



**AFFILIATION FORM**  
**for**  
**Polytechnic Diploma**  
ACADEMIC SESSION 20\_\_ - 20\_\_.

**Name of Institution :**

No. -----

Dated -----/-----/-----

To,

**The Secretary**  
Rajiv Gandhi Proudlyogiki Vishwavidyalaya,  
Block A 4, Office Complex, Gautam Nagar,  
Bhopal – 462023.

**Sub: Application for affiliation of various courses of this Institution with RGPV for the Academic session 20\_\_ - 20\_\_ As per the Statute No. 30 (College Code).**

1. Name & address of the Institution:  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_ Pin code \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
Email address \_\_\_\_\_
2. Name & address of the society (which is running the above institution):  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
: \_\_\_\_\_  
Pin-code \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Email address \_\_\_\_\_
3. If the above mentioned society is running Institution other than mentioned in para (1) above, YES/NO, If yes, give no. of other institutions: \_\_\_\_\_
4. In case the answer of para (3) is YES please give name & addresses with the courses running in all other Institutions run by same society :  
(i) : \_\_\_\_\_  
(ii) : \_\_\_\_\_  
(iii) : \_\_\_\_\_  
(iv) : \_\_\_\_\_  
(v) : \_\_\_\_\_

5. Name, address and phone no. of the Chairman/President/Secretary of the institution:  
 Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 Pin-code \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Email address \_\_\_\_\_

6. Name, address and phone no. of the Director/Principal of the Institution:  
 Name : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 Pin-code \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Mobile No. \_\_\_\_\_ Email address \_\_\_\_\_

7. Information about the immovable properties of the institution:

- (i) Please enclose the photocopy (ies) of the sale deed and site plan in name of society in para (2) above. **(Annexure 1 & 2)**
  - (ii) Please encircle the name of purchaser and area sold in sale deed by red ink. **(Annexure – 1)**
  - (iii) In case the same society is running more than one Institutions, please encircle on site plan by red ink the area which has been given in possession of the institution by the society. **(Annexure – 2)**
  - (iv) Please enclose a photocopy of the minutes of the meeting of relevant body (resolution of Governing Body) of the society in confirmation of (iii) above **(Annexure – 3)**
    - (a) Total land of the society in possession for the institution \_\_\_\_\_ acres.
    - (b) Total constructed area at present:  
 Ground Floor \_\_\_\_\_ sq.m.+ First Floor \_\_\_\_\_ sq.m. + Second Floor \_\_\_\_\_ sq.m. = **Total \_\_\_\_\_ sq.m.**
    - (c) Area proposed to be constructed in future :  
 Coming next year \_\_\_\_\_ sq.m.  
 Coming next 2 year \_\_\_\_\_ sq.m.
- Please furnish documentary proof in favour of (c) above **(Annexure – 4)**

8. Courses being run by the institution at present (enclose the copy of AICTE approval)

(Annexure-5)

S.No.	Name of Course	Year of starting	Intake of students at present	NBA Accreditation Statuts of U.G./ P.G.
1.				
2.				
3.				
4				

9. Information about the Teaching Faculty of the Institution (Furnish detailed information about the teaching faculty of the institution as per enclosed Performa)

- (a) Principal/HOD/Lecturer appointed on .  
**Regular Basis (Diploma) (Total)** \_\_\_\_\_ nos (Appendix A- 01)
- (b) Professor /Reader/Lecturer appointed on .  
**Regular Basis (U/G) (Total)** \_\_\_\_\_ nos (Appendix A- 02)
- (c) Professor /Reader/Lecturer appointed on  
**Regular Basis (P/G) (Total)** \_\_\_\_\_ nos. (Appendix A- 03)
- (d) Professor/Reader/Lecturer appointed on  
**Contractual/Visiting Basis (U/G) (Total)** \_\_\_\_\_ nos. (Appendix A- 04)
- (e) Professor/Reader/Lecturer appointed on  
**Contractual/Visiting Basis (P/G) (Total)** \_\_\_\_\_ nos. (Appendix A-05)
- (f) Principal/HOD/Lecturer appointed on  
**Contractual/Visiting Basis( for Diploma) (Total)** \_\_\_\_\_ nos. (Appendix A-06)
- (g) Details of Teaching Staff in Institution Principal/Professor/HOD/Reader/Lecturer  
**Level-wise/Category-wise/Gender-wise :** (Appendix A- 07)
- (h) Total number of teachers at present  
**(for Diploma) : ( a)+(f)** = \_\_\_\_\_ nos.
- (i) Total number of teachers at present  
**(for (U/G)/(P/G)): ((b)+(c)+(d)+(e))** = \_\_\_\_\_ nos.

9.1 Information about the Students of the Institution (Furnish detailed information about the Students of the institution as per enclosed Format : (Appendix B-01, B-02, B-03 & B-04)

- a. Total Intake of students at present (Diploma ) \_\_\_\_\_ nos
- b. Total number of students(year wise) in the institution (Diploma) \_\_\_\_\_ nos
- c. Total Intake of students at present (U/G+P/G) \_\_\_\_\_ nos
- d. Total number of students(year wise) in the institution (U/G+P/G) \_\_\_\_\_ nos

10. Information about the supporting staff of the Institution [as per enclosed Performa (Appendix C-01 & C -02)

- (a) Total Number of Supporting Staff (Technical) in the institution \_\_\_\_\_ nos.
- (b) Total Number of Supporting Staff (Non-Technical) in the institution \_\_\_\_\_ nos.

