



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

## AFFILIATION BRANCH

No.: GGSIPU/Incharge(Aff.)/2016/ 1265

Dated: 14.01.2016

The Director/Principal

VMMC & SJH, Dr. RML Hospital (PHZMER)  
PHZMER ESI Hospital Basaidarpur

**Subject: Grant / Continuation of provisional affiliation for existing and new provisionally affiliated Institutes for Academic Session 2016-2017.**

Sir/Madam,

University has initiated the process for considering proposals for affiliation of colleges and Institutions for Academic Session 2016-2017 w.e.f. **14/01/2016**. Hence authorized signatories of Societies/ Trusts, Director/Principal of the institutions are required to submit the following documents (each page of the proposal has to be duly signed by the Director / Principal of the Institute alongwith the stamp of the Institute) in the prescribed formats enclosed herewith or the same may also be downloaded from the University website i.e. [www.ipu.ac.in](http://www.ipu.ac.in). The complete application form duly attested each and every page may be submitted, to the Affiliation Branch, Room No.19 / 20, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi, latest by **25/01/2016 at 3:00 P.M.** (on working days/working hours).

The following documents are to be submitted in case of revalidating of existing Institutions for existing programmes:-

- (i) Application for grant/continuation of provisional affiliation for Academic Session 2016-2017.
- (ii) Declaration form
- (iii) Part I of the proforma which must be certified by the **registered Advocate** alongwith authorized signatories of Societies/ Trusts, Director / Principal of the Institute which would be given to the Joint Inspection Committee at the time of Inspection.
- (iv) Annexure I to Annexure IX.

The existing affiliated Institutions desirous to start a new programme may also submit an application in the University to get new affiliation form to be issued from Affiliation Branch, Room No.19, Administrative Block, GGSIP University, New Delhi alongwith the requisite fee towards affiliation form amounting to Rs.10,000/- in the form of Demand Draft in favour of Registrar, GGSIPU, New Delhi which has to be deposited in the Accounts Branch of the University. However, Institutions established and run by Central Govt., the Govt. or a State Govt., or fully funded by the Central Government/ State Govt. / or as already considered by the University for PSU/Corporation etc. / Societies enacted by Act of Parliament, etc. under the direct administrative control of Central Govt./State Govt., are exempted from submitting any fee.

In case of proposals which need statutory body approval, status of the application submitted by the society/ Trust/ Govt. body to the concerned statutory body as per prescribed procedure of the concerned Statutory Bodies may be intimated to the University with documentary proof, so that appropriate action as per merit can be taken by the University.

Further, it is informed that the application for grant / continuation of provisional affiliation will be submitted by the representative of the Institute in person and no application will be entertained by the University in case sent by Registered Post/ Speed Post/ Ordinary Post/ Courier/ E-mail.

We are also enclosing herewith details/documents to be filled by the authorized signatory of the society/trust and Director/Principal of the institute in case of existing institutions with a request to submit all the details latest by **25/01/2016** by 3:00 p.m. The University will not entertain any proposals after the last date i.e. **25/01/2016**.

The following information may also be noted by the Institute;

**Last Date for issue of prescribed pro-forma / Application form for Affiliation: upto 22/01/2016 till 3:00 p.m. and Last Date for submission of duly filled in pro-forma / Application form for Affiliation: upto 25/01/2016 till 3.00 p.m.** (Before the last date, duly filled in pro-forma maybe submitted on any working day up to 3:00 pm in the **Venue for Obtaining & Submitting pro-forma / Application form for Affiliation: Affiliation Branch, Room No. 19 / 20, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16/c, Dwarka, New Delhi - 110078**)

This issues with the approval of the Competent Authority.

Yours sincerely,

  
(C.S. Rai)

In-charge (Affiliation)

**Encl.: As above**

**Copy to:**

1. The Secretary, Dept of Health and Family Welfare, Govt. of India, Nirman Bhawan, New Delhi.
2. The Secretary, Department of Health and Family Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
3. COF, GGSIPU, New Delhi for information.
4. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
5. AR to Registrar for kind information of Registrar, GGSIPU.
6. Incharge, Server Room with a request to upload this on the University website.

  
(Dr. Neelima Markanday)  
Assistant Registrar (Affiliation)





**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Sector-16 C, Dwarka, Delhi-110078**  
**Affiliation Branch**

No. GGSIPU/Incharge(Aff)/2015/ 1266-C

Dated 14/11/16

**NOTIFICATION**

**Subject: The applications are invited for the Academic Session 2016-17 for Post Graduate Medical Courses and Super Specialist Medical Courses.**

Guru Gobind Singh Indraprastha University, Delhi has initiated the process for considering proposals from Medical Affiliated Colleges and institutions for grant/continuation of provisional affiliation for Post Graduate Medical Courses and Super Specialist Medical Courses by the University for the Academic Session 2016-17. The last date for submitting the form application / proposal is 25<sup>th</sup> January 2016 upto 03:00 p.m. (working days / working hours).

