

APPLICATION FOR GRANT OF PROVISIONAL/TEMPORARY/PERMANENT AFFILIATION TO ESTABLISH/RUN COURSE(S) PROGRAMME(S) SUCH AS UNDER GRADUATE COURSES IN ARTS, SCIENCE, COMMERCE, LAW, SANSKRIT, MEDIA/JOURNALISM, INCLUDING BBA AND BCA ETC. AND OTHER POSTGRADUATE COURSES ETC. IN THE PRIVATE SECTOR.

**A. General Particular/Information**

1	Name of the Institution/College	
2	Postal address in full with Pin Code	
3	Telephone No/Fax No./E-Mail	
4	Nearest Town with distance in Kms, if located in rural area.	
5	Name of the Course(s)	
6	No. of Units/Intake proposed (including whether it is for New Programme or for additional intake in a recognized programme).	
7	Academic Year (including the month) from which the programme is proposed	
8	Type of affiliation: (Provisional/Temporary/Permanent	
9	Type of Institution (Boys/Girls/Co-education)	
10	Details of application fee: a) Amount b) Draft No. and date c) Name of the Bank	

**B. Type of Management:**

1.	Indicate if the Institution is to be Managed by the Society/Trust. A copy each of the certificate of Registration, Memorandum of Association/Bye laws etc. should be attached.	
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**C. Infrastructural facilities:**

1	Indicate if land is available in the name of the society/trust..	
2(i)	If the course is proposed to be started in a building already constructed following details /documents may be furnished:- a) Approved building plan with the details of Area floor/Room wise. b) Total plinth area. c) Completion certificate from the local authority.	
(ii)	If a building is yet to be constructed, the following Details/Doocuments should be furnished. a) Site Plan b) Approved building plan with details of area floor/room wise. c) Date of commencement of construction. d) Likely date of completion of construction.	
(iii)	Pending construction of own building, details of building(s) identified for starting the course.	
(iv)	If more than one building has been identified. Distance from one building to the other be given.	

(v)	Usable area of the building(s) in sq.mts	
(vi)	Are water, electricity and toilet facilities available?	
(vii)	Location of the building-whether residential or non-residential	
3.	Following specified details of accommodation may be furnished:-	
		No. of Rooms
		Area in sq.mtrs.
	Class Rooms	
	Principal Room	
	Faculty Room	
	Library	
	Learning Resource Centre	
	Office Room	
	Store Room	
	Hall	
	Common Room	
	Canteen	
	Laboratories	
	Hostel (Separate for Boys & Girls)	
4.	Give details of space available for outdoor (play ground etc.)/indoor games.	
5.	Give Full detail of furniture etc	

**D. Curriculum Transaction:-**

	Indicate the steps that are being taken for recruiting teaching staff and non-teaching staff for the course (give the procedure of recruitment and composition of selection committee).	
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**E. Instructional Facilities:-**

1.	Details of laboratory facilities such as Science, laboratory/Psychology laboratory/ Education technology and media laboratory etc. alongwith	
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	available equipment and software and hardware facilities may be given.	
2.	Give details of laboratory equipment, Computer Hardware and Software and other teaching aids etc.	
3.	Following details may be furnished: a) Details of playfields, multipurpose hall/gymnasium for indoor sports. b) Details of various equipments for games and sports. c) Facility of health education and anatomy and psychology lab alongwith the details of equipment.	
4.	Give detail of books, magazines, journals, audio visual aids, teaching aids and play material.	

**F. Finance:-**

1	Indicate the source of finance and funds available for running the institutions/programme.	
2	Has the institution deposited Rs. 5.00 lacs as security with the University, if so, give details in case provisional affiliation has already been granted?	

**G. Other Information:**

1	Details of other courses if any, being run by the institution:			
	<u>Name of the course</u>	<u>Intake</u>	<u>Duration</u>	<u>Provisional/Temporary/Permanent Affiliation.</u>
2	Details of other institutions, if any being run by the Society/Trust/Board.			
	<u>Name of Institution</u>		<u>Course Conducted</u>	

Place: ( )  
Name & Designation  
Of the applicant with the  
seal of institution

Date:

Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_

LIST OF ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE APPLICATION FOR GRANTING PROVISIONAL/TEMPORARY/PERMANENT AFFILIATION.

- I. Prescribed Fee of Rs. 25,000/- or Rs. 50,000/- (Non-refundable) in the form of a crossed Demand Draft payable to the Finance Officers, Himachal Pradesh University, Summer Hill, Shimla-5 or detail/proof of depositing the fee in the University account for seeking Provisional/Temporary Affiliation or Permanent Affiliation.
- II. Undertaking in Non-Judicial Stamp Paper as per the Format given in Annexure-C.
- III. Copy of Approved Building Plan.
- IV. A crossed Demand Draft payable to the Finance Officer, Himachal Pradesh University, Summer Hill, Shimla-5 for Rs. 5.00 lacs (Rupees five lacs only) as Security Money in case provisional affiliation has been sought/granted.
- V. A copy of each of the certificate of Registration, Memorandum of Association and Bye laws in case the institution is managed by a Society/Trust, if already submitted with provisional affiliation application, may inform of the changes, if any.
- VI. Copies of valid land documents along with a Land title Certificate as per the format given in Annexure-D to be issued by a Revenue Officer not below the rank

of Tehsildar, if already submitted with provisional affiliation application, may inform of the changes, if any.

- VII. A sworn affidavit verifying the contents given in the application form and the documents attached therewith. The affidavit must be attested through a First Class Magistrate/SDM/ADM.

**Note:-**

If the application is found incomplete i.e. without the essential documents, the institution may be asked to make good deficiencies in the application on or before starting of the session or visit of the Inspection Committee whichever is earlier.

UNDERTAKING

That, I have read and understand the contents of the application and the same are true and correct on the basis of my personal knowledge and on the basis of records of the institution.

In connection with my/our application for grant of Provisional / Temporary /Permanent affiliation of \_\_\_\_\_  
(Name of the Institution) to conduct \_\_\_\_\_ course  
With \_\_\_\_\_ intake/additional intake and hereby undertake to comply with the following:

- I. That infrastructural, instructional and other facilities has been/shall be provided as per the norms, standards and guidelines prescribed from time to time.
- II. That admission to the course will be made only after provisional/Temporary/Permanent affiliation is granted by the University.
- III. That the Management will make adequate funds available for providing satisfactory facilities and for proper programme implementation.
- IV. That the Management will appoint the Public Information Officer under RTI Act. 2005 and make available information sought by applicant.

(Signature of the authorized designation  
Authority alongwith his/her official  
Position and office seal)

Place:\_\_\_\_\_

Name in Block Letters

Date:\_\_\_\_\_

LAND TITLE CERTIFICATE

(To be issued by a Revenue Officer not below the rank of the Tehsildar)

From:-

\_\_\_\_\_  
\_\_\_\_\_

To

The Registrar  
Himachal Pradesh University,  
Summer Hill, Shimla-5.

Subject:- Land Title Certificate.

On the request of \_\_\_\_\_ Trust/Institution/Society I have  
been examined the various land documents/records pertaining to the following land

1. Address \_\_\_\_\_  
\_\_\_\_\_
2. Location \_\_\_\_\_  
\_\_\_\_\_
3. Area/Measurement \_\_\_\_\_  
\_\_\_\_\_

After careful examination of the documents and satisfying myself, I clearly that the above  
mentioned land is presently in the name/title of \_\_\_\_\_  
Society/Trust/Institution.

Further, it is clarified that there are no restrictions for constructions of building to be used for  
Education Course.

Place: -  
Date: -

Name:-  
Address:-