11. Information about Library of the Institution (enclose the list of books)

- (a) Total Number of technical books \_\_\_\_\_ nos. (Appendix – D-01)

- (b) Total Number of Titles technical books \_\_\_\_\_ nos.
- (c) Total cost of technical books Rs. \_\_\_\_\_
- (d) Total Number of titles of other books \_\_\_\_\_ nos. **(Appendix – D- 02)**
- (e) Total Number of books other than technical \_\_\_\_\_ nos.
- (f) Total cost of books other than technical Rs. \_\_\_\_\_
- (g) List of technical National and International journals Print /on line **(Appendix – D - 03)**
- (h) The future plans for Automation of the library of the institutions are given below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. Information about laboratories/workshop required as per the syllabus of RGPV (Name of lab must be given in table course/department wise) (as per enclosed Proforma) **(Appendix –E-01, & E-02)**

- (a) Total cost of the equipments purchased so far Rs. \_\_\_\_\_
- (b) Cost of the equipments for which orders have been placed (photocopies of purchase order Rs. \_\_\_\_\_ ( Enclose the photocopies of orders) **(Annexure – 6)**

- 13. (a) Total No. of Student in Diploma Course. \_\_\_\_\_ nos **(Appendix F-01)**
- (b) Total No. of Student in Under Graduate Course. \_\_\_\_\_ nos **(Appendix F-02)**
- (c) Total No. of Student in Post Graduate Course. \_\_\_\_\_ nos **(Appendix F- 03)**
- (d) Total No. of Research Scholars \_\_\_\_\_ nos

13.1 Academic performance based on June 2012 examination results of the students (discipline and year- wise.) Give details of Diploma **(Appendix F - 04)**

14. Information about computer lab and software’s available in the Institution. **(Appendix – G -01)**

14.1 Information about Licensed software/open source software **(Appendix – G - 02 & G – 03)**

15. Information about furniture in the institution:

- (a) Cost of Class room furniture Rs. \_\_\_\_\_
- (b) Cost of Laboratory furniture Rs. \_\_\_\_\_
- (c) Cost of Office furniture Rs. \_\_\_\_\_
- (d) Cost of Hostel furniture Rs. \_\_\_\_\_
- (e) Cost of other furniture, if any (please specify) Rs. \_\_\_\_\_

**Total** Rs. \_\_\_\_\_

16. Source of Income & expenditure during the last year. (Enclose Copy of Audited Balance sheet ). **(Annexure - 7)**

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

17. A brief note about the consonance with the policies and plans of the technical education of the State Government / University.

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18. A brief note about policies and plans of the management for faculty and staff development.

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19. A brief report about the Innovation and Technological Changes introduced in the institution in last 3 years.

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20. Number of students selected through campus interviews in last 3 years.

S.No.	Name and address of the Company	No. of students selected
1.		
2.		
3.		
4.		

21. A brief note about the Games and sports facilities available to the students.

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22. Status of Compliance of Specific Conditions of Last Approval/Extension of Approval by AICTE/RGPV/DTE.

S.No.	Specific Condition	Compliance Status

23. A brief information about other facilities available in the Institution

- (a) Total number of staff quarters \_\_\_\_\_ nos **(Appendix – H-01)**
- (b) Total Number of Boys/Girls Hostels . \_\_\_\_\_ nos **(Appendix – H-02)**
- (c) Number of Girls Hostels with capacity
- (d) Canteen
- (e) Scooter / Cycle stand

(f) Girls Common Room

24. Any other specific information the institution wants to furnish :

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25. Information Regarding name of courses with intake proposed for the affiliation with Fees :-

S.No.	Name of Courses/Intake	Name of Bank	Demand Draft No.	Date	Amount	
1	<b>Diploma</b>					
	Course					Intake
2	<b>Bachelor of Engg./Arch.</b>					
	Course					Intake
3	<b>Master of Engg./Tech.</b>					
	Course					Intake
4	MCA					
	B.Pharmacy					
5 6	<b>Master of Pharmacy</b>					
	Course					Intake

	<b>Total Intake=</b>			<b>Total</b>	

It is requested to give approval to the above mentioned courses of our institution for affiliation with Rajiv Gandhi Proudoyogiki Vishwavidyalaya, Bhopal.

Certified that the information furnished in this Form is true & based on record & the College/Governing body will follow Act/Statutes/ordinance/Regulation and will be faithful of Rajiv Gandhi Proudoyogiki Vishwavidhyalaya, M.P. Bhopal.

Enclosures: as above

Date :

(Name. \_\_\_\_\_)

**Seal & Signature of Principal with date**



**Rajiv Gandhi Proudoyogiki Vishwavidyalaya,  
Airport Bypass Road, Gandhi Nagar,  
BHOPAL 462036**

**Receipt**

Received from \_\_\_\_\_  
Letter No. \_\_\_\_\_ dated \_\_\_\_\_ alongwith affiliation  
form and fees as stated under point No. 25.

Signature:  
Name  
Designation

## **IMPORTANT INSTRUCTION**

01. Please read the affiliation form carefully and submit online.
02. Fill each and every column with neat and clean handwriting.
03. Please put the Institutional Stamp on each page of application & Annexure.
04. Format of any appendix should not be Amended/changed.
05. Please prepare the information of every appendix in MS-excel. and submit the hardcopy, soft copy (in CD form) along with the affiliation form within fifteen days positively.
06. Every annexure and appendix should be flagged properly.

For yearly affiliation the application shall be made to the Registrar, on or before 31<sup>st</sup> December of the year preceding the academic year from which the extension of affiliation is sought and along with the fees as prescribed by University.

8. Please do not staple the Demand Draft on affiliation form.