Academic Affiliation

To

Dr. Babasaheb Ambedkar Technological University, Lonere

for

2023-24

Dr. Babasaheb Ambedkar Technological University, Lonere

Maharashtra

INDEX

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, 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 state 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 28th 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 fulfills 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, as autonomous body under section 12(c) 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) "Techincal 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

1. INTRODUCTION

Dr. Babasaheb Ambedkar Technological University (DBATU) is the State Technical University of **Maharashtra, India**. DBATU has invited applications from colleges for affiliation to various programs for the academic year 2023-24. 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 temporarily affiliated Colleges to DBATU**

2. PROCEDURE FOR APPLYING FOR AFFILIATION TO DBATU

The college/institute needs to apply as per the template available on the University Website and submit the completed Proforma at the link provided.

Please ensure that the Registration fees, Processing fees and Affiliation fees paid before the submission of the application, **failing to which the application may be rejected.**

3. AFFILIATION REGISTRATION FEES

Registration fees per Institute is Rs. 2,000/-

4. APPLICATION PROCESSING FEES

 (a) **Processing Fees** for New affiliation of college & Setting up **New Technical College** offering one or more technical programmes at Degree / Post Graduate Degree Level and for **adding New Technical Programmes** at Degree / Post Graduate Degree Level in existing technical colleges the processing fees is as follows:

Sr. No	Type of Technical College applying	Application Processing Fees (Rs. In Lakhs)
1	Minority Technical College	2.0
2	Technical College set up exclusively for Women	2.0
3	All other Professional Colleges	3.0
4	Government / Govt. aided College	1.0
5	Government Autonomous College	NIL

Note: GST @18 % (or as per the prevailing rates) will be applicable on all above fees

(b) Processing Fees for Change in Site / Location, Closure of College and conversion of Women College to Co-Ed College.

Sr. No	Type of Technical College	Change in Site / Location (Rs. In Lakhs)	Closure of Institute (Rs. In Lakhs)	Conversion of Women College to Co-Ed College (Rs. In Lakhs)
1	Minority Technical College	1.0	1.0	1.0
2	Technical College set up exclusively for Women	1.0	1.0	1.0
3	All other Professional Colleges	1.5	1.5	1.5
4	Government / Govt. Aided Colleges	1.0	1.0	1.0
5	Government Autonomous Colleges	Nil	Nil	Nil

Note: GST @18 % (or as per the prevailing rates) will be applicable on all above fees

(c) Processing Fees for various applications of Degree, Post-Graduate Degree proposed by a Technical College

Sr. No	Type of Institution	Extension of affiliation (Rs. In Lakhs)	**Increase in intake/ additional course in 1st and, or 2nd shift/Addition of direct second year division/Addition of PG Program per instance/course** (Rs. In Lakhs)	Introduction of 2nd shift, Part time programmes (Rs. In Lakhs)	Introduction or continuation of PIO seats (Rs. In Lakhs)	Introduction or continuation of NRI seats (Rs. In Lakhs)	Reduction in Intake/ Closure of Course/ programme per instance/course (Rs. In Lakhs)	Change of name of Institute (Rs. In Lakhs)
1	Minority Institution	0.75	0.75	2	2	2	0.75	0.75
2	Institution set up exclusively for Women	0.75	0.75	2	2	2	0.75	0.75
3	All other Institutions	1	1	3	3	3	1	1
4	Government/ Govt. Aided Colleges	1	Nil	Nil	Nil	Nil	Nil	Nil
5	Government Autonomous Colleges	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Note: GST @18 % (or as per the prevailing rates) will be applicable on all above fees

d) Late Fee: Additionally, late fees of Rs. 2, 00, 000/- (Rupees Two Lakhs Only) will be applicable for applications received after due date.

e) Additional Inspection/Re-visit Fee: Additional Inspection/Re-visit Fee of Rs. 1, 000, 00/- (Rupees One Lakh Only) and GST @18 % (or as per the prevailing rates) per additional visit will be applicable for the additional inspection/re-visit for the institute, if the institute is found unfit during LIC visit.

5. (a) Affiliation Fee Structure

Note: A division is of 60 students or part thereof per branch will be considered for calculation of Affiliation Fees

Sr. No	Particulars	Amount (Rs. in Lakh)
1	**Affiliation Fee for New affiliation for UG/PG courses in the First year of affiliation**	
1.1	**Engineering and Technology**	0.20 per division (Min 1.5)
1.2	**Pharmacy**	1.0
1.3	**Architecture**	1.0
1.4	**HMCT**	1.0
2	**Fee for extension of affiliation of UG courses***	0.20 per year per branch per division at first year, and 0.20 per year per branch per division per additional direct second year division from second year onwards. (Min 0.75)
3	**Affiliation Fee for Post-Graduate courses in the affiliated Colleges**	0.15/- per course per year (Min 0.20)

*These fees are subject to revision time to time

4. (b) Permanent Affiliation to the colleges having Temporary Affiliation with the University

a) All those colleges seeking permanent affiliation must have an existence of at least six years since initiation.
b) The college must have secured NBA or NAAC accreditation at the time of application.

Fee Structure for Permanent Affiliation (for 3 Years)

Sr. No	Particulars	Amount (Rs. in Lakh)
1	Application Processing Fees (only once)	1.0 + 18% GST
2	Permanent Affiliation Fee for Three (3) Years	
2.1	Engineering and Technology	0.50/- per course (Min 2.0)
2.2	Pharmacy	0.50/- per course (Min 2.0)
2.3	Architecture	0.50/- per course (Min 2.0)
2.4	HMCT	0.50/- per course (Min 2.0)
2.5	Affiliation Fee for Post Graduate courses (for three (3) years)	0.20/- per course (Min 2.0)

Note: All the above mentioned fees are to be paid by **online payment process**. The details for online payment shall be made available on request to **affiliation@dbatu.ac.in** Further all the processing fees additionally, **GST @18% or as per the prevailing rates will be applicable**. The rate of GST may change from time to time as per directed by the government.

1) The application shall be processed by the scrutiny committee of the University and deficiencies, if any, will be communicated by 15th November 2022.
2) The details will be inspected by the local Inspection committee (LIC). Further information can be provided, if any, at the time of LIC visit.
3) The management shall submit an online 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 31st October** every year preceding the year from which the affiliation is sought.
4) In case of delay in filling the Online application after 1st November, submission of such applications may be accepted by the University as stated in (6) with payment of late fees till 30th December of every year with the late fees of Rs.200000/- for New and Existing Institutes for renewal/ continuation.
5) No application will be considered after the due dates in any circumstances.
6) If the College fails to apply for extension/continuation of affiliation on or before 30th October of the year, a penalty shall be imposed on the college. In case of repeat failure

for applying for continuation of affiliation, the matter shall be placed before the Executive council for decision.

7) NOC will not be issued unless online generated application is submitted with required fees.

8) An incomplete application/ an application without fees for affiliation and an application received after the above due date will not be considered by the University.

9) 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 and the taxes paid will be non-refundable.

10) 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.

11) No Application will be considered for affiliation after the closer of AICTE portal.

12) If the application for increased intake and additional divisions in UG as well PG courses are 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.

13) If the application of affiliation/ extension, increased intake, additional division filed by the management is withdrawn by the management before 31st October of preceding year to which affiliation is sought, the affiliation fees will be refunded by the University after deduction of 10% in the fees.

14) The fees paid for permanent affiliation shall not be refunded.

15) An application for starting additional subject/ course of study will be treated as an application for extension of affiliation.

16) 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-

17) 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.

18) The affiliated college 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.

19) 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 Ccommittee's visit shall be borne by the College.

6. ON-LINE PROCESS OF APPLICATION

1) Please download the blank template from
   https://dbatu.ac.in/affiliation-process-a-y-2023-24/

2) Payment link https://www.dbatu.unisuite.in

3) Application with Late Fees of Rs. 2,00,000/- will be acceptable from 31st October 2022 to 30th December 2022.

