

**Academic Affiliation to**  
**Dr. Babasaheb Ambedkar Technological University**  
**for the year**  
**2017-18**

**1/9/2016**

**Dr. Babasaheb Ambedkar Technological University**  
**Maharashtra**

## **Dr. Babasaheb Ambedkar Technological University**

### **Circular No**

### **Order**

Dr. Babasaheb Ambedkar Technological University, has been established by the Government of Maharashtra as the State Affiliating Technical University as per the Dr. Babasaheb Ambedkar Technological University Act XXIX 2014.

Whereas as the First Vice-Chancellor Dr. Babasaheb Ambedkar Technological University, I, Professor Dr. Vilas Gajanan Gaikar, have framed the First Statutes, First Ordinances and First Rules, under the Sections 40(1), 42(1) and 43(1) of the Act, respectively, subject to the approval of the Hon'able Chancellor of the University.

And whereas it will take time to receive the approval of the said Statutes, Ordinances and Rules by the Hon'able Chancellor, as the First Vice Chancellor, I, Professor Dr. Vilas Gajanan Gaikar, issue the directive that the R12 of the First Rules are made effective for affiliation of institutes offering Engineering and Technology, Pharmacy, Architecture and Hotel management & Catering Technology education at degree and postgraduate levels from 1<sup>st</sup> October 2016.

Any amendments in statutes, ordinances and rules of affiliation shall be effective from the date of approval of the Executive Council.

Professor Dr. V G Gaikar  
Vice-Chancellor

## **AFFILIATION OF COLLEGES TO THE UNIVERSITY**

1. As per the Section 3(3) of the Dr. Babasaheb Ambedkar Technological University Act XXIX 2014, the University is affiliating University and it may affiliate any other college, or institution conducting engineering, pharmacy, architecture, hotel management and catering technology courses for the conferment of degrees, postgraduate diplomas or grant certificates to the students admitted therein, in whole of Maharashtra.
2. As per the Section 4(2) of the Dr. Babasaheb Ambedkar Technological University Act XXIX 2014, all existing colleges and autonomous institutions imparting education at degree and above level in various courses excepting those in Management, which are coming under the purview of All India Council of Technical Education, Council of Architecture and Council of Pharmacy, previously admitted to the privileges of or affiliated to the universities specified in the Schedule-I appended to the Act, have the option to be admitted to the privileges of or affiliated to the Dr. Babasaheb Ambedkar Technological University.
3. Under Section 8(25) of the Act, the University has the powers to lay down the conditions of affiliation of colleges and recognition of institutions.

## **R. 12 AFFILIATION OF COLLEGES TO THE UNIVERSITY**

1. The Dr. Babasaheb Ambedkar Technological University, established as the State Affiliating University by the Government of Maharashtra, as per the Dr. Babasaheb Ambedkar Technological University Act 2014, has adopted the UGC Regulations for affiliation of the colleges offering Engineering and Technology, Pharmacy, Architecture and Hotel management & Catering Technology education at degree and postgraduate levels. (F. No. 14-9/2013 (CPP-II) date 28<sup>th</sup> February, 2014).

2. Definitions:

- (1) "Affiliation" means association with, and admission of a college to the privileges of the University;
- (2) "AICTE" means All India Council for Technical Education, established by the All India Council for Technical Education Act, 1987
- (3) "Architect" means an architect registered with the Council of Architecture established under the Architects" Act, 1972;
- (4) "Autonomous College", means a college which is declared as an autonomous college by the University

(5) “College” means any institution, which provides for a programme of study for obtaining any degree from a university and which, in accordance with the rules and regulations of the university, is recognized by the UGC as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification;

(6) “Compliance Report” means the report submitted by a college complying with the requirements as set by the University from time to time;

(7) “Commission” means the University Grants Commission established under the UGC Act, 1956;

(8) “Foreign Student” means a student who possesses a foreign passport and fulfils eligibility requirements for admission;

(9) “Minority Institution” means an institution established or maintained by a person or a group of persons belonging to a minority community, recognized as such by the Central Govt./State Government;

(10) “NAAC” means National Assessment and Accreditation Council, an autonomous body under Section 12(ccc) of UGC Act, 1956;

(11) “NBA” means National Board of Accreditation, an autonomous body under Section 10(u) of AICTE Act, 1987;

(12) “Programme of Study” means a higher technical education programme pursued for a degree specified by the Commission under Section 22 of the UGC Act;

(13) “State Government” means Government of Maharashtra

(14) “Technical College” means a college offering programmes in technical education at degree level and above;

(15) “Technical Education” means programmes of education, research and training in the areas namely engineering & technology, architecture, pharmacy, hotel management and catering technology, and such other programmes or areas as the State Government may declare;

(16) “University” means the “Dr. Babasaheb Ambedkar Technological University

(17) “University area” means the area of the whole of the State of Maharashtra

**Registrar**  
**Dr. B A T. University**

**Vice chancellor**  
**Dr. B A T. University**

## 1. Introduction

**Dr. Babasaheb Ambedkar Technological University**, is the State Technical University of **Maharashtra, India**. DBATU has invited applications from colleges for affiliation to various programs for the academic year 2017-18. Applications can be submitted for the following processes:

**a) Starting of new Architecture/ Engineering / Pharmacy / Hotel Management and Catering Technology Colleges**

**b) Temporary Affiliation for Existing Colleges including**

(i) Affiliation for Courses in UG and PG Levels (B.Tech/ B. Pharm. / B.Arch./ B.HMCT /M.Tech/ M.Pharm. / M.Arch / M.HMCT)

**c) New Courses (UG/ PG) yet to be included in DBATU academic programs:**  
Interested Colleges have to submit syllabus as per DBATU evaluation scheme along with application

**d) Permanent Affiliation for existing Colleges as per DBATU Statutes on Permanent Affiliation of Colleges**

**e) Recognition of Research Centres**

**(separate application is required for each department/ research centre)**

Starting of New Research Centres either in the Faculty of Engineering or Pharmacy or Architecture or Hotel management and Catering Technology, in Maharashtra State from Departments of teaching institutions getting affiliated to DBATU Research and Development Laboratories attached to industries and such other laboratories of Research Institutions of National Repute/ Government Institutions

This document provides the overview of the process of application for the above processes.

## 2. Procedure for Applying for Affiliation to DBATU

- (1) The college need to apply in prescribed format as given below and submit a hard copy of the application with Application Processing fee.
- (2) A soft copy in pdf format and all appendices in Excel format are to be submitted in a DVD along with **Three** hard copies of the application. The soft copies also can be sent by email to [affiliation@dbatu.ac.in](mailto:affiliation@dbatu.ac.in) .
- (3) The Application Processing fees can be paid by DD and sent to the Registrar, DBATU, Lonere, for processing. Please write your college name on the backside of the DD.

The Application Processing Fee can be also paid by Netbanking. The details can be obtained from the Registrar by sending an email to [registrar@dbatu.ac.in](mailto:registrar@dbatu.ac.in) and [affiliation@dbatu.ac.in](mailto:affiliation@dbatu.ac.in).

