick the appropriate)

(1)	Is the college/institute sharing the premises with other institute?	Yes/No
(2)	Is the college/institute sharing the staff with other college/institute?	Yes/No
(3)	Is the college/institute sharing the laboratory space with other college/institute?	Yes/No

(4)	Is the college/institute sharing the laboratory equipment with other college/institute?	Yes/No
(5)	Is the college/institute running the courses not approved by the University?	Yes/No
(6)	Is the institute located at the place for which approval of AICTE, Government and University has been sanctioned?	Yes/No
(7)	Are the students studying who are not registered with this college/institute?	Yes/No

22. Compulsory Setup required for conducting examinations

- (1) Internet Line (minimum 2 Mbps)
- (2) High end Xerox Machine with a minimum speed of 40 pages per minute
- (3) Generator/Inverter/UPS with six hours battery back-up to support computer systems and Xerox machine.
- (4) Examination Hall with CCTV Camera and IP address.

DECLARATION

The information furnished above is true & correct to the best of my knowledge and belief and is based on facts. Nothing has been concealed/ misrepresented therein. If any information furnished above is found to be false or misleading, concealed or suppressed, undersigned will be liable for the consequences thereof.

Signature :

Chairman/Secretary of the Society/
Trust

Name :

Designation :

Dated :

Seal of the Society :

Signature :

Director/Principal of the Institute

Name :

Designation :

Dated :

Seal of the Institute :

Note:- All documents attached must be signed with seal by the Director-cum-Principal of the institution with respective Page Number and required affidavits by Chairman of the Institution.

For University Use Only :-

Sr. No.	Fee	Year	Payment Status Paid/Due	Remarks
1	University Fee @ 3,000/- per Student	2017-18		
2	Counselling Fee	2017-18		
3	Affiliation Application Processing Fee	2018-19		
4	Inspection Fee	2018-19		
5	Affiliation Fee	2018-19		

Dealing Assistant (Finance)