4) Please fill up the details in the template

5) Add separate tables for the data wherever required

6) Sign with stamp/seal on each page of the filled up application form and create PDF file of the documents for upload (max size 300 MB).

6) Upload the template & Payment details at

   https://forms.gle/AMP5vXdkdweniVsF9

Please note that the application may be state away rejected if any of the information in the Proforma or uploaded at the link above is found incomplete or incorrect.

The Affiliation Processing Fees, Affiliation fees and Late Fees can be calculated as per the manual. Note that if the fees are not paid as per the manual, the application may be rejected or may attract the late/super late fee as may be applicable at the time of processing of the applications.

7. STATUS OF THE PROPOSAL FOR AFFILIATION AT DIFFERENT STAGES

1. Affiliated
2. Postponement
3. Withdrawal/Cancellation
4. Rejection

1. **AFFILIATED:** Those Colleges/Institutions who registered for Affiliation and
    a. Scrutiny completed.
    b. Local Inspection Committee completed.
    c. Submitted all documents for final Affiliation letter.
        - EOA/LOA issued by AICTE
        - Approval from PCI/COA/HMCT
        - N O C From Government of Maharashtra
        - N O C From Director of Technical Education
        - NOC from Parent University
        - NOC from Affiliating University
    d. Affiliation letters issued.

Note: if any fee pending after issuing of affiliation letter the same will be carried forward with next year fee with applicable penalty

2. **POSTPONEMENT:** Those Colleges/Institutions who registered for Affiliation and
    a. Scrutiny completed. (need to postpone)
    b. Local Inspection Committee completed.(need to postpone)
    c. If affiliation need to be postponed for any reason only for one year.
    d. No affiliation letter will be issued.

Note: In the case of Postponement for any of the reasons Processing fee, Affiliation Fee will be carry forward to next year (One year only)

3. **WITHDRAWAL/CANCELLATION:** Those Colleges/Institutions who registered for Affiliation and
    a. Scrutiny completed. (need to withdraw/cancel process)
    b. Local Inspection Committee completed. (need to withdraw/ cancel process)
    c. Submitted all documents for final Affiliation letter. (need to withdraw/ cancel process)

Note: In the case of withdraw/cancellation: only Processing Fee will be Non-Refundable

    3.1. **WITHDRAWAL/CANCELLATION:** If the scrutiny and LIC visit are not completed, then Processing Fee and Affiliation Fee will be refunded as per the approval of Hon. Vice Chancellor, DBATU.

4. **REJECTION:** Those Colleges/Institutions who registered for Affiliation and
   a. Their application rejected for any of the non-compliances/ reasons, they may be provided an opportunity for compliance of the same by changing or modifications before the schedule of Local Inspection Committee.
   b. If the College/Institution is unable to produce compliances at the time of Local Inspection Committee and their application is rejected by the Committee, they will not be considered for the Affiliation by Dr. Babasaheb Ambedkar Technological University.

Note: In the case of Rejection of the proposal, after completion of any committee only Processing Fee will be Non-Refundable.

8. LOCAL INSPECTION COMMITTEE VISITS

1) After receiving the hardcopy of the application and the necessary prescribed fees, the DBATU shall appoint a Scrutiny Committee to scrutinize the documents. A Local Inspection Committee will be constituted for Inspection of the college, if the Scrutiny Committee recommends the application for further consideration.

2) 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.

3) The Local Inspection Committee (LIC) will visit the college to physically verify the information provided by the college in application.

4) The visit and observations of the LIC 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.

5) All the information is to be provided online for various applications but may be supplied 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 centers or affiliation of existing research centers.

9. 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.10+2 Science in First Class and the number of seats already available in the particular course (B. E./B. Pharm/B. Arch./BHMCT/M. Pharm/ M.Tech./M.Arch., 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, Centers, 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 THEIRCOST

This Chapter is expected to make a consolidated estimate of phase wise 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	Organizational

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, Associate 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 ………………………………."

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

Sr. No	Particulars	Details
1	Name of the Institution	
2	Address of the Institution	
3	Village/Town/City	
4	District	
5	State	
6	Pin	
7	STD Code	
8	Land Line Number 1	
9	Land Line Number 2	
9.1	Mobile Number	
10	PAN, if available (**Upload/Attached scanned copy of PAN card**)	
11	Bank Account Number	
12	Name & Address of the Bank	
13	IFSC Code	
14	Fax	
15	E-mail ID	
16	Year of Establishment	
17	Date of the First approval by AICTE	
18	**Upload/Attach copies of AICTE First & Latest approval letters with application**	
19	Year of first affiliation to the University	
20	**Upload/Attach: Copy of the latest affiliation letter from DBATU, if applicable**	
21	Web site	
22	Type of Institution	Govt, Constituent, Aided, Unaided
23	Minority Institute	Yes/ No
24	Type of Minority	Religious, Linguistic
25	Name of the Minority	
26	Women Institute	Yes/No
27	Background of the Institution	

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

Sr. No	Particulars	Details
2.1	**Temporary Affiliation**	
	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)
2.2	**Continuation/ Extension**	
	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)
2.3	**Permanent Affiliation**	
	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)
2.3	**New Course**	UG/PG
	Syllabus	Options (Y/N)
2.4	New College	Options (Y/N)
2.5	Research Center (Continuation)	Options (Y/N)
2.6	Research Center (New)	Options (Y/N)

3. DETAILS OF PARENT ORGANIZATION

Sr. No	Particulars	Details
1	Name of the Society/ Trust	
2	Year of Establishment	
3	Address	
4	Village/Town/City	
5	District	
6	State	
7	Pin	
8	STD Code	
9	Land Line Number 1	
10	Land Line Number 2	
11	Fax	
12	Web site	
13	Type of organization	Trust, Society, Government
14	Registration date	
15	Name of the Chairman	
16	Address	
17	Village/Town/City	
18	District	
19	State	
20	Pin	
21	STD Code	
22	Land Line Number 1	
23	Land Line Number	
24	Mobile Number	
25	E-mail Id	
26	Fax	
27	Genesis of the organization	
28	Mission Statement of organization	
29	Vision of the organization	
30	**Upload: Registration certificate**	

4. DETAILS OF GOVERNING COUNCIL

5.1 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*)

Sr. No	Particulars	Details
1	**Title**	**Options (Dr, Mr, Mrs, Ms)**
2	First Name	
3	Father's Name	
4	Surname	
5	Designation Details :	Chairman, Secretary , Member, Ex-office Member
6	Academic Background	Technical/ Non-Technical/ Profession (pl give details)
7	Address Line 1	
8	Address Line2	
9	Village/ City	
10	District	
11	State	
12	PIN	
13	Contact No	
13.1	Land Line Number	
13.2	Mobile Number	
14	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

Sr. No.	Particulars	Details
1	Name & Address of Institution	
2	Same Campus Options (Y/N)	
3	Area	
4	Survey No	
5	Type of Education offered	
6	Affiliating / Recognition Authority	

5. DETAILS OF THE PRINCIPAL

Sr. No	Particulars	Details
1	First Name	
2	Father's Name	
3	Surname	
4	Date of birth	
5	Doctorate degree	Options(Y/N)
6	Details : Stream, Branch, University, Specialization	
7	Master's degree	Options(Y/N)
8	Details : Stream, Branch, University, Specialization	
9	Bachelor's degree	Options(Y/N)
10	Details: Stream, Branch, University, Specialization	
11	Other qualifications	
12	Date of joining the Institute as Principal	
13	Appointment type	Permanent, Temporary, Incharge, Deputation
14	Experience	Teaching, Research, Industry (pl give details)
15	Contact Details	
15.1	Land Line Number	
15.2	Mobile Number	
15.3	E-mail Address	
15.4	Fax	
16	Number of Books Published	
17	Number of Papers Published - National Level	
18	Number of Papers Published - International Level	
19	Number of Research candidates Guided	
20	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.)