However, the hard copy of the receipt of online payment will have to sent to the ‘The Registrar, DBATU, Lonere’ or scanned copy of the receipt can be sent in advance by email to [registrar@dbatu.ac.in](mailto:registrar@dbatu.ac.in) and [affiliation@dbatu.ac.in](mailto:affiliation@dbatu.ac.in) with subject head of the email indicating college name.

## 3. Application Processing Fees:

*(as per UGC rules 2014 for Affiliation of Technical Colleges to Universities)*

- (a) For Setting up new technical college offering one or more technical programmes at Degree / Post Graduate Degree Level and for adding new technical programme/s at Degree / Post Graduate Degree Level in existing technical colleges the processing fees Rs. In lakh is as follows;

Sr. No	Type of technical college applied for	Application Processing Fees
1	Minority Technical College	2.0
2	Technical college set up exclusively for women	2.0
3	All other Technical colleges	3.0
4	Government / Govt. aided / Central University / State University	Nil

- (b) For new affiliation of Institute with the University  
Same as above 3(a)

(c) For Change in Site / Location, Closure of Institute and conversion of Women College to Co-Ed college.

Sr. No	Type of technical College	Change in Site / Location	Closure Of Institute	Conversion of Women college to co-Ed college
1	Minority Technical College	1.0	1.0	1.0
2	Technical colleges	1.0	1.0	1.0
3	Technical college set up exclusively for women	1.0	1.0	1.0
4	All other technical colleges except Government / Govt. aided	1.5	1.5	1.5
5	Government and Government aided colleges	Nil	Nil	Nil

(d) for various applications of Degree, Post Graduate Degree proposed by a technical college (in Lakhs)

Type of Institution	Extension of affiliation		Increase in intake/ additional course in 1st and, or 2nd shift	Introduction of 2nd shift, Part time programmes	Introduction or continuation of PIO seats	Introduction or continuation of NRI seats	intake/ Closure of course/ programme	Change of name of institute
	Extension Of affiliation	Amount of Late Fee						
Minority Institution	0.75	2	0.75	2	2	2	0.75	0.75
Institution set up exclusively for women	0.75	2	0.75	2	2	2	0.75	0.75
All other Institutions	1	2	1	3	3	3	1	1
Government/ Govt.aided/	Nil	2.0						

#### 4) Affiliation Fee structure (2017-18)

Sr. No	Particulars	Rupees in Lakh
01	Affiliation Fee for New affiliation of Existing Institutes for UG courses; i) Engineering and Technology ii) Pharmacy  (iii) Architecture  (iv) HMCT,	1.5/- 1.0/-  1.0  1.0
02	Affiliation Fee for starting new Post Graduate courses (the Institute should have affiliation for UG courses where affiliation for PG courses is sought)	0.10/- per course (Min 0.20 )
	Continuation of Affiliation for courses in existing colleges;*	0.20 per course/ branch (Min 0.75 )
05	Second inspection fee	1.0

\*These fees are subject to revision during 2017-18

Note: All the above mentioned fees are to be paid by DD drawn in favor of “Registrar Dr. Babasaheb Ambedkar technological University, payable at SBI Lonere” or by online payment process. The details for online payment shall be made available on request to [affiliation@dbatu.ac.in](mailto:affiliation@dbatu.ac.in)

- (4) The application shall be processed by the scrutiny committee of the University and deficiencies if any will be communicated by 15th November 2016..
- (5) The details will be inspected by the local Inspection committee Committed data is inspected by the Local Inspection Committee(LIC). Further information can be provided, if any, at the time of LIC visit.
- (6) The management shall submit an application for affiliation to new college, new course(s), additional faculty, additional divisions, additional intake capacity, new divisions, continuation or extension of affiliation, to the Registrar of the University on or before 31<sup>st</sup> October every year preceding the year from which the affiliation is sought.
- (7) The application shall be accompanied by the necessary affiliation fees.
- (8) In case of delay in submission, applications may be accepted by the University with payment of late fees as under;



The late fees for new Institutes are as under;

a) Up to 15 <sup>th</sup> November	-	Rs 200000
b) Up to 31 <sup>st</sup> December	-	Rs 300000
c) Upto 31 <sup>st</sup> March	-	Rs 500000
d) Up to 30 <sup>th</sup> June	-	Rs 1000000

The late fees for exiting Institute for renewal/ continuation shall be Rs.200000/- up to 15<sup>th</sup> November.

- (9) If the College fails to apply for extension/continuation of affiliation on or before 15<sup>th</sup> November of the year, a penalty equal Affiliation fee shall be imposed on the college. In case of repeat failure for affiliation, the matter shall be placed before the Executive council for decision.
- (10) An incomplete application/ an application without fees for affiliation and an application received after the above due dates will not be considered by the University.
- (11) If the affiliation application for new UG courses is not recommended by the University or if the application is rejected by the State Government, 75% of the affiliation fees will be refunded to the management. **The application processing fees will be non-refundable.**
- (12) If the affiliation application for new PG courses is not recommended by the University or if the application is rejected by the State Government, the affiliation fees will not be refunded in any case. The registration and application processing fees will be non-refundable.
- (13) If the application for increased intake and additional divisions in UG as well PG courses is not recommended by the University or if the State Government rejected application after recommendation by the Government, the application and affiliation fees shall not be refunded.
- (14) If the application of affiliation/ extension, increased intake, additional division filed by the management is withdrawn by the management before 31<sup>st</sup> October, the affiliation fees will be refunded by the University after deduction of 10% in the fees.
- (15) The fees paid for permanent affiliation shall not be refunded.
- (16) An application for starting additional subject/ course of study will be treated as an application for extension of affiliation.
- (17) Additional fee of Rs. 300/- per MTech student will be charged for post-graduate program.
- (18) The affiliated Institute/College shall give an undertaking that the Institute/college shall provide when requested, class rooms for examination, necessary ICT infrastructure, supervisors, paper setters and evaluators from its faculty-

- (19) The affiliated college shall give an undertaking to establish on line or e-attendance system for real time data about the students that can be linked to University's MIS.
- (20) The affiliated colleges shall agree to submit the marks for mid-term examination within ten days of the last day of the conducting examination. The continuous assessment marks of every student shall be submitted by the college on the digital portal of the University, before the Mid-term examination for the first half of the semester while continuous assessment marks for second half of the semester must be submitted before the registration of the students for the semester examination.
- (21) The college shall agree to be part of the Academic Audit every year as a part of academic process of the University. The cost of the audit committee's visit shall be borne by the College.

