



Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Tehsil & Distt.- Hamirpur(H.P.)-177001

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Application for grant of Affiliation/Continuation of affiliation of various existing courses for the Academic Session-2024-25

(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.: -----

Website: -----E-Mail: -----

2. Name of the Director/ Principal

(Please attach copy of appointment Order/Joining Report/Salary payment Bank statement/Addhar Number for the year 2023-24) **Annexure-A-I**

Telephone No. - Institution :Landline----- Mobile No.-----

Telephone No.-Principal :Landline----- Mobile No.-----

Fax No. :-----

Website----- : 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. :
 Website : 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. (A) **NAAC Grade** :
 If the college is not yet graded, then enclose a copy of the SSR (as per NAAC format) submitted for NAAC grading.
- (B) **NIRF Rank** :
8. **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 2023-24
	*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(-)}		

9. **Details of Land & Building** (attach relevant copies of documents in support of proof) **Annexure-A-III.**

A	Land	
(i)	Area of Land in Sqm.	
(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)	Admin Block	
(vii)	Workshop	
(viii)	Computer Centre	
(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	

10. **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	Laboratory Manual Available (Yes/No)	Major Equipment	List of equipment added During previous year

- (i) Total cost of the equipment's 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)

11. **Details of Library** **Colleges**

A	Details of Books (course-wise)	Degree Engg./Degree Pharmacy/Management/Computer Application
(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	
(ii)	Interlibrary linkage facilities	

12. **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/PCI/HPTU norms	Availability	Short fall, 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, Photo copiers etc.			

13. **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

14. **Details of Software facilities added during the year 2023-24** (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

15. Details of Other Facilities Available

(i)	Drinking Water	Y
(ii)	Generator	Y
(iii)	Bank facility	Y
(iv)	Facilities provided for physically Handicapped	Y
(v)	Transport facilities	Y
(vi)	Medical facilities	Y
(vii)	Canteen	Y
(viii)	Girls' Common Room	Y
(ix)	Type and number of staff quarters	
(x)	Number of Boys Hostels with capacity	
(xi)	Number of Girls Hostels with capacity	

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

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

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

18. 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	Aaddhar Number	Scale of pay, other allowances/ remuneration paid	Date of joining/ Salary payment bank statement till date	Regular/Adhoc/Contract

19. (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 2023-24. (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	

20. –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 to 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)

21. 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	

22. 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

23. 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

24. Compulsory Set up 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 there in. 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:

(as per applicability)

Signature:

Director/Principal of the Institute

Name:

Designation:

Dated:

Seal of the Society:

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.

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Sr. No.	Fee	Year	Payment Status Paid/Due	Remarks
1	University Fee @3,000/-per Student	2023-24		
2	Counseling Fee	2024-25		
3	Affiliation Application Processing Fee	2024-25		
4	Inspection Fee	2024-25		
5	Affiliation Fee	2024-25		

Dealing Assistant (Finance)

CHECKLIST

The Institutions are required to submit the following documents with the affiliation Proforma 2024-25 Name of College:

S. N.	Particulars	Yes/No	Annexure
1	Administrative, academic and other buildings with sufficient accommodation to meet the immediate academic and other space requirements as specified by the University for each of the course/programme with adequate scope for future expansion in conformity with those prescribed by the AICTE. The buildings constructed shall be easily accessible and friendly to disabled persons.		
2	Adequate essential civic facilities such as water, electricity, ventilation, separate toilets for boys and girls, telephone, internet, fax, transport for students and staff, etc. in conformity with the norms laid down by the AICTE/University.		
3	Director/Principal and adequate number of teaching and nonteaching staff having qualifications as prescribed by the AICTE/UGC/University.		
4	the proposed programmes besides two journals per subject, with book bank facility for students belonging to the Scheduled Castes, Scheduled Tribes and such other sections as may be specified by the University Grants commission from time to time.		
5	A multi-purpose complex having an auditorium, canteen, health center, indoor stadium, separate hostels for boys and girls as per the local requirements as prescribed by the AICTE.		
6	Appropriate furniture for lecture/seminar rooms, canteen, laboratories, library, faculty rooms, tutorial rooms, administrative wing and auditorium of the multipurpose complex. Adequate Laboratory equipment for meeting the requirement of curriculum and syllabi.		
7	Adequate computers, software, internet and printers as per AICTE/PCI norms. Adequate computers, software, internet and printers as per AICTE/PCI norms.		
8	Notwithstanding anything mentioned above the other terms and conditions for affiliation shall be as laid down in the Act, Statutes and Ordinances of the University.		
9	A non-government institute shall have endowment fund to the extent decided and notified by the University from time to time to run the institute for at least three years without aid from external sources subject to a minimum of Rs. 15/- lac per program.		
10	The amounts under any head collected by the college from the students shall be expended solely for the betterment and growth of the college and to provide facilities for the benefit of the students and staff of the college.		
11	The college shall submit its statement of accounts duly audited by a Chartered Accountant to the University every year and also submit the financial details in the prescribed format as given in the Regulations.		
12	Registration certificate of the Society/Trust from the Competent Authority along with details of its constitution and copy of Memorandum of Association.		
13	Letter from the Competent Authority designed by the State Government for classification of land its location as in city or other area.		
14	Land use certificate from the Competent Authority designed by the Government.		
15	Registered land/Govt. leased land documents in the name of the applicant.		
16	No Objection Certificate from the Government First Ordinances Page 214 permitting the Society/ Trust to start the college with detail of courses/ programmes intended to be offered.		
17	Building plan of the proposed college prepared by a registered Architect and approved by the Competent Authority designed by the Government.		
18	Registered documents by the registered Society/Trust earmarking land and building of the proposed college/institute.		
19	Details of the latest fund position alongwith photocopies of relevant bank accounts duly certified by the Bank.		
20	Undertaking that after the affiliation of the college no transference of management shall be made except with the prior approval of the University, and the college shall faithfully adhere to the provisions of the Act, Statutes, Ordinances and Regulations of the University.		
21	Background of the Society/Trust with reference to its experience in promoting, managing and operating educational institutions, details of its promoters including their background, its activities in the social, charitable and educational spheres since its inception and its Vision and Mission.		
22	Development plan for the college with timeline, spelling out its growth plan over the first 10 year period in terms of phasing of academic programmes, increase in students, intake and introduction of postgraduate programmes/research, and the time schedule for stage-wise development of the academic infrastructure, like recruitment of faculty and other support facilities, including students amenities, such as hostels, sports and recreational facilities.		
23	Architectural master plan indicating the land use pattern including those for the future.		
24	Policy with regard to faculty recruitment, retention and development.		
25	Structure of academic and administrative governance.		
26	Sources of financing of capital and operating expenditure, besides funds to be generated through students fees.		
27	Resource projections and their utilization schedule.		