Sr. No	Particulars	Details
1	Location	Details : Rural, Other than Rural
2	Land ownership details	Gift Deed/,Govt Lease/,Registered Sale Deed
3	Total area (in acres)	
4	Land Registered in the Name of	
5	Land registered with	
6	Land registration date	
7	Registration Number	
8	Survey Number	
9	Land Use Certificate issued by	
10	Land Use Certificate date	
11	Mortgaged Land	Options (Y/N)
12	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.)

Sr. No	Particulars	Details
1	Building Status	Details : Construction Completed, Under Construction
2	No. of Buildings in the campus Planned	
3	No of buildings completed on the date of application	
4	Total built up area) Planned	(in Sqm
5	Total built up Area ready	(in Sqm)
6	Total Instructional area (Carpet Area) ready	(in Sqm)
7	Total Administrative area (Carpet Area) ready	(in Sqm)
8	Total Amenities area (Carpet Area) ready	(in Sqm)
9	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

Sr. No	Particulars	Details
1	Affiliation Request Type	
2	Affiliation Type	
3	Programme	Engineering & Technology, Pharmacy/ Architecture, Hotel Management and Catering Technology,
4	Level	PG/UG
5	Admission Type	
6	Course	Civil, Chemical, Mech, , E&C, E&E, CSE, IT, Petro, etc.
7	Shift	Options : 1st , 2nd
8	Full time/ Part time	
9	Year of Starting	
7	Course Duration	
9	Current Intake	
10	Number of Students Admitted	
11	Applied Intake	
12	AICTE Approval the Current Year	
13	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

Sr. No	Particulars	Details
1	Programme	Engineering & Technology, Pharmacy, Architecture, Hotel Management and Catering Technology,
2	Level	PG/UG
3	Course	Civil, Chemical, Mech, ,E&C, E&E, CSE, IT, Petro, etc
4	Building Number	
5	Building Name	
6	Room Type Details for each room :	Room Number, Average Carpet Area (Sqm), Flooring, Wall painting, Electrification & Lighting, Air Conditioning Furniture & Fixtures
7	Main Administrative Office,	
8	Principal / Director's Office,	
9	Board Room,	
10	Cabin for Head of Dept,	
11	Department Office,	
12	Departmental Library,	
13	Exam Control Room,	
14	Placement Office,	
15	Faculty Room,	
16	Central Store,	
17	Maintenance,	
18	Security,	
19	Housekeeping,	
20	Reception,	
21	Pantry for Staff,	
22	Class room complex,	
23	Dept. Building,	
24	Other	

10.   ADMINISTRATIVE AREA

Add separately for each building

Sr. No	Particulars	Details
1	Building Number	
2	Building Name	
3	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
4	Room Number	
5	Area (in Sqm)	
6	Flooring	Details : Ready, Not Ready
7	Wall painting	Details : Ready, Not Ready
8	Electrification & Lighting	Details : Ready, Not Ready
9	Air Conditioning	Details : Available, Not Available
10	Furniture's & Fixtures	Details : Ready, Not Ready

11.   AMENITIES AREA

Add separately for each building

Sr. No	Particulars	Details
1	Building Number	
2	Building Name	
3	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
4	Room Number	
5	Area (in Sqm)	
6	Flooring	Details : Ready, Not Ready
7	Wall painting	Details : Ready, Not Ready
8	Electrification & Lighting	Details : Ready, Not Ready
9	Air Conditioning	Details : Available, Not Available
10	Furniture& Fixtures	Details : Ready, Not Ready

12.   CIRCULATION AREA

Add separately for each building

Sr. No	Particulars	Details
1	Building Number	
2	Building Name	
3	Area Type	Details : Corridor Types, Other Common Area, Other Areas
4	Area (in Sqm)	
5	Flooring	Details : Ready, Not Ready

6	Wall painting	Details : Ready, Not Ready
7	Electrification & Lighting	Details : Ready, Not Ready
8	Sanitary Fittings	Details Available, Not Available
9	Furniture's & 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)**

Sr. No	Particulars	Details
1	Dept and Level Wise	
2	Programme	Engineering & Technology, Pharmacy, Architecture, Hotel Management and Catering Technology,
3	Level	PG/UG
4	Course	E&C, E&E, CSE
5	Name of the Laboratory	
6	Major Equipments in the LABoratory	
7	No.of PCs available	
8	Amount spent till date	
9	Budget for the current Year (in Lakhs)	
10	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)**

Sr. No	Particulars	Details
1	Program me	Engineering & Technology, Pharmacy, Architecture, Hotel Management and Catering Technology,
2	Titles	
3	Volumes	
4	Journals	Details : International, National
5	E – Journals	Y/N
6	Member of DBATU's E-consortium	Y/N

7	LIBRARY FACILITIES	Working Hours
8	Investment till the Date	
9	Budget for current Year	
10	Area (in Sqm)	
11	Reading Room Capacity (in Numbers)	
12	Reprographic Facility	
13	Library Networking	
14	No. of Multimedia PCs	
15	Type of Access	Options : Open/Closed
16	Library Management Software	
17	Bar Code or RF Tab book handling	Options : Y/N
18	e- JOURNALS	
19	Programme	Engineering &Technology, Pharmacy, Architecture, Hotel Management
20	Publisher	INDUST, IEEE, Science Direct , ASPP, ASME, ASCE, Mc-Graw hill, , ASTM library, Bentham, Elsevier, EBSCO ISO JTC
21	Subscription for each published From Subscription Till,	
22	Amount for each subscription	

15. COMPUTATIONAL FACILITIES

Sr. No	Particulars	Details
1	No Of PCs	Details : Students, Faculty, Admn Officer,, Lab
2	Total No of PCs Available in College	
3	No of printers	
4	No of Legal softwares	Details : System Software's, Application Software's
5	Upload : License Copy	
6	Internet Bandwidth	in Mbps Upload : Proof
7	Name of the Service Provider	
8	No of PCs Connected to LAN	
9	Internet Connection Ratio	
10	Wi-Fi Facility	Options(Y/N)

16. HOSTEL FACILITIES

(For each Hostel)

Sr. No	Particulars	Details
1	Category	Boys/Girls
2	Building Name	
3	Number of rooms having	Details : 1 Student /room, 2 students/ room, 3 students/room, 4 students/ room
4	Area (in Sqm)	
5	Tot no of students in the Hostel	
6	Reservation Room	Options(Y/N)
7	Backup Supply	Options(Y/N)
8	Library Facility	Options(Y/N)
9	Internet Facility	Options(Y/N

17. FINANCIAL DETAILS FOR THE CURRENT YEAR

Sr. No	Particulars	Details
1	**Income**	
2	Funds from Central Government	
3	Funds from State Government	Upload : Copy of Approved Budget
4	Funds from AICTE	
5	Funds from UGC	
6	Funds from other Bodies	Upload : Audit Report
7	Funds from Donations	
8	Funds from Student Fees	
9	Funds from other / Internal Revenue	
10	**Expenditure**	Details :
11	Teaching Staff Salary, Non-teaching Staff Salary	
12	Remuneration to Visiting/Guest Faculty	
13	Library, Equipment, Building Maintenance	
14	Consumables, Other	
15	Library Expenditure	
16	Equipment	(Y, Y-1,Y-2, Y-3, Y-4)
17	Furniture	(Y, Y-1, Y-2, Y-3, Y-4)
18	Scholarship	

18. DETAILS OF GRANTS RECEIVED

Sr. No	Particulars	Details
1	Faculty Name	
2	Grant Name	
3	Granting Institution Name	
4	Year of Sanction	
5	Status	
6	No of Papers Published	
7	Grant Amount	
8	Duration	
9	Title of Research /Project	

19. FACULTY DETAILS (including Librarian, Assistant Librarian, Workshop Superintendent)

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

Sr. No	Title	Options (Dr, Mr, Mrs, Ms)
1	First Name	
2	Father's Name	
3	Surname	
4	Gender	
5	Religion	
6	Caste	
7	Category	
8	Date of Birth	
9	Date of Joining Institution	
10	Designation	Options (Principal, Director, Professor, Associate Professor, Assistant Professor, lecturer, Librarian, Assistant Librarian, Workshop Superintendent)
11	Contact Details	
11.1	Mobile Number	
11.2	University Approval Letter No.	
12	Date of Appointment	
13	Faculty Type	Options (UG, PG)