### **3. On-line process of APPLICATION**

**(Currently not Available)**

- (1) Once the passwords are received, the colleges can login and enter the relevant information depending on their requirement as mentioned in the Introduction section.
- (2) The various relevant information and required documents are to be uploaded to the DBATU website before committing the data.
- (3) Separate login IDs have been provided for each of the processes for better control of the information entered by the colleges.
- (4) The online information entered by the college will be used to automatically generate reports for DBATU use.
- (5) The same information will be used to generate reports to be provided to Local Inquiry Committee.
- (6) The hardcopy of the application is to be submitted to DBATU, Lonere, within the prescribed date with requisite affiliation fee or with receipt of the payment on the online portal.
- (7) The application and Data in excel sheet can be submitted in off-line mode in case of portal's non-availability.

**Before submitting the information every college/ institution has to complete the summary sheet which contains the College name, the different affiliations applied for and the DD / Payment details to be submitted to DBATU.**

#### **4. Local Inquiry Committee Visits**

- (1) After receiving the hardcopy of the application and the necessary prescribed fees, the DBATU shall constitute a Local Inquiry Committee for Inspection, if the Scrutiny Committee recommends the application for further considerations. In case the Scrutiny Committee finds the application is not in order, the University shall reject the application with reasons for rejection communicated to the management of the Institute.
- (2) The local inquiry committee will visit the college to verify the information provided by the college in application.
- (3) The visit and observations of the L.I.C. will be video recorded during the visit, the necessary arrangements for which will be made by the principal. The DVD shall be submitted to the LIC for forward submission to the University without any editing.
- (4) The appendices list the information to be provided online for various applications but can be used in off-line mode too. The corresponding excel sheets can be downloaded from the website of the University or requested from the Registrar (registrar@dbatu.ac.in).

Appendix 1 lists the common information to be filled by all the applicants for affiliation.

Appendix 2 lists the information to be filled by the applicants for new colleges

Appendix 3 lists the information to be filled by applicants for new research centres or affiliation of existing research centres.

## **5. Detailed Project Report (DPR) for establishment of new college**

### **Format for Detailed Project Report (DPR) for establishment of new college**

#### **A10.1 PREAMBLE**

This Chapter covers the genesis of the proposal with respect to the background of the technical education and industry scenario of the State where the proposed Institution is being located and the credentials of the Consultants, if any, engaged by the promoters for preparation of the DPR

10.1.1 Introduction

10.1.2 Background of the Consultants

10.1.3 Technical Education & Industry Scenario

#### **A10.2 THE PROMOTING BODY**

This Chapter is expected to cover the status of the Promoting Body, its legal standing with respect to registration formalities, nature of the Body viz. Charitable Trust, Family Trust, Co-operative Society, Public Society etc., its activities since its inception with specific emphasis on its Social, Charitable, Educational activities along with a list of major activities undertaken to date, its mission and vision.

- (i) Introduction to its Genesis including its Registration Status
- (ii) Details of its Promoters including their Background
- (iii) Activities of the Promoting Body including a listing of major educational
- (iv) Promotion activities undertaken by it in the past
- (v) Mission of the Promoting Body
- (vi) Vision of the Promoting Body

#### **A10.3 OBJECTIVES AND SCOPE OF THE PROPOSED COLLEGE**

This Chapter is expected to cover the goal of the proposed college, Scope and Justification of its establishment in the light of the prevailing technical education and industry scenario in the State, availability of students for admission, particularly the number of students passing the qualifying examination viz.+2 Science in First Class and the number of seats already available in the particular course (B. E. / B. Pharm / B. Arch. / BHMCT / MCA etc.) in the State, and the genesis of the proposal with respect to the technical manpower requirement of the State, if available

- (i) Objectives of the college
- (ii) General and Technical Education Scenario of the State
- (iii) Status at Entry Level
- (iv) Status of Technical Level manpower
- (v) Industrial Scenario of the State
- (vi) Scope of the College vis-à-vis the Industrial Scenario and Educational Facilities already available in the State.

#### **A10.4 ACADEMIC PROGRAMS**

This Chapter is expected to cover the basic Academic Philosophy of the college and to list the identified Programs, targets, and various facilities

- (i) Basic Academic Philosophy of the college
- (ii) Types of Programs
- (iii) Identified Programs
- (iv) Phase-wise Introduction of Programs & Intake
- (v) Target Date for Start of Academic Programs
- (vi) Central Computing facility
- (vii) Central library
- (viii) Central Workshop
- (ix) Central Instrumentation Facility
- (x) Affiliating Body
- (xi) Scholarships

#### **A10.5 SALIENT FEATURES OF ACADEMIC DIVISIONS**

This Chapter is expected to give phase-wise details of the Academic Programs / Divisions that the proposed college desires to setup in consonance with its Academic Philosophy including the Objectives, Areas of Focus, Detailed Analysis of Requirements of Faculty, Building Space, Equipment, etc. for each Academic Division

- (a) Classification of Academic Divisions i.e. Departments, Centres, Schools, Central Academic Facilities
- (b) Details of each Academic Department / Centre, like:

- (i) Academic Objectives
- (ii) Areas of Focus
- (iii) Academic Program
- (iv) Faculty Requirement & Phase-wise Recruitment
- (v) Requirement of Laboratories, Space and Equipment (cost)
- (vi) Requirement of other Space like Class Rooms, Faculty Rooms, Departmental Office

#### **A10.6 QUALITY AND HUMAN RESOURCE DEVELOPMENT**

This Chapter is expected to cover the Human Resource Developmental aspects of the proposed Institution including the Policies of the Management to promote excellence among Faculty & Staff, Strategies to attract and retain bright faculty and methodologies towards quality management and fostering of academic excellence

- (i) Academic Values
- (ii) Recruitment, Strategies for Attracting and Retention of Faculty Personnel for Excellence, Promotional Avenues, Career Ladder
- (iii) Policies for Teaching and Non-teaching Staff Development
- (iv) Permanent and Contract Services for Teaching, Non-teaching and other support Personnel
- (v) Total Quality Management
- (vi) Overall Teaching and Non-teaching Staff Requirements

#### **A10.7 LINKAGES IN TECHNICAL EDUCATION**

This Chapter is expected to elaborate the external linkages envisaged along with the strategies for promotion of R&D, Partnership with Industry, etc. for the wholesome growth of students as well as for contribution of the colleges to Society at large

- (i) Introduction
- (ii) Linkages with industry
- (iii) Linkages with the community
- (iv) Linkages with other colleges in the region
- (v) Linkages with Institutions of excellence such as the IITs and IISc., Bangalore,
- (vi) Linkages abroad
- (vii) Linkages with R&D laboratories

#### **A10.8 GOVERNANCE, ACADEMIC and ADMINISTRATIVE MANAGEMENT**

This Chapter is expected to cover the basic philosophy of governance and administrative management including the structure of its Board of Governors (BoG), the organizational chart for operational management along with responsibilities vested at various levels of administrative hierarchy. It is expected that a well thought out method of institutional governance and administration will be the key to its growth and success

- (i) Philosophy of Governance
- (ii) Board of Governors
- (iii) Organizational Structure & Chart for day-to-day Operations & Management
- (iv) Role and Responsibilities of Key Senior Positions
- (v) Methods / Style of Administration / Management

