

## **Instructions for filling the Application form for Grant / Continuation of Provisional Affiliation for academic session 2009-10**

**(To be used only by institutions granted provisional affiliation by Guru Gobind Singh Indraprastha University in the previous session)**

The University is in the process of initiating Joint Assessment for grant/continuation of provisional affiliation besides issuance/revalidation of NOC by the concerned department of Govt. of NCT, Delhi for academic session 2009-10. Hence, authorized signatories of Society/Trust/ Director / Principal of the institutions are required to submit this Application form in duplicate duly attested and complete in all respect to the Affiliation Branch (Room No.111, Administrative Block, GGSIP University) latest by 23<sup>rd</sup> March, 2009, 4:00 pm.

Please submit the declaration form also as required besides receipt of deposited processing fee (with accounts branch of the University) as prescribed in the policy guidelines of Govt. of NCT, Delhi vide No.DHE 4(65)/2007-08/6655-6732 dated 19.03.2008 alongwith the application form.

**Application for Grant/Continuation of Provisional Affiliation  
by Guru Gobind Singh Indraprastha University  
(alongwith declaration form)  
Academic Session 2009-10**

All the institutions are required to submit the following information complete in all respect to the Affiliation Branch (Room No.111, Administrative Block) to the University latest by 23<sup>rd</sup> March, 2009, 4:00 pm.

**I. Details of the Institution**

(a)	Name & Address of the Institute along with Pin code	
(b)	Telephone & Fax No	
(c)	Web site	
(d)	E-Mail:	
(e)	Name of the Director/Principal	

**II. Details of the Promoting Trust/Society/Govt. Body**

Name of the Chairman/Secretary	
Name of the Trust/ Society	
Address	
Pin Code	
Registration No of the Trust/Society	
Telephone & Fax No	
Web site	
Email	

**III. Academic Programmes for which Affiliation/NOC is sought:**

**Existing Courses**

Course Title	Existing Intake (2008-09)		Duration of the Course (Years)	Year of Commencement	Letter No. of State Govt. NOC/ Univ. affiliation (2008-09)	Intake applied for 2009-10
	As approved by statutory body, if applicable	As approved by State Govt/ University				

Append duly attested details if required. Annexure No. \_\_\_\_\_.

## New Courses

Course Title	Status of statutory body approval, if applicable	Intake applied for sanction by the Govt./Univ.	Duration of the Course (Years)	Status of Letter of Intent of Statutory Body	Any other Information

Append duly attested details if required. Annexure No. \_\_\_\_\_.

## IV. Details of Land & Building

<b>A</b>	<b>Land</b>	
(i)	Area of Land	
(ii)	Ownership of land (Whether rented/leased/ freehold)	
(iii)	Prescribed Land use (whether conforming/non-conforming to Master Plan)	
<b>B</b>	<b>Building</b>	
(i)	Whether Permanent/Temporary	
(ii)	Total Built-up area (in Sq Meters)	
(iii)	FAR Achieved (Built up area available per student as against prescribed by the University/Govt. Statutory Body)	
(iv)	Total Built up area required as per norms for all programmes	
<b>C</b>	<b>Specifications of Accommodation</b>	<b>No. Size (in Sq Mtrs)</b>
(i)	Number of class/tutorial rooms	
(ii)	Drawing Halls/Conference Room	
(iii)	Laboratories (give details)	
(iv)	Audio Visual Laboratories	
(v)	Library	
(vi)	Admn Block	
(vii)	Workshop	
(viii)	Computer Center	
(ix)	Toilets	
(x)	Common Rooms	
(xi)	Sports facilities (Indoor & Outdoor)	
(xii)	Playground	
(xiii)	Students Canteen	
(xiv)	Hostel (Total Area/rooms/Number of seats etc.)	
(xv)	Any other facilities	

Append duly attested details if required. Annexure No. \_\_\_\_\_.

**V. Details of Other Facilities Available****YES/No**

(i)	Drinking Water	
(ii)	Generator	
(iii)	Bank facility	
(iv)	Facilities provided for physically Handicapped	
(v)	Transport facilities	
(vi)	Medical facilities	

Append duly attested details if required. Annexure No. \_\_\_\_\_.

**VI. Details of Library****Programmes**

A	Details of Books (course-wise)	C.A.	Mgmt.	Engg.				
				ECE	IT	CSE	EEE	MAE
(i)	No. of Titles							
(ii)	No. of Volumes							
(iii)	Total number of books							
(iv)	No. of Journals/Foreign Journals							
<b>B</b>	<b>Details of Digital Facilities</b>							
(i)	Whether library operations computerised, internet facility, Reading room facilities, Photocopying facilities available, If yes, give details.							
(ii)	Inter library linkage facilities							

**Note: The institutes may indicate information as per their own programmes using the above as a sample and append duly attested details if required. (Annexure No. \_\_\_\_\_)****VII. Details of the Labs/Workshops/Work stations available**

Name of Laboratory	Major Equipment	List of equipment added during previous year

Append duly attested details if required. Annexure No. \_\_\_\_\_.

**VIII. Details of Computer Centre**

Name of Laboratory	No of Computers with configuration	Other Equipment (LAN/ Servers/ Printers/ Firewall etc.	Legal Software (System & Application)

Append duly attested details if required. Annexure No. \_\_\_\_\_.

**IX. Teaching Staff**

Name	Designation	Qualification	Scale of pay, other allowances/remuneration paid	Date of joining	Regular(R)/ Adhoc (A)/ Contract (C)/ Visiting (V)/ Guest (G)	Approved/ recognised by University (Yes/No)

Append duly attested details if required. Annexure No. \_\_\_\_\_.

**X. Non - Teaching Staff & Technical Supporting Staff**

Name	Designation	Scale of pay, other allowances/remuneration paid	Date of joining	Regular/ Adhoc/ Contract/

Append duly attested details if required. Annexure No. \_\_\_\_\_.

**XI. Any new initiatives/achievements:**

**XII. Details of processing fee deposited with Accounts branch .**

Programmes	Amount	Receipt No.	Dated	Annexure

**DECLARATION**

The information furnished above is true & correct to the best of my knowledge and belief and is based on facts. Nothing material has been concealed/misrepresented therein. If any information furnished above is found to be false or misleading, concealed or suppressed, undersigned will be liable for the consequences thereof.

We further undertake that we will not run in the existing premises and likely to be created premises of \_\_\_\_\_ (Name of the institute), any academic programme(s) either of full time / part time / distance education / open learning nature affiliated to any other central / state / deemed / private University or diploma/ certificate programme(s) approved earlier or now by any statutory body / autonomous body in the session 2009-10.

**Signature:** .....  
**Chairman/ Secretary of the Society/Trust**  
**Name:**  
**Designation:**  
**Dated:**  
**Seal of the Society:**

**Signature:** .....  
**Director/Principal of the Institute**  
**Name:**  
**Designation:**  
**Dated:**  
**Seal of the Institute :**