14	Appointment Type	Options(Permanent, Adhoc, Contract)
15	Total Experience	In years
16	No of Papers Published	Options(International, National)
17	No of Books Published	Options (International, National)
18	No of conference papers	(International, National)
19	No of Patents granted/applied	Options (International , National)
20	No of PhD	Options (Guiding, Guided)
21	No of Master	Options (Guiding, Guided)
22	PF No	
23	PAN	
24	Aadhar Card No	
25	Election Card No	
26	Pay Scale	Options (Vi, V, Others)
		Details: Basic, AGP, DA%, HRA, Other Allowances, Gross Salary,
27	Ph D	Options(Y,N),Stream/Branch, University, Year of completion , Specialization
		Upload/Attach : Copy of Degree Certificate, PDC
28	PG	**Upload/ attach: Copy of Degree Certificate, PDC**
29	UG	**Upload/ attach : Copy of Degree Certificate, PDC**
30	Mode of Salary	Options (Bank, Cash, Cheque)
31	Service Details	Name of institution, Designation, From ,To

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

20. DETAILS OF TECHNICAL STAFF

Sr. No	Particulars	Details
1	Department Name	
2	Title	Options (Mr, Mrs, Ms)
3	First Name	
4	Father's Name	
5	Surname	
6	Gender	
7	Religion	

8	Caste	
9	Category	
10	Date of Birth	
11	PF No	
12	PAN	
13	Aadhar Card No	
14	Election Card No	
15	Date of Joining Institution	
16	Designation	Options(Foremen, Programmer, Instructor, Asst. Instructor, Helper, Mechanic, Attender)
17	Date of Appointment	
18	Appointment Type	Options(Permanent, Adhoc, Contract)
19		Options(Permanent(Y/N),Adhoc(Y/n), Contract(Y/N),
20	PG Education	University, Year of Completion, Specialization)
21	**Upload : Upload : Copy of Degree Certificate, PDC**	
22	UG Education	University, Year of Completion, Specialization)
23	**Upload : Upload : Copy of Degree Certificate, PDC**	
24	Diploma	Board, Year of Completion, Specialization)
25	**Upload : Copy of Diploma Certificate**	
26	Other Qualification	
27	**Upload : Copy of Certificate**	
28	Experience	Options(Research, Industrial)
29	Total Experience	In years
30	PF No	Details: Basic, AGP, DA%, HRA, Other Allowances, Gross Salary,
31	Mode of Payment	Options: (Bank transfer, cash, cheque)
32	Bank Details	
33	A/c No,	
34	Bank Name	
35	Bank Branch Name	
36	IFSC Code	

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

21. DETAILS OF STAFF

Administrative, physical education and placement staff

Sr. No	Particulars	Details
1	Title	Options (Dr, Mr, Mrs, Ms)
2	First Name	
3	Father's Name	
4	Surname	
5	Gender	
6	Religion	
7	Caste	
8	Category	
9	Date of Birth	
10	Date of Joining Institution	
11	HRA	Options(Other, Gross)
12	Mode	Options(Cash, Credit, Cheque)
13	PF No	
14	PAN	
15	Aadhar Card No	
16	Election Card No	
17	Pay scale	Options: V, VI, other
18		Details: Basic, AGP, DA%
19	Designation	Options(Administrative officer,
20	Asst. Administrative officer, Office Superintendent, FDC, SDC, Officer-Training, Placement, Attender, Sweeper, Driver, Other)	
21	Date of Appointment	
22	Appointment Type	Options(Permanent, Adhoc, Contract) Options(Permanent(Y/N),Adhoc(Y/n), Contract(Y/N),
23	Ph D	University, Year of Completion, Specialization,
24	PG	University, Year of Completion, Specialization,
25	UG	University, Year of Completion, Specialization,
26	**Upload : Copy of Degree Certificate, PDC**	
27	Other Qualification	

28	Experience	Options (Research, Industrial in years)
29	Total Experience	
30	Mode of Payment	Options: (Bank transfer, cash, cheque)
31	Bank Details	, ,
32	A/c No,	
33	Bank Name	
34	Bank Branch Name	
35	IFSC Code	

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

22.   STUDENT DETAILS

Sr. No	Particulars	Details
1	Department Name	
2	For the Year	Details (Y, Y-1, Y-2,Y-3)
3	Intake	
4	No. of Students Admitted in last academic year	
5	No. of Students Admitted under Reservation Quota	
6	No of Vacancies	Options(Cat-SC,ST, Cat I Boys, Girls)
7	No of EX-Serviceman	Options(Boys, Girls)
8		GM(Boys, Girls)
9	Non Maharashtra Students	Options(Boys, Girls)
10	No of Foreign Students	Options(Boys, Girls)
11	Total No Students	Options(Boys, Girls)

23.   EXAMINATION   RESULTS

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

24. PLACEMENT DETAILS

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

25. CONSOLIDATED FACULTY DETAILS

Sr. No	Particulars	Details
1	No of Professor	Options(With Ph D, Without Ph D)
2	No of Associate Professor	Options(with Ph D, Without Ph D)
3	No Of Asst. Professors	
4	Total No of Faculty	Options(SC, ST, OBC)
5	No. of Professors	Options(Visiting, Emeritus)
6	PHYSICAL	
7	Cadre	Options(Professors, Associate Professors, Asst. Professors)
8	Pay Scale	Options(VI, V)
9		Consolidated, DA

26. FEE STRUCTURE

Sr. No	Particulars	Details
1	Program	Options(Engineering & Technology, Pharmacy Architecture, Hotel Management, Sciences
2	Level	UG, PG
3	Course	Options (E & C, E & E, CSE, etc)
4	Admission Quota	Options (Management, Govt, SNQ)
5	Approved Tuition Fee	
6	Other Fees	
7	Total Fees	

27.   ANTI-RAGGING / HARRASSMENT DETAILS

Sr. No	Particulars	Details
1	Constitution of Anti-Ragging Committee	Options(Y/N)
2	Constitution of Anti-Ragging Squad	Options(Y/N)
3	Constitution of Anti-Sexual Harassment Committee	Options(Y/N)
4	Constitution of Anti-Sexual Harassment Squad	Options(Y/N)
5	Affidavit obtained from all Students	Options(Y/N)
6	Appointment of Counselors:	Options(Y/N)
7	Affidavit obtained from parents of all the students	Options(Y/N)
8	Affidavit obtained from students staying in Hostel	Options(Y/N)
9	Affidavit obtained from parents of students staying in Hostel	Options(Y/N)

a) ANTI-RAGGING COMMITTEE

Sr. No	Particulars	Details
1	Title	Options (Dr, Mr, Mrs, Ms)
2	First Name	
3	Middle Name	
4	Surname	
5	Designation	Options(Chairman, Member, Student, Parent)
6	Profession	
7	Address	
8	Associated With	
9	Mobile No	
10	STD Code	
11	Land Line No	
12	E-Mail Id	

b) ANTI-RAGGING SQUAD

Sr. No	Particulars	Details
1	Title	Options (Dr, Mr, Mrs, Ms)
2	First Name	
3	Middle Name	
4	Surname	