#### **A10.9 CONCEPTUAL MASTER PLAN FOR MAIN CAMPUS DEVELOPMENT**

This Chapter is expected to cover the details of the Master Plan for Campus Development starting from the selection of site to the proposed land use pattern and the Phase-wise construction of various facilities / utilities to the level of landscaping. Institutional aspects of development is expected to be taken up in consonance with the Master plan keeping in view various aspects of convenience, safety and utility of the facilities

- (i) The Site
- (ii) Proposed Land Use Pattern
- (iii) Design Concept
- (iv) Buildings and Facilities in the Campus
- (v) External Services
- (vi) Construction Systems and Materials
- (vii) Landscape Proposal

#### **A10.10 REQUIREMENT OF STAFF, SPACE and EQUIPMENT AND THEIR COST**

This Chapter is expected to make a consolidated estimate of phasewise requirements of the staff, building, equipment and their cost, along with strategies for the mobilization of funds required



- (i) Introduction
- (ii) Faculty Requirements
- (iii) Non-teaching Staff Requirements
- (iv) Building Requirements: Area and Costs
- (v) Estimated Cost of Equipment
- (vi) Phase-wise Financial Requirements
- (vii) Strategies for Financial Mobilization

**A10.11 ACTION PLAN FOR IMPLEMENTATION**

This Chapter is expected to cover the Activity Chart from the conceptual stage to final implementation, indicating a time-activity Chart for various activities, its constraints and implementation strategy including financial out lay

- (i) Activity Chart
- (ii) Constraints
- (iii) Financial Outlay
- (iv) Strategy for Implementation

**A10.12 EXECUTIVE SUMMARY OF THE DETAILED PROJECT REPORT**

This Chapter is expected to present a Summary of the DPR as per the following format for ready reference

- (i) Details about the Promoting Body
- (ii) Name and Address of the Promoting Body
- (iii) Date of Registration / Establishment of the Promoting Body
- (iv) Nature of the Promoting Body:
- (v) e Activities of the Promoting Body since inception
- (vi) f Constitution of the Promoting Body

**A10.13 Faculty Data**

Name	Academic qualifications	Nature of Association with the promoting body	Experience in academic institutions (in years)

	Technical	Non Technical	Promotional	Management	Organisational
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**A10.14 Proposed Institution**

- (i) Details about the proposed college
- (ii) Development Plan for the proposed college
- (iii) Vision of the Promoting Body
- (iv) Mission of the Promoting Body

**A10.15 Development Plan**

- (i) Give a bar chart indicating mobilization of funds for the proposed project at the time of establishment and for next 10 years at intervals of five years.
- (ii) Give a bar chart indicating the recruitment of faculty (separately for Lecturer, Assistant Professor, Professor) for the proposed project at the time of establishment & for next 10 years at intervals of five years
- (iii) Give a bar chart indicating creation of built up area (separately for Instructional, Administrative and Amenities) for the proposed project at the time of establishment & for next 10 years at intervals of five years.
- (iv) Give a bar chart indicating investment on equipment and machinery for the proposed project at the time of establishment & for next 10 years at intervals of five years.

**A10.16 Total Project cost (at the time of establishment and next five years)**

**A10.17 Details for mobilization / source of funds** (capital & recurring) (at the time of establishment and next five years) (Rs. in Lakhs)

**A10.18 Recruitment of faculty** (at the time of establishment and next five years)

Year	Professor	Associate. Professor	Assistant Professor	Total

**A10.19 Recruitment of non-teaching staff** (at the time of establishment and next five years)

Year	Recruitment		Total
	Technical	Administrator	

**A10.20 Proposed structure of governing body**

Sr.	Trust / Society Representative	Academic background		Industry Rep	Others
		Technical	Nontechnical		

**. A10.21 Industry Linkages** (at the time of establishment, and next five years)

**DECLARATION**

I / We, on behalf of “.....” hereby confirm that this Detailed Project Report has been prepared for its proposed college under the name and style of”  
.....”.

It is hereby confirmed that all the information furnished above is true to the best of my / our knowledge and belief and if any information is found to be false, the proposal may be rejected.

(Authorized Signatory of the applicant)

Place:

Name

Date:

Designation

Seal

## Appendix -1

### Details of the common data to be provided in Excel sheet

These details are to be uploaded with the main/ college admin User ID for any type of affiliation Temporary/ Permanent/Research Centre or submitted in Excel Sheets until availability of e-submission.

#### 1. Institution Details

Name of the Institution	
Address of the Institution	
Village/Town/City	
District	
State	
Pin	
STD Code	
Land Line Number 1	
Land Line Number 2	
PAN, if available ( <b>Upload/Attached scanned copy of PAN card</b> )	
Bank Account Number	
Name & Address of the Bank	
IFSC Code	
Fax	
E-mail ID	
Year of Establishment	
Date of the First approval by AICTE	
<b>Upload/Attach copies of AICTE First &amp; Latest approval letters with application</b>	
Year of first affiliation to the University	
<b>Upload/Attach: Copy of the latest affiliation letter from DBATU, if applicable</b>	
Web site	
Type of Institution	Govt, Constituent, Aided, Unaided
Minority Institute	Yes/ No
Type of Minority	Religious, LINGUISTIC
Name of the Minority	
Women Institute	Yes/No
Background of the Institution	

**2. Application Details (Temporary Affiliation/ Continuation/ Extension / Permanent Affiliation/ New Course /New College / Research Centre )**

<b>2.1</b>	<b>Temporary Affiliation</b>	
	New Affiliation	Options (Y/N)
	Extension of Affiliation	Options (Y/N)
	Increase in Intake	Options (Y/N)
	Closure of Course / Reduction in Intake	Options (Y/N)
	Change of name of the Institute	Options (Y/N)
	Conversion of Women's Institution into Co-Ed Institution	Options (Y/N)
	Introduction of Second Shift	Options (Y/N)
<b>2.2</b>	<b>Continuation/ Extension</b>	
	Continuation of Affiliation	Options (Y/N)
	Extension of Affiliation	Options (Y/N)
	Increase in Intake	Options (Y/N)
	Closure of Course / Reduction in Intake	Options (Y/N)
	Change of name of the Institute	Options (Y/N)
	Conversion of Women's Institution into Co-Ed Institution	Options (Y/N)
	Introduction of Second Shift	Options (Y/N)
<b>2.3</b>	<b>Permanent Affiliation</b>	
	Increase in Intake	Options (Y/N)
	Closure of Course / Reduction in Intake	Options (Y/N)
	Change of name of the Institute	Options (Y/N)
	Conversion of Women's Institution into Co-Ed Institution	Options (Y/N)
	Introduction of Second Shift	Options (Y/N)
<b>2.3</b>	<b>New Course</b>	UG/PG
	<b>Syllabus</b>	Options (Y/N)
<b>2.4</b>	<b>New College</b>	Options (Y/N)
<b>2.5</b>	<b>Research Center (Continuation)</b>	Options (Y/N)
<b>2.6</b>	<b>Research Center (New)</b>	Options (Y/N)