5	Designation	Options(Chairman, Member, Student, Parent)
6	Profession	
7	Address	
8	Associated With	
9	Mobile No	
10	STD Code	
11	Land Line No	
12	E-Mail Id	

c) ANTI-SEXUAL HARRASSMENT COMMITTEE

Sr. No	Particulars	Details
1	Title	Options (Dr, Mr, Mrs, Ms)
2	First Name	
3	Middle Name	
4	Surname	
5	Designation	Options(Chairman, Member, Student, Parent)
6	Profession	
7	Address	
8	Associated With	
9	Mobile No	
10	STD Code	
11	Land Line No	
12	E-Mail Id	

d) ANTI-SEXUAL HARRASSMENT SQUAD

Sr. No	Particulars	Details
1	Title	Options (Dr, Mr, Mrs, Ms)
2	First Name	
3	Middle Name	
4	Surname	
5	Designation	Options(Chairman, Member, Student, Parent)
6	Profession	
7	Address	
8	Associated With	
9	Mobile No	
10	STD Code	
11	Land Line No	
12	E-Mail Id	

28. OTHER FACILITIES

Sr. No	Particulars	Details
1	Potable Water Supply	Options(Y/N)
2	Institution Website	Options(Y/N)
3	Notice Boards	
4	Post & Banking / ATM	
5	Staff Quarters	
6	Backup Electric Supply /Capacity	Options(Y/N, Capacity)
7	General Insurance for Institution	
8	Insurance for students	
9	Public Addressing System	
10	Projectors in Class Rooms	
11	Telephone & Fax	
12	All Weather Approach (Motorized Road)	
13	Group Insurance for employees	
14	Medical & Counseling Facility	
15	Fire extinguishers	
16	Transport Facility	
17	CCTV Security	
18	ERP Software	
19	First Aid Facility	
20	Sewage Disposal System	
21	Vehicle Parking	
22	Language Laboratory (Minimum 25 PCs up to total intake of 1000. Further additional 25 PCs per intake of 1000):	
23	Canteen facility	
24	Student Welfare officer	
25	Regular Medical Examination for boys and girls students held	
26	NSS activity	
27	NCC activity	
28	Fee collection as per fee fixed by Government	
29	No. of Xerox (photo copy) Machines available	

29. LINKAGES WITH INDUSTRY AND OTHER INSTITUTES

Sr. No	Parameters	Name, Relations, involvement in training etc
1	Linkages with industry	
2	Linkages with the community	
3	Linkages with other colleges in the region	
4	Linkages with Institutions of excellence such as the IIT	
5	Linkages abroad	
6	Linkages with R&D laboratories	

30. ATTACHMENTS (CHECK-LIST)

Sr. No	Particulars	Tick mark
1.	Land Documents	
2	Land use certificate	
3	Land location certificate	
4	Approved Building plans ,Master plan & site plan	
5	Minutes of the meeting held from Last LIC visit to the submission of the application	
6	Services Rules approved by the Society	
7	Budget approved by the society	
8	Audited report of the Institution for the previous three years certified by the Charted Accountant	
9	Statement of expenditure incurred in the previous 5 years towards library, equipment and furniture except salary certified by the Charted Accountant	
10	Colour Photographs of Front view and back view of all the Buildings(upload)	
11	AICTE first approval letter	
12	AICTE Latest approval letter	
13	Latest Affiliation letter from DBATU	
14	Documents for Transfer of Lands in the name of the Trust / Society	
15	Permission U / S 109 of MAH-LR Act	
16	Tax paid receipt	
17	License Copies of System software's	
18	License Copies of Application software's	
19	Proof for Internet connectivity	
20	Faculty documents	
21	Faculty Photographs	
22	Biometric thumb Impression	
23	Proof for Electric Backup supply	
24	Attachments Status	

31. ACTION PLAN FOR IMPLEMENTATION

Sr. No	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						

32. COMPLIANCE STATUS AGAINST THE OBSERVATION OF THE LIC VISITS

1. Observations from Local Inspection Committee in the previous year.
2. Compliance status in the current year for observations shown in 1.

33. PROPOSAL DETAILS

Sr. No	Particulars	Details
1	Programme	Options (Engineering & Technology, Pharmacy , Architecture, Hotel Management)
2	Level	UG, PG
3	Course	Options (E & C, E & E, CSE)
4	Applied Intake	
5	AICTE Approved the current Year	

Upload: AICTE approval Letter

Upload: Government 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

Sr. No	Particulars	Details
1	Existence of Institution within 50 Km surrounding	Options(Y/N)
2	Name of the Institution	
3	Address	
4	Name of the Organization	
5	Distance between proposed and Existing Institutions	
6	Details of Programmes & Courses in the Institution existing within 50 Km surrounding	
7	Programme	Options(Engineering &Technology, Pharmacy, Architecture, Hotel Management
8	Course	Options(UG, PG,)
9	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 Charted 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 Centers.

Sr. No	Particulars	Details	
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		
	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		
	Name of PG Course		
5	**Details of R &D Organization**		
	No of Faculty	Options(with Ph D, Without Ph D, with Patents, Extraordinary Research work	
	Nature of R/D Activities		
6	**Faculty Details(for every faculty)**		
	Title	Options (Dr, Mr, Mrs, Ms)	
	First Name		
	Father's Name		
	Surname		
	Gender		
	Religion		
	Caste		

	Date of Appointment		
	Faculty Type	Options(UG, PG)	
	Appointment Type	Options(Permanent, Adhoc, Contract)	
	PhD	Options(Y/N)	
	Description: Stream, Branch, University, Year of completion		**Upload: Copy of certificate/PDC**
	PG	Options(Y/N)	
	Description: Stream, Branch, University, College, Year of Completion		**Upload: Copy of certificate/PDC**
	UG	Options(Y/N)	
	Description: Stream, Branch, University, College, Year of Completion		**Upload: Copy of certificate**
	Teaching Experience		In Years
	Research Experience		In Years
	Number of Patents		
	Number of PhDs Guided		
	Pay scale	Options: V, VI, other	
	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,	
	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)	
		Upload(Copy of Certificate)	

	Annual Fund Allocated		
8	**Details of Research Publications:**		
	Faculty Name		
	Type of Publication	Options(National, International)	
	Name of Journal		
	ISBN No		
	Issue		
9	**Details of Research Guides**		
	Name of the Guide		
	No of Candidates Registered for	Options(Phd, M.Sc(Engg))	
	Status		
	Course work Completion	Options(Y/N)	
	Comprehensive Viva Voce	Options(Y/N)	
	Submitted Final Thesis	Options(Y/N)	
10	**Details of Research Scholars**		
	Name of the Research Scholar		
	Year of Registration		
	Registered for	Options(Ph D, M.Sc (Engg))	
	Status	Course work completion(Y/N)	
	Comprehensive Viva Voce (Y/N)		
	Submitted Final Thesis(Y/N)		
11	**Attachments**		
	Progress Report		
	Research Grant sanction letters from	Options(MHRD, AICTE, UGC,)	
	Patent copy		

CORPUS FUNDS

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

Sr. No	Profession	Reserve Funds	Building Funds	Laboratory	Library Deposit
1	Engineering and Technology	500000	8000000	8000000	100000
2	Architecture	1000000	1500000	300000	100000
3	Pharmacy	100000	200000	500000	200000
4	HMCT	100000	200000	500000	200000

Appendix 4

FORMATS

The details of LIC (Local Inspection Committee), NoC (No Objection Certificate) and Resolution Formats. Institute should apply for NoCs in given format only.

1. LIC Report Format

Dr. Babasaheb Ambedkar Technological University
Maharashtra

<u>Report of Local Inspection Committee for professional Courses</u>

In

(Faculty of Engineering &Technology, Hotel Management& Catering Technology, Pharmacy, Architecture.)

Academic Year 2021-22

Dr. Babasaheb Ambedkar Technological University
Report of Local Inspection Committee for Professional Courses

To, Date:
The Registrar,
Dr. Babasaheb Ambedkar Technological University
Lonere, Dist: Raigad
Maharashtra – 402103

Ref: Dr. Babasaheb Ambedkar Technological University Letter No. …………………… Dated
…………………………

Sub: Report of **Local Inspection Committee** for affiliation of (Full Name & Address of Institute)
:……………………………………………………………………………………………..…………
………
………………………………….…………………………………………………………………..……

Sir,
With reference to letter mentioned above, we the following members of **Local Inspection Committee visited** the Institute, mentioned above on Dated …………..……..at …………………as per the guidelines;

Sr. No	Name of the Member	Designation	Status
01		Chairman	Present / Absent
02		Member	Present / Absent
03		Member	Present / Absent
04		Member	Present / Absent

Sr. No.	Designation	Name
01	Chairman LIC	
02	University Expert	
03	Advocate	
04	Architects	

The following members of the Management and Institute were present during the visit.

Sr. No	Name of the Member	Designation
01		Chairman / President
02		Director / Principal
03		Dy. Director/Vice-Principal
04		Registrar / Office Superintendent

Guidelines;

1. The Local Inspection Committee shall verify physically the correctness of the documents and assets claimed for the institute and confirm.

2. If the verification and confirmation reports are acceptable, then university shall consider the application further.

3. No new programme(s) / course(s) or increase in intake shall be allotted in lieu of closed Programme (s) / course(s)

	COMPLIANCE STATUS AGAINST THE OBSERVATION OF THE LIC VISITS	
	Observations	
	Compliance status	For(Y-1)2022-23
Sr No	Particulars	Tick mark
01	Letter Of Dr. B. A Tech University Dated…………	
1-A	AICTE Approval Letter For the Academic Year………..	
1-B	Maharashtra Government Resolutions For Recognition of Programs.	
1-C	List of LMC And Governing Body Members	
1-D	Attendance Register (Muster, Teaching & Non-Teaching and administrative staff)	
1-E	List of Teaching & Non-Teaching Staff (As per prescribed Format)	
1-F	Roster, Teaching (If Applicable)	
1-G	Roster, Non-Teaching Staff (If Applicable)	
1-H	Last Three Years Advertisements For Recruitment (If Applicable)	
1-I	Salary Statements And Acknowledge Of Concerned Bank	
1-J	P.F. Returns (Form 6-A,3-A & Monthly P.F. Challan)	
1-K	Pension linked schemes for all staff (If Applicable)	

	Attested Copies of above documents to be provided along with report	
02	Land Documents	
03	Land use certificate	
04	Land location certificate	
05	Approved Building plans ,Master plan & site plan	
06	(I) Minutes of the meeting held from Last LIC visit to the submission of the application. (LMC, GB)	
07	(II) Services Rules approved by the Society	
07	(III) Budget approved by the society	
08	(IV) Audited report of the Institution for the previous three years certified by the Charted Accountant	
09	(V) Statement of expenditure incurred in the previous 5 years towards library, equipment and furniture except salary certified by the Charted Accountant	
10	(VI) Color Photographs of Front view and back view of all the Buildings(upload)	
11	(VII) AICTE first approval letter	
12	(VIII) AICTE Latest approval letter	
13	(IX) Latest Affiliation letter from DBATU	
14	(X) Documents for Transfer of Lands in the name of the Trust / Society	
15	(XI) Permission U / S 109 of MAH-LR Act	
16	(XII) Tax paid receipt	
17	(XIII) License Copies of System softwares	
18	(XIV) License Copies of Application softwares	

19	(XV)) Proof for Internet connectivity	
	(XVI) Faculty documents	
20	(XVII) Faculty Photographs	
21	(XVIII) Biometric thumb Impression	
22	(XIX) Proof for Electric Backup supply	
23	(XX) Attachments Status	
24	Other Details	
24-a	STUDENT DETAILS	
24-b	EXAMINATION RESULTS (In the format)	
24-c	PLACEMENT DETAILS	
24-d	CONSOLIDATED FACULTY DETAILS (In the format)	
24-e	ANTI-RAGGING / HARRASSMENT DETAILS	
24-f	Hostel Details (Boys and girls 50% of min. strength If applicable)	
24-g	Linkages with Industry and other Institutes	
24-h	ACTION PLAN FOR IMPLEMENTATION /improvement of deficiencies If any	

The Local Inspection Committee has physically verified the correctness of the documents submitted for the Institute. On examination of the various documents submitted to the committee and inspection of infrastructure, instructional and other facilities the committee has to report as under:

1) Name and Address of the Society / Trust:

Name	
Address	
Taluka	
District	
Pin Code	
Phone No. With STD Code	
Fax No. With STD Code	
Email ID Web site	

2) Registration No and Year:

3) Name and Address of the Institute / College.

Name	
Address	
Taluka	
District	
Pin Code	
Phone No. With STD Code	
Fax No. With STD Code	
Email ID	
Web site	

4) University code/ ID/ AICTE ID/ DTE Code No.

University Code/ID	
AICTE code/ID	
DTE Code	

5) Name and Designation of the Head of the Institution (Principal / Director)

Name	
Designation	
Qualification	
Experience	

Highest Degree	
Specialization	
Total Experience	
Date of Birth	
Phone No.	(O):
	(R):
	(R):
E-Mail	
Whether approved by the University	
Name of University	
If yes, please mention the approval letter No	

6) **Information on Establishment of the Institution**

Year of Establishment	
Date on which first affiliation was accorded by the University	
Year of Commencement of the first batch	
Details of Last affiliation letter with year of approval	

7) (a) Continuation of Affiliation for AICTE approved Existing courses for the academic year**:** …………………………
A. Under Graduate (If applicable)

Sr. No	Name of Course	Sanctioned Intake (Year wise)					Actual admitted (Year wise)				
		1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total

B. Post Graduate (If applicable)

Sr. No	Name of Course	Sanctioned Intake (Year wise)				Actual admitted (Year wise)			
		1st	2nd	3rd	Total	1st	2nd	3rd	Total

7) (b) Name of R.T.I. Officer & Appellant officer**.**

Name	
Designation	
Qualification	
Total Experience	
Phone No.	(O):
	(R):
	(R):
E-Mail	

7) (c) Whether Institute / Colleges is Aided/ Un-aided: ……………………………

7) (d) Whether college in registered as a Minority Institute if yes, type of Minority Linguistic / Religious etc. :……………………………..……………………………

8) Whether Local Managing Committee has been : Yes / No
Constituted as per Maharashtra University Act 1994.
and Date of last meeting……………………………………..………………………

9) Whether Governing Body has been constituted : Yes / No
and Date of last meeting :

10) Academic Calendar of the Institute:

First Term:

Second Term:

11) Details of First affiliation for existing courses:
A. Under Graduate (If applicable)

Sr. No	Course	Year of affiliation	AICTE Approval No.	Government G.R. No.	University Affiliation Letter No.

B. Post Graduate (If applicable)

Sr. No	Course	Year of affiliation	AICTE Approval No.	Government G.R. No.	University Affiliation Letter No.

12) New Course(s)/Increase in Intake to be affiliated for the academic year
....

A. Under Graduate

Sr. No	Name of Course	Proposed Intake (Year wise)				
		1st	2nd	3rd	4th	Total

B. Post Graduate (If applicable)

Sr. No	Name of Course	Proposed Intake (Year wise)				
		1st	2nd	3rd	4th	**Total**

13) Course(s) under consideration for extension of affiliation of existing courses for the academic year …………………………..