### 3. Details of Parent Organization

Name of the Society/ Trust	
Year of Establishment	
Address	
Village/Town/City	
District	
State	
Pin	
STD Code	
Land Line Number 1	
Land Line Number 2	
Fax	
Web site	
Type of organization	Trust, Society, Government
Registration date	
Name of the Chairman	
Address	
Village/Town/City	
District	
State	
Pin	
STD Code	
Land Line Number 1	
Land Line Number	
Mobile Number	
E-mail Id	
Fax	
Genesis of the organization	
Mission Statement of organization	
Vision of the organization	
<b>Upload: Registration certificate</b>	

**4. Details of Governing Council**

4.1 Is Principal Ex-Officio member secretary of the Governing Council Y/N

**4.2 GOVERNING COUNCIL MEMBERS (for ALL members: Provision for maximum 22 members)**

1.	Title	Options (Dr, Mr, Mrs, Ms)
	First Name	
	Father's Name	
	Surname	
	Designation Details :	Chairman, Secretary, Member, Ex-office Member
	Academic Background	Technical/ Non Technical/ Profession (pl give details)
	Address Line 1	
	Address Line2	
	Village/ City	
	District	
	State	
	PIN	
	Contact No	
	Email Id	

**4.3 No. of times the Governing Council meeting is convened in the last academic year**

**Dates of the GC meetings**

**Upload/ Attach: the copies of minutes of the latest 2 GC meetings**

**4.4 List of Other Institutions managed by the Society**

Sl.No.	Name & Address of Institution	Options (Y/N)
	Same Campus	
	Area	
	Survey No	
	Type of Education offered	
	Affiliating / Recognition Authority	

**5. DETAILS OF THE PRINCIPAL**

	First Name	
	Father's Name	
	Surname	
	Date of birth	
	Doctorate degree	Options(Y/N)
	Details : Stream, Branch, University, Specialization	
	Master's degree	Options(Y/N)
	Details : Stream, Branch, University, Specialization	
	Bachelor's degree	Options(Y/N)
	Details: Stream, Branch, University, Specialization	
	<i>Other qualifications</i>	
	Date of joining the Institute as Principal	
	Appointment type	Permanent, Temporary, Incharge, Deputation
	Experience	Teaching, Research, Industry (pl give details)
	Number of Books Published	
	Number of Papers Published - National Level	
	Number of Papers Published - International Level	
	Number of Research candidates Guided	
	Number of Research candidates Guiding	

**Upload/Attach : Documents for PhD. Degree, Appointment letter as Principal**



## 6. LAND DETAILS

(please see Appendix 4 of R12 of the University Rules and regulation for requirement.)

	Sl.No	
	Location	Details : Rural, Other than Rural
	Land ownership details	Gift Deed/,Govt Lease/,Registered Sale Deed
	Total area (in acres)	
	Land Registered in the Name of	
	Land registered with	
	Land registration date	
	Registration Number	
	Survey Number	
	Land Use Certificate issued by	
	Land Use Certificate date	
	Mortgaged Land	Options (Y/N)
	Purpose of Mortgage	

**Upload/Attach: Documents for Transfer of Lands in the name of the Trust / Society, Permissions, Land Use Certificate , Tax paid receipt**

## 7. BUILDING DETAILS

(please see Appendix 4 of R12 of the University Rules and regulation for requirement.)

	Building Status	Details : Construction Completed, Under Construction
	No. of Buildings in the campus Planned	
	No of buildings completed on the date of application	
	Total built up area) Planned	(in Sqm
	Total built up Area ready	(in Sqm)
	Total Instructional area (Carpet Area) ready	(in Sqm)
	Total Administrative area (Carpet Area) ready	(in Sqm)
	Total Amenities area (Carpet Area) ready	(in Sqm)
	Total Circulation area ready	(in Sqm)

**Upload/Attach : Approved Building Plans**

**(please note: Without out ready instructional area, the application will not be processed further. It shall be responsibility of the college to inform the University as and when the necessary building area is ready against the requirement)**

## 8. PROGRAMME & COURSE DETAILS

	Programme	Engineering & Technology, Pharmacy/ Architecture, Hotel Management and Catering Technology,
	Level	PG/UG
	Course	Civil, Chemical, Mech, , E&C, E&E, CSE, IT, Petro, etc.
	Shift	Options : 1 <sup>st</sup> , 2nd
	Full time/ Part time	
	Year of Starting	
	Course Duration	
	Current Intake	
	Number of Students Admitted	
	Applied Intake	
	AICTE Approval the Current Year	
	Accreditation status	Details : Accredited, Eligible Not-Accredited, Not – Eligible

(Enter information about each course )

## 9. INSTRUCTIONAL AREA

*Add separately for each Course (Department) & Level wise*

	Programme	Engineering & Technology, Pharmacy, Architecture, Hotel Management and Catering Technology,
	Level	PG/UG
	Course	Civil, Chemical, Mech, ,E&C, E&E, CSE, IT, Petro, etc
	Building Number	
	Building Name	
	Room Type Details for each room :	Room Number, Average Carpet Area (Sqm), Flooring, Wall painting, Electrification & Lighting, Air Conditioning Furniture & Fixtures
	Main Administrative Office,	
	Principal / Director's Office,	
	Board Room,	
	Cabin for Head of Dept,	
	Department Office,	
	Departmental Library,	

	Exam Control Room,	
	Placement Office,	
	Faculty Room,	
	Central Store,	
	Maintenance,	
	Security,	
	Housekeeping,	
	Reception,	
	Pantry for Staff,	
	Class room complex,	
	Dept. Building,	
	Other	

**10. ADMINISTRATIVE AREA**  
*Add separately for each building*

	Building Number	
	Building Name	
	Room Type Details :	Main Administrative Office, Principal / Director's Office, Board Room, Cabin for Head of Dept, Department Office, Departmental Library, Exam Control Room, Placement Office, Faculty Room, Central Store, Maintenance, Security, Housekeeping, Reception, Pantry for Staff, Other
	Room Number	
	Area (in Sqm)	
	Flooring	Details : Ready, Not Ready
	Wall painting	Details : Ready, Not Ready
	Electrification & Lighting	Details : Ready, Not Ready
	Air Conditioning	Details : Available, Not Available
	Furnitures& Fixtures	Details : Ready, Not Ready

**11. AMENITIES AREA**

Add separately for each building

Building Number	
Building Name	
Room Type	Toilet, Cafeteria, Stationery Store, Girls Common Room Boys Common Room Sports Club Boys Hostel Girls Hostel Principals Quarter, First aid cum Medical Room Student activity Centre, Auditorium, Guest House, Others
Room Number	
Area (in Sqm)	
Flooring	Details : Ready, Not Ready
Wall painting	Details : Ready, Not Ready
Electrification & Lighting	Details : Ready, Not Ready
Air Conditioning	Details : Available, Not Available
Furniture& Fixtures	Details : Ready, Not Ready

**12. CIRCULATION AREA**

*Add separately for each building*

	Building Number	
	Building Name	
	Area Type	Details : Corridor Types, Other Common Area, Other Areas
	Area (in Sqm)	
	Flooring	Details : Ready, Not Ready
	Wall painting	Details : Ready, Not Ready

	Electrification & Lighting	Details : Ready, Not Ready
	Sanitary Fittings	Details Available, Not Available
	Furnitures& Fixtures	Details : Ready, Not Ready

### 13. LABORATORY DETAILS

Add separately for each department/ level  
(please refer to A5.2 Laboratory Equipments and Experiments of Appendix 5 of R12 of rules and regulations of the University)

	Dept and Level Wise	
	Programme	Engineering & Technology, Pharmacy, Architecture, Hotel Management and Catering Technology,
	Level	PG/UG
	Course	E&C, E&E, CSE
	Name of the LABORatory	
	Major Equipments in the LABORatory	
	No.of PCs available	
	Amount spent till date	
	Budget for the current Year (in Lakhs)	
	First Aid Facility	Options(Y/N)

### 14. LIBRARY DETAILS

(please refer to A5.3 of Appendix 5 and Appendix 9 of R12 of rules and regulations of the University)

	Program me	Engineering & Technology, Pharmacy, Architecture, Hotel Management and Catering Technology,
	Titles	
	Volumes	
	Journals	Details : International, National
	E – Journals	Y/N
	Member of DBATU's E-consortium	Y/N
	LIBRARY FACILITIES	Working Hours
	Investment till the Date	
	Budget for current Year	
	Area (in Sqm)	
	Reading Room Capacity (in Numbers)	
	Reprographic Facility	
	Library Networking	
	No. of Multimedia PCs	
	Type of Access	Options : Open/Closed
	Library Management Software	

Bar Code or RF Tab book handling	Options : Y/N
e- JOURNALS	
Programme	Engineering & Technology, Pharmacy, Architecture, Hotel Management
Publisher	INDUST, IEEE, Science Direct , ASPP, ASME, ASCE, Mc-Graw hill , ASTM library, Bentham, Elsevier EBSCO ISO JTC
Subscription for each published From Subscription Till,	
Amount for each subscription	

### 15. COMPUTATIONAL FACILITIES

No Of PCs	Details : Students, Faculty, Admn Officer,, Lab
Total No of PCs Available in College	
No of printers	
No of Legal softwares	Details : System Softwares, Application Softwares
	Upload : Licence Copy
Internet Bandwidth	in Mbps Upload : Proof
Name of the Service Provider	
No of PCs Connected to LAN	
Internet Connection Ratio	
Wi Fi Facility	Options(Y/N)

### 16. HOSTEL FACILITIES

(for each Hostel)

Category	Boys/Girls
Building Name	
Number of rooms having	Details : 1 Student /room, 2 students/ room, 3 students/room, 4 students/ room
Area (in Sqm)	
Tot no of students in the Hostel	
Reservation Room	Options(Y/N)
Backup Supply	Options(Y/N)



Library Facility	Options(Y/N)
Internet Facility	Options(Y/N)

**17. FINANCIAL DETAILS FOR THE CURRENT YEAR**

<b>Income</b>	
Funds from Central Government	
Funds from State Government	Upload : Copy of Approved Budget
Funds from AICTE	
Funds from UGC	
Funds from other Bodies	Upload : Audit Report
Funds from Donations	
Funds from Student Fees	
Funds from other / Internal Revenue	
<b>Expenditure</b>	Details :
Teaching Staff Salary, Non-teaching Staff Salary	
Remuneration to Visiting/Guest Faculty	
Library, Equipment, Building Maintenance	
Consumables, Other	
Library Expenditure	
Equipment	(Y, Y-1, Y-2, Y-3, Y-4)
Furniture	(Y, Y-1, Y-2, Y-3, Y-4)
Scholarship	

**18. FACULTY DETAILS**

**Details to be provided separately for every department(for every individual)**

	Title	Options (Dr, Mr, Mrs, Ms)
	First Name	
	Father's Name	
	Surname	
	Gender	
	Religion	
	Caste	

	Category	
	Date of Birth	
	Date of Joining Institution	
	Designation	Options (Principal, Director, Professor, Associate Professor, Assistant Professor, lecturer,)
	Date of Appointment	
	Faculty Type	Options (UG, PG)
	Appointment Type	Options(Permanent, Adhoc, Contract)
	Total Experience	In years
	No of Papers Published	Options(International, National)
	No of Books Published	Options (International, National)
	No of conference papers	(International, National)
	No of Patents granted/applied	Options (International , National)
	No of PhD	Options (Guiding, Guided)
	No of Master	Options (Guiding, Guided)
	PF No	
	PAN	
	Aadhar Card No	
	Election Card No	
	Pay Scale	Options (Vi, V, Others)
		<i>Details: Basic, AGP, DA%, HRA, Other Allowances, Gross Salary,</i>
	Ph D	Options(Y,N),Stream/Branch, University, Year of completion , Specialization
		<b>Upload/Attach : Copy of Degree Certificate, PDC</b>
	PG	<b>Upload/ attach: Copy of Degree Certificate, PDC</b>
	UG	<b>Upload.attach : Copy of Degree Certificate, PDC</b>
	Mode of Salary	Options (Bank, Cash, Cheque)
	Service Details	Name of institution, Designation, From ,To

**Upload/attach : Photo, Biometric image of right thumb, Appointment Order, Joining Letter on current job)**

**19. DETAILS OF GRANTS RECEIVED**

SI No	
Faculty Name	
Grant Name	
Granting Institution Name	
Year of Sanction	
Status	
No of Papers Published	
Grant Amt	
Duration	
Title of Research /Project	

**20. DETAILS OF TECHNICAL STAFF**

	Dept Name	
	Title	Options (Mr, Mrs, Ms)
	First Name	
	Father's Name	
	Surname	
	Gender	
	Religion	
	Caste	
	Category	
	Date of Birth	
	PF No	
	PAN	
	Aadhar Card No	
	Election Card No	
	Date of Joining Institution	
	Designation	Options(Foremen, Programmer, Instructure, Asst. Instructor, Helper, Mechanic, Attender)
	Date of Appointment	
	Appointment Type	Options(Permanent, Adhoc, Contract)
		Options(Permanent(Y/N),Adhoc(Y/n), Contract(Y/N),
	PG Education	University, Year of Completion, Specialization)
	<b>Upload : Upload : Copy of Degree Certificate, PDC</b>	
	UG Education	University, Year of Completion,