A. Under Graduate

Sr. No	Name of Course	Proposed Intake (Year wise)				
		1st	2nd	3rd	4th	**Total**

B. Post Graduate (If applicable)

Sr. No	Name of Course	Proposed Intake (Year wise)				
		1st	2nd	3rd	4th	**Total**

14) Faculty strength for the existing programs (As per Prescribed Format) (Annex A)

Sr. No	**Course**	Sanctioned Intake	**Faculty strength**	
			Required	**Approved**

15) Registrar / Office Superintendent:

Name of Registrar O/S		
Qualification		
Date of appointment		
Date of Joining		
Contact;		
Phone No.	(O):	
	(R):	
	(R):	
E-Mail		
Whether approved by the University		
Name of University		
If yes, please mention the approval letter No		

16) a) Non-teaching Staff Details (As per List Attached)

Sr. No	Name	Designation	Qualification	Date of Joining

16) (b) Supporting Staff Details (As per List Attached)

Sr. No	Name	Designation	Qualification	Date of Joining

17) Librarian:

Name of Registrar O/S	
Qualification	
Date of appointment	

Date of Joining		
Contact;		
Phone No.	(O):	
	(R):	
	(R):	
E-Mail		
Whether approved by the University		
Name of University		
If yes, please mention the approval letter No		

17) a) Library Staff Details (As per List Attached)

Sr. No	Name	Designation	Qualification	Date of Joining

18) Library facilities

Sr. No	Particulars	Availability
01	Total area of the library	
02	Seating capacity of the library	
03	Reprographic facility	Yes / No
04	Working hours of Library	
05	Library networking facility	Yes / No
06	Usage data of the library (in terms of books issued to the	

	faculty & students etc.)		
07	Annual library budget (% of annual student fee collected)		

18) a) Details of the Library Books:

Sr. No	Course	Total Number of Titles	Total Number of volumes	Number of Journals	
				International	National

19) Details of Computer Facilities:

Sr. No	Course	No. of PC,s with latest configuration	Peripheral

20) Details of Internet Facility Details:

21) Details of Wi-Fi Facility Details:

22) Instructional Area (Carpet Area) in Sq.M.

a) Existing Programmes (UG): Number of Divisions =

Particulars	For Existing Intake.			
	Nos.		Area	
	Required	Available	Required	Available
Class Rooms				
Tutorial Rooms				
Laboratories				
Drawing hall				
Workshop				
Seminar Hall				
Computer Centre				
Library and Reading Room				
Total				

b) Existing Programmes (PG): Number of Divisions =

Particulars	For Existing Intake.			
	Nos.		Area	
	Required	Available	Required	Available
Class Rooms				
Tutorial Rooms				
Laboratories				
Drawing hall				

Workshop				
Seminar Hall				
Computer Centre				
Library and Reading Room				
Total				

23) Administrative Area (Carpet Area) in Sq.M.

Particulars	For existing intake			
	Nos.		Area	
	Required	Available	Required	Available
Principal/Director Office				
Board Room				
Office all inclusive				
Department Offices				
Cabins for Head of Departments				
Faculty Rooms				
Examinations Control Office				
Placement office				
Central Stores				
Maintenance				
Security				
House Keeping				
Pantry for Staff				

24) Amenities Area (Carpet Area) in sqm

Particulars	For existing intake			
	Nos.		Area	
	Required	Available	Required	Available
Toilets (Ladies & Gents)				
Boys Common Room				
Girls Common Room				
Cafeteria				
Stationery Stores & Reprography				
First Aid Cum Sick Room				

25) Investment on Equipment (Department wise)

Sr. No	Department	Equipment Cost

26) Audited Balance sheet attached :   Yes / No

27) Fees: As per Shikshan Shulka Samittee, Govt. of Maharashtra.

Adhoc Fees : (for newly established Institutes / Colleges)

Sr. No	Department	Equipment Cost
01		
02		

Interim Fees:

Sr. No	Department	Equipment Cost
01		
02		

Final Fees :

Sr. No	Department	Equipment Cost
01		
02		

28) Land Availability

Land Category(Rural/ District Head Quarter/State Capital/ Metropolitan city)	Area required as per Land Category(Acres)	Total Area available (Acres)

   (a) Whether the said land is demarcated by fencing/boundary
      wall for the institution (Tick √ appropriate)   Yes/ No

   (b) Whether the land is contiguous (Tick √ appropriate box)   Yes/No

29) Other facilities

Sr. No	Parameter	Availability
01	Language Laboratory	
02	All Weather Approach Road	
03	Potable Water Supply	

04	Electrical Generator	
05	Digital Library	
06	Parking facilities	
07	Medical facilities	
08	Insurance facilities	
09	Reprographic facilities in the Institutions	
10	Sewage Disposal	
11	Telephone and FAX	
12	General Notice Board and Departmental Notice Boards	
13	Medical and Counseling Facilities	
14	Institution web site	
15	First Aid facility	

30) Attested Copies of documents of (01) from 1-A to 1-K have been obtained as proof to be attached along with report

31) Court cases? If any? Give details?

Fitness for Affiliation:

The committee has gone through all physical verifications as per the documents and evidences provided. It therefore finds Fit/Unfit that :………………………………………………………..
(Name of the Institute & University Code/ ID)
be granted Continuation of Affiliation (Course Name) for the Academic Year ……………....
subject to the fulfillment of following conditions within three months.

Terms & Conditions:

1) ....

2) ....

3) ....

4) ....

5) ....

6) ....

The above conditions should be complied within the period of 3 months and the Compliance Report be submitted to the University through the Chairman of the Committee.

Name & Designation of Chairman Institute/Organization Address		
(Name & Designation of Member) Institute/Organization Address	(Name & Designation of Member) Institute/Organization Address	(Name & Designation of Member) Institute/Organization Address

No Relation Certificate

This is to certify that, no member from the Local Inspection Committee has any relation with the Teaching, Non-Teaching staff members and Management of

………
(Name of the Institute & University ID)

This Certificate is given on behalf of LIC.

Name & Designation of Chairman Institute/Organization Address		
(Name & Designation of Member) Institute/Organization Address	(Name & Designation of Member) Institute/Organization Address	(Name & Designation of Member) Institute/Organization Address

Place:
Date:

C E R T I F I C A T E

Institute / College Name: ……………………………………………………………………….

University of Code/ ID: ………………………………………………………………………..

I, hereby certify that –

i. The Local Inspection Committee (LIC) has verified all the papers and documents such as Salary Payment Record, PF Record etc. of the college/ institute as required by the University.

ii. Out of available funds Institute will be depositing for various funds viz. Building Fund, Security Fund, and Reserve Fund etc. accordingly.

iii. The College/ Institute has compiled with all the provisions of existing Maharashtra Universities Act 1994 and the Provisions of Statutes, Ordinance, Regulation & Rules made there under as required under Section of the Act. Further the College/ Institute will agree to get adapted to the **Provisions of the Statutes, Ordinance, Regulation & Rules made there under Act, of Dr. Babasaheb Ambedkar Technological University Maharashtra**.

This certificate is given on behalf of Local Inspection Committee.

Chairman
Local Inspection Committee

Date:
Place:

(To be printed on Institute letter head)
<u>UNDERTAKING</u>

I hereby undertake that-

i) The Institute has constituted a separate Local Managing Committee (LMC) as required under Section - 85 of the Maharashtra University Act, 1994 and – meetings of the LMC were held during the year ………………, as well as Women's Grievance Committee, Reservation Grievance Committee, etc.

ii) The emoluments including allowances that are required to pay to the teachers and other employees of the College/Institution are and shall be in accordance with the grades allowances as per the rules. All the appointments of teachers and other employees are strictly made in accordance with rules and regulations.

iii) All the necessary facilities are provided to the students.

iv) All the necessary funds such as Building Fund, Security Fund, etc. are deposited in the Scheduled Bank,…………………….., Branch……………………….as directed by the University.

v) The institute has complied with all the provisions of MUA, 1994 and provisions of Statutes, Ordinances, Regulations and Rules made in this behalf by the University from time to time.