		Specialization)
	<b>Upload : Upload : Copy of Degree Certificate, PDC</b>	
	Diploma	Board, Year of Completion, Specialization)
	<b>Upload : Copy of Diploma Certificate</b>	
	Other Qualification	
	<b>Upload : Copy of Certificate</b>	
	Experience	Options(Research, Industrial)
	Total Experience	In years
	PF No	Details: Basic, AGP, DA%, HRA, Other Allowances, Gross Salary,
	Mode of Payment	Options: (Bank transfer, cash, cheque)
	Bank Details	, ,
	A/c No,	
	Bank Name	
	Bank Branch Name	
	IFSC Code	

,

**Upload : Photo, Biometric image of right thumb, Appointment Order, Joining Letter**

**21. Details of staff**

Administrative, library, physical education and placement staff

	Title	Options (Dr, Mr, Mrs, Ms)
	First Name	
	Father's Name	
	Surname	
	Gender	
	Religion	
	Caste	
	Category	
	Date of Birth	
	Date of Joining Institution	
	HRA	Options(Other, Gross)
	Mode	Options(Cash, Credit, Cheque)
	PF No	
	PAN	
	Aadhar Card No	

	Election Card No	
	Pay scale	Options: V, VI, other
		Details: Basic, AGP, DA%
	Designation	Options(Administrative officer,
	Asst. Administrative officer, Registrar, Office Superintendent, FDC, SDC, Librarian, Officer-Training, Placement, Asst Librarian, Attender, Sweeper, Driver, Other)	
	Date of Appointment	
	Appointment Type	Options(Permanent, Adhoc, Contract) Options(Permanent(Y/N),Adhoc(Y/n), Contract(Y/N),
	Ph D	University, Year of Completion, Specialization,
	PG	University, Year of Completion, Specialization,
	UG	University, Year of Completion, Specialization,
	<b>Upload : Copy of Degree Certificate, PDC</b>	
	Other Qualification	
	Experience	Options (Research, Industrial in years)
	Tot Experience	
	Mode of Payment	Options: (Bank transfer, cash, cheque)
	Bank Details	‘ ‘
	A/c No,	
	Bank Name	
	Bank Branch Name	
	IFSC Code	

**Upload : Photo, Biometric image of right thumb, Appointment Order, Joining Letter)**

**22. STUDENT DETAILS**

Dept Name	
For the Year	Details (Y, Y-1, Y-2,Y-3)
Intake	
No.of Students Admitted in last academic year	
No.of Students Admitted under Reservation Quota	
No of Vacancies	Options(Cat-SC,ST, Cat I Boys, Girls)
No of EX-Serviceman	Options(Boys, Girls)
	GM(Boys, Girls)
Non Maharashtra Students	Options(Boys, Girls)
No of Foreign Students	Options(Boys, Girls)
Tot No Students	Options(Boys, Girls)

**23. EXAMINATION RESULTS**

Dept Name	
For the Year	Details(Y, Y-1, Y-2,Y-3)
Level	UG, PG
Semester No	Options(I,II,III, IV, V, VI, VII, VIII)
No of Students Appeared	
No of Students Passed	
Pass Details	Options(% , No of FCD, FC, SC, Ranks, Rank Position, No of MPC Booked)

**24. PLACEMENT DETAILS**

For the Year Details	Options(Y, Y-1, Y-2, Y-3, Y-4)
Total No of Eligible Candidates	
Branch	
No of Candidates Placed	
Avg Pay	

**25. CONSOLIDATED FACULTY DETAILS**

No of Professor	Options(With Ph D, Without Ph D)
No of Associate Professor	Options(with Ph D, Without Ph D)
No Of Asst. Professors	

Total No of Faculty	Options(SC, ST, OBC)
No. of Professors	Options(Visiting, Emeritus)
PHYSICAL	
Cadre	Options(Professors, Associate Professors, Asst. Professors)
Pay Scale	Options(VI, V)
	Consolidated, DA

**26. FEE STRUCTURE**

Programme	Options(Engineering & Technology, Pharmacy Architecture, Hotel Management, Sciences)
Level	UG, PG
Course	Options (E & C, E & E, CSE, etc)
Admission Quota	Options (Management, Govt, SNQ)
Approved Tuition Fee	
Other Fees	
Total Fees	

**27. ANTI-RAGGING / HARRASSMENT DETAILS**

Constitution of Anti-Ragging Committee	Options(Y/N)
Constitution of Anti-Ragging Squad	Options(Y/N)
Constitution of Anti-Sexual Harassment Committee	Options(Y/N)
Constitution of Anti-Sexual Harassment Squad	Options(Y/N)
Affidavit obtained from all Students	Options(Y/N)
Appointment of Counselors:	Options(Y/N)
Affidavit obtained from parents of all the students	Options(Y/N)
Affidavit obtained from students staying in Hostel	Options(Y/N)
Affidavit obtained from parents of students staying in Hostel	Options(Y/N)

**ANTI-RAGGING COMMITTEE**

Title	Options (Dr, Mr, Mrs, Ms)
First Name	
Middle Name	
Surname	
Designation	Options(Chairman, Member, Student, Parent)
Profession	
Address	
Associated With	

Mobile No	
STD Code	
Land Line No	
E Mail Id	

**ANTI-RAGGING SQUAD**

Title	Options (Dr, Mr, Mrs, Ms)
First Name	
Middle Name	
Surname	
Designation	Options(Chairman, Member, Student, Parent)
Profession	
Address	
Associated With	
Mobile No	
STD Code	
Land Line No	
E Mail Id	

**ANTI-SEXUAL HARRASSMENT COMMITTEE**

Title	Options (Dr, Mr, Mrs, Ms)
First Name	
Middle Name	
Surname	
Designation	Options(Chairman, Member, Student, Parent)
Profession	
Address	
Associated With	
Mobile No	
STD Code	
Land Line No	
E Mail Id	

**ANTI-SEXUAL HARRASSMENT SQUAD**

Title	Options (Dr, Mr, Mrs, Ms)
First Name	
Middle Name	



Surname	
Designation	Options(Chairman, Member, Student, Parent)
Profession	
Address	
Associated With	
Mobile No	
STD Code	
Land Line No	
E Mail Id	

**28. OTHER FACILITIES**

Particulars	
Potable Water Supply	Options(Y/N)
Institution Website	Options(Y/N)
Notice Boards	
Post & Banking / ATM	
Staff Quarters	
Backup Electric Supply /Capacity	Options(Y/N, Capacity)
General Insurance for Institution	
Insurance for students	
Public Addressing System	
Projectors in Class Rooms	
Telephone & Fax	
All Weather Approach (Motorised Road)	
Group Insurance for employees	
Medical & Counseling Facility	
Fire extinguishers	
Transport Facility	
CCTV Security	
ERP Software	
First Aid Facility	
Sewage Disposal System	
Vehicle Parking	
Language Laboratory (Minimum 25 PCs up to total intake of 1000. Further additional 25 PCs per intake of 1000):	
Canteen facility	
Student Welfare officer	
Regular Medical Examination for boys and girls students held	
NSS activity	
NCC activity	
Fee collection as per fee fixed by Government	