(Name of the Director/Principal)
Director/Principal
Name of the Institute

Date:
Place:

(Annex A to printed separately)

Teaching Staff Information – Branch wise

	Teaching Faculty Information (**First Shift**): (Exclusively appointed for the Institute) –						
Sr. No	Post	Name of the Staff	F.T. / P.T./ Visiting /C.H.B.	Teachers appointed from reserved category	Date of Apt / Joining	University approval Letter No. & date	University Recognition Letter No. & Date
1	2	3	4	5	6	7	8

	Teaching Faculty Information (**Second Shift**): (Exclusively appointed for the Institute)						
Sr. No	Post	Name of the Staff	F.T. / P.T./ Visiting /C.H.B.	Teachers appointed from reserved category	Date of Apt / Joining	University approval Letter No. & date	University Recognition Letter No. & Date
1	2	3	4	5	6	7	8

Supporting Staff Details (Branch wise)

Sr. No	Name	Designation	Qualification	Experience	Date of Joining

2. NoC Format

The <Name of the Trust/ Society/ Company>vide its Executive meeting held on …..at …..vide item no. …..have passed a resolution for the

i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year

ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (new)

iii. Conversion of Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution

iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level

v. Starting of new Programme/ Level, Programme <Course1….. (Intake…..)> in the Institution

vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus

vii. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution

viii. Introduction of Integrated/ Dual Degree Course <Name of the Course>

ix. Starting of new Course <Name of the Course>

x. Closure of the Institution

xi. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course

xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>

xiii. Conversion of Courses into allied Vocational Courses

xiv. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)

xv. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>

xvi. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board> at <address> to <Name of the new University/ Board> at <address>

xvii. Change the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>

xviii. Starting of the Vocational Degree/Diploma Programme under NSQF <Name of the Institution>at<address>, Vide application ref. No. ….. Date: ….. made by the Trust/ Society/ Company Name ….. Address as at …..

This is to confirm that the <affiliating University/ Board >….. has no objection for the

i. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year

ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>, (new)

iii. Conversion of Women's Institution into Co-ed Institution/ Co-ed Institution to Women's Institution

iv. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level

v. Starting of new Programme/ Level, Programme <Course1….. (Intake…..)> in the Institution

vi. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus

vii. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution

viii. Introduction of Integrated/ Dual Degree Course <Name of the Course>. Also it is confirmed that the said Integrated/ Dual Degree Course is available in the approved nomenclature of the University

ix. Starting of new Course <Name of the Course>

x. Closure of the Institution, <Course1….. (Intake…..), Course2 ….. (Intake…..),>

Mention Programme(s) and Course(s) where Closure of the Institution/ Programme is applied for:

Programme	Level	Course	Year of Establishment	e-4 a		e-3 b		e-2 c		e-1 d		Current Academic Year e		Total No. of students studying in the Institution as on date
				Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	Approved Intake	Actual Admission	

xi. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course

xii. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>

xiii. Conversion of Courses into allied Vocational Courses

xiv. Change in the Name of the Course(s)/ Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)

Re-arrangement of current students/ students who were admitted in these Courses in the previous years and who are trailing due to failures, etc. are mentioned in the following table:

Course requested for Closure	Number of current students	Number of students admitted in these Course(s) in the previous years and who are trailing due to failures	Details about re-arrangements of students

Current Staff strength, re-arrangements and dues, if any, shall be settled as per existing norms and Regulations on that behalf.

xv. Change in the Name of the Institution from<Name of the Institution>at<address>to<Name of the Institution>at<address>

xvi. Change in the Name of the affiliating University/ Board from <Name of the present University/ Board> at <address> to <Name of the new University/ Board> at <address>

xvii. Change in the Name of the Trust from <Name of the present Trust> at <address> to <Name of the new Trust> at <address>

xviii. Starting of the Vocational Degree/Diploma Programme under NSQF. Also, it is confirmed that the said Vocational Degree/Diploma Program under NSQF has been granted affiliation in year ….. and has been included in the approved nomenclature of the University.

<Name of the Institution> at <address>.

Liabilities if any, on this count shall be the sole responsibility of the Applicant of the Trust/ Society/ Company and shall be settled as per the rules and Regulations as applicable.

Registrar/ Director
<affiliating University/ Board >

Note:

Formats given by the Institutions reflecting the content of the concerned Format shall be accepted *Strike off whichever is not applicable

3. Format of Resolution of the Trust/ Society/ Company

That the Trust/ Society/ Company vide its Executive meeting held on ………….at …………. Vide item no…………. have resolved, for the

i. Establishment of new Technical Institution and apply to AICTE for approval to start<Name of the Institution>to offer Technical Education in<Programme>and shall allocate, Land at <complete address with survey numbers, plot numbers> measuring ………… Acre, earmarked for the proposed <Name of the Technical Institution> at <full address> required funds for creation of carpet and Built-up area

ii. Institution applied for Closure of the Institution for starting of a new Technical Institution in the same premises in the same year

iii. Introduction of NRIs in the following Programme(s)/ Course(s)

iv. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address> (new)

v. Conversion of existing Women's Institution into Co-ed Institution/ Co-ed Institution to Women's
Institution in the Name of<proposed <Name of the Institution

vi. Conversion of Diploma Level into Degree Level/ Degree Level into Diploma Level

vii. Starting of new Programme/ Level, Programme(s) <Course1….. (Intake…..)>

viii. Merger of Institutions <Name of the Institution>at<address>, <Name of the Institution>at<address>, <Name of the Institution>at<address>, under the same Trust/ Society/ Company operating in the same Campus

ix. Starting of Diploma in Degree Pharmacy Institution/ Degree in Diploma Pharmacy Institution

x. Introduction of OCI/ PIO/ Foreign Nationals/ Children of Indian workers in Gulf Countries in the following Programme(s)/ Course(s)

xi. Increase in Intake in … Course(s)/ Additional Course(s)/ Introduction of Integrated/ Dual Degree Course/ Fellow Program in Management

xii. Closure of the Institution

xiii. Conversion of Management Institutions offering PGDM Course into MBA Course/ MBA Course into PGDM Course

xiv. Closing of MCA Course and Introduction of MBA/ PGDM Course/ Closing of MBA/ PGDM Course and Introduction of MCA Course

xv. Change of Type of Institution (Institution(s) converted into a University) from <Name of the Institution>at<address>to<Name of the University>at<address>

xvi. Conversion of Courses into allied Vocational Courses

xvii. Change in the Name of the Course(s)/Merger of the Courses/ Reduction in Intake/ Closure of Programme(s)/ Course(s)

xviii. Change the Name of the Institution from<Name of the Institution> (Old) at <address> to <Name of the Institution> (new)

xix. Change in the Minority Status of the Institution from <Type of the Institution> to <Type of the Institution>

xx. Change in the Name of the affiliating University/ Board from<present University/ Board > to the new University/ Board. Also it is resolved that, < Name of the Trust/ Society/ Company > shall apply for NOC to both the Universities

xxi. Change in the Name of the Bank

xxii. Change in the Name of the Trust/ Society/ Company from<Name of the Trust/ Society/ Company> (Old) at<address>to<Name of the Trust/ Society/ Company>(new)

xxiii. Introduction of Collaboration and Twinning Programme with <Name of the University/ Institution>/ Necessary facilities shall be provided to the students of <Name of the University/ Institution>

xxiv. Application wrongly submitted for ..... and to be changed from <Application for ….. > to <Application for ….. >/ Not interested in applying for ……/ revoke the application submitted for <…..> . Paid the necessary TER Charges along with the Penalty for Late Submission, as applicable.

xxv. Starting of the Vocational Degree/Diploma Programme under NSQF
< Name of the Institution> at <address>.

<Name of the Trust/ Society/ Company>shall also allocate required funds for the creation of the requisite facilities such as procurement of …… Acre of Land, additional carpet and Built-up area,

appointment of required Faculty, procurement of Equipment, furniture, for creation of suitable hostel/ residential accommodation for the students of Foreign Nationals/ Overseas Citizen of India (OCI)/ Persons of Indian Origin (PIO)/ Children of Indian Workers in Gulf Countries and other required entities as applicable for the smooth functioning of the same.

<Name of the Institution>shall apply for,

1. Change in the Name of the Course(s) in <Course1….. (Intake…..), Course2 ….. (Intake…..),>

2. Reduction in Intake in <Course1>, from <current Intake> to <reduced Intake>, <Course2>, from <current Intake> to <reduced Intake>

3. Closure of Programme<Programme1>, <Programme2>.

4. Closure of Course(s) <Course1>, <Course2>.

(Signature and Name of the Chairman/ Secretary of the Trust/ Society/ Company), (Designation), (Name of the Organization)

Note:

Formats given by the Institutions reflecting the content of the concerned Format shall be accepted *Strike off whichever is not applicable