No. of zerox(photo copy) Machines available	
---	--

**29. Linkages with Industry and other Institutes**

Parameters	Name, Relations, involvement in training etc
Linkages with industry	
Linkages with the community	
Linkages with other colleges in the region	
Linkages with Institutions of excellence such as the IIT	
Linkages abroad	
Linkages with R&D laboratories	

**30. ACTION PLAN FOR IMPLEMENTATION**

Activity Chart	Start Date	End date	Financial Outlay	Strategy for Implementation	Possible constraints and measures to overcome it
1					
2					
3					
4					
5					
6					
7					

**31. COMPLIANCE STATUS AGAINST THE OBSERVATION OF THE LIC VISITS**

Observations

Compliance status

For(Y-1)2017-18

**30 Attachments**

Sl No	Particulars	Tick mark
	Land Documents	

Land use certificate	
Land location certificate	
Approved Building plans ,Master plan & site plan	
(I) Minutes of the meeting held from Last LIC visit to the submission of the application	
(II) Services Rules approved by the Society	
(III) Budget approved by the society	
(IV) Audited report of the Institution for the previous three years certified by the Chartered Accountant	
(V) Statement of expenditure incurred in the previous 5 years towards library, equipment and furniture except salary certified by the Chartered Accountant	
(VI) Colour Photographs of Front view and back view of all the Buildings(upload)	
(VII) AICTE first approval letter	
(VIII) AICTE Latest approval letter	
(IX) Latest Affiliation letter from DBATU	
(X) Documents for Transfer of Lands in the name of the Trust / Society	
(XI) Permission U / S 109 of MAH-LR Act	
(XII) Tax paid receipt	
(XIII) License Copies of System softwares	
(XIV) License Copies of Application softwares	
(XV) ) Proof for Internet connectivity	
(XVI) Faculty documents	
(XVII) Faculty Photographs	
(XVIII) Biometric thumb Impression	
(XIX) Proof for Electric Backup supply	
(XX) Attachments Status	

## 32 PROPOSAL DETAILS

Programme	Options (Engineering & Technology, Pharmacy , Architecture, Hotel Management)
Level	UG, PG
Course	Options (E & C, E & E, CSE)
Applied Intake	
AICTE Approved the current Year	

**Upload : AICTE approval Letter**

**Upload :Govt sanction Letter**

## Appendix 2

### DETAILS OF NEW INSTITUTION

These details are to be uploaded with the mail college admin User ID when applying for New Institution/ College

#### 1. DETAILS OF OTHER INSTITUTIONS WITHIN 50 Km SURROUNDING

Existence of Institution within 50 Km surrounding Options(Y/N)

Name of the Institution

Address

Name of the Organization

Distance between proposed and Existing Institutions

Details of Programmes& Courses in the Institution existing within 50 Km surrounding

Programme Pharmacy,	Options(Engineering&Technology, Architecture, Hotel Management,)
Course	Options(UG, PG, )
Intake	Options( E&C, E & E, CSE...)

#### 2. Attachments

1. Land Documents
2. Land use certificate
3. Land location certificate
4. Documents for Transfer of Lands in the name of the Trust / Society
5. Approved Building plans ,Master plan & site plan
6. Budget approved by the society
7. Audited report of the organization for the previous three years certified by the Chartered Accountant
8. Colour Photographs of Front view and back view of all the Buildings
9. AICTE first approval letter
10. Letter of sanction from the Govt.

### Appendix 3

#### DETAILS OF RESEARCH CENTER

These details are to be uploaded with User ID's provided for Research Centres

1. **Applied For** Options(New, Continuation, Existing)
2. **Type of Institution**  
Academic  
R/D Organization  
Industry R&D
3. **Application Details**  
Name of Research Centre  
Other Details Name of the Institution  
Details of Organization
4. **Details of Department for which Recognition sought**  
No of Professor Options(With Ph D)  
No of Associate Professor Options(with Ph D, Without Ph D)  
Total No of Faculty with Ph D  
No of PG Courses offered in the Dept SI No, Name of PG Course
5. **Details of R &D Organization**  
No of Faculty with Ph D Options(with Ph D, Without Ph D, with  
Patents, Extraordinary Research work)  
Nature of R/D Activities
6. **Faculty Details**  
Title Options (Dr,Mr, Mrs, Ms)  
First Name  
Father's Name  
Surname  
Gender  
Religion  
Caste  
Date of Appointment  
FacultyType Options(UG, PG)

Appointment Type	Options(Permanent, Adhoc, Contract)
PhD	Options(Y/N)
completion	Description: Stream, Branch, University, Year of
	<b>Upload: Copy of certificate/PDC</b>
PG	Options(Y/N)
	Description: Stream, Branch, University, College, Year of Completion
	<b>Upload: Copy of certificate/PDC</b>
UG	Options(Y/N)
	Description: Stream, Branch, University, College, Year of Completion
	<b>Upload: Copy of certificate</b>
Teaching Experience	In Years
Research Experience	In Years
Number of Patents	
Number of PhDs Guided	
Pay scale	Options: V, VI, other
Salary,	Details: Basic, AGP, DA%, HRA, Other Allowances, Gross
Mode of Payment	Options: (Bank transfer, cash, cheque)
Bank Details	A/c No, Bank Name, Bank Branch Name, IFSC Code,
First Year Teacher	Options (Y/N)

## 7. Details of Research Activity

No of Registered Candidates	Options(Phd, Msc,Engg(By Research))
No of Research Projects Sanctioned in Last 5 Years	Options (MHRD, AICTE, UGC, TEQIP, DAe, Other)
No of Research Publications by Dept Faculty	
Details of Revenue	Options(MHRD, AICTE, UGC, DBATU, Other)
Patents	Options(Y/N)
	<b>Upload(Copy of Certificate)</b>
Annual Fund Allocated	

## 8. Details of Research Publications:

SI No  
 Faculty Name  
 Type of Publication Options(National, International)  
 Name of Journal  
 ISBN No  
 Issue

**9. Details of Research Guides**

SI No  
 Name of the Guide  
 No of Candidates Registered for Status Options(Phd, M.Sc(Engg))  
 Course work Completion Options(Y/N)  
 Comprehensive Viva Voce Options(Y/N)  
 Submitted Final Thesis Options(Y/N)

**10. Details of Research Scholars**

SI No  
 Name of the Research Scholar  
 Year of Registration  
 Registered for Status Options(Ph D, Msc(Engg))  
 Course work completion(Y/N)  
 Comprehensive Viva Voce (Y/N)  
 Submitted Final Thesis(Y/N)

**11. Attachments**

Progress Report  
 Research Grant sanction letters from UGC, ) Options(MHRD, AICTE,  
 Patent copy

**12. Corpus Funds**

The colleges will establish necessary funds and keep deposits in the same as prescribed by the AICTE.

	Reserve Funds	building Funds	laboratory	Librarydeficit
Engineering and Technology	500000	8000000	8000000	100000
Architecture	1000000	1500000	300000	100000
Pharmacy	200000	500000	200000	
100000				