(Prof. C.S. Rai)  
In-Charge (Affiliation)

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY****Sector-16C, Dwarka, New Delhi-110078****APPLICATION FOR GRANT OF AFFILIATION****1. Name and address of the applicant****Trust/Society/Government****Name****Permanent Address**

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<b>PIN CODE</b>

**Address for  
correspondence**

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<b>PIN CODE</b>

**Fax No.****Phone No****STD code****E-mail****2. Registration number and date of registration  
of the applicant as a Society/Trust****Registration number****Date of registration****Place of registration****(attested copy of the registration certificate be enclosed as annexure-I)**

**3. Details of the members/trustees and their experience in running educational, technical or other professional institutions**

(information in this regard be enclosed as per the proforma given below as annexure-II)

Sl. no.	Name of the Trustee/ Member of the Society.	Designation in the Society/Trust	Details of educational qualifications and experience

**Track record of the applicant : technical/non-professional/professional institutions  
run/managed by the Trust/Society**

Name and address of the Institution(s) or the College(s)	Courses being conducted	Duration of each course	Level of Studies (diploma/ degree (UG/PG)	Intake capacity	Year of starting	Whether approved by AICTE/UGC/ State Govt./ Board/any other body	Whether affiliated if so, affiliating university



5.
  - (i) Name of the College/Institution
  - (ii) Vision & Mission of the Institution/College
6. Whether the College/Institution is in existence or proposed
7. Address of the College/Institution (with pin code)
  - (i) Temporary site
  - (a) Full Address
  - (b) Total area in sq metres
  - (c) Built up area in sq metres
  - (d) Covered area in sq metres
  - (e) Open area in sq metres
  - (f) No. of rooms available with area in sq metres and function of each room and the approximate numbers of students using it
  - (g) Whether adequate arrangements exist for health, hygiene and sanitation in the building  
(Yes/No)  
(a health certificate of the competent local authority may be enclosed as annexure-III)
  - (h) Whether the building is structurally safe  
(a building fitness certificate of the competent local authority may be enclosed as annexure-IV)  
(Yes/No)
  - (i) Whether the applicant is in lawful possession of the land and the building where the College/Institution is being/proposed to be run  
(Yes/No)  
(Documentary evidence to be enclosed as annexure-V)
  - (j) Copy of building plan duly certified by registered architect-copy be enclosed as annexure-VI)
  - (ii) Information as required under 7(i) (a) to (j) be furnished about the existing/proposed permanent site also
8. Indicate the following both in respect of the temporary site and the proposed permanent site
  - (i) Status of land
  - (ii) Whether allotted by the D.D.A. or whether obtained from any other agency (name the agency)
  - (iii) Whether rented  
(if so, please attach on attested copy of the registered rent-deed as annexure-VII)
  - (iv) Whether acquired by another means (please specify)

9. Mention any commercial, residential, religious or any other non-educational activity conducted in the premises. If so, give details
10. Mention the size of the play ground and availability of open/covered space for conduct of co-curricular activities
11. Whether applied to the State Government for "No Objection" for establishing the college/institution  
Yes/No
12. If yes, whether "No Objection" has been given by the State government  
(If yes, an attested copy of the letter granting "No Objection" be enclosed as annexure-VIII)
13. Whether applied to the competent statutory authority such as AICTE, Medical Council of India, Dental Council of India, Pharmacy Council, U.G.C., Bar Council National Council for Teacher Education etc.  
Yes/No
14. If yes, a copy of the same be enclosed as annexure-IX
15. Courses already being conducted, if any

Course title	Intake	Duration	Entry level qualification	Whether approved if so, the body approving it	Whether affiliated if so, the affiliating authority

16. Courses – affiliation applied for

Course title	Intake	Duration	Entry level qualification	Whether approved if so, the body approving it

17. LIBRARY

- (a) Size of the library room
- (b) Size of the reading room
- (c) Total number of students
- (d) Total number of members of the teaching staff
- (e) Total number of curriculum related titles
- (f) Total number of books in the reference section
- (g) Whether accession register maintained manually or through computer?
- (h) System of issue of books
- (i) Seating capacity of the reading room
- (j) Name of papers, magazines and professional periodicals subscribed to

18. EQUIPMENT

(detailed information may be provided as annexure-X)

- (i) Number of laboratories required as per curriculum
- (ii) Name of the laboratory with area in Sq metre
- (iii) Capacity of laboratory with regard to number of students who could work at a time for the equipment
- (iv) Equipment available in the laboratory along with cost  
(list major equipment each worth Rs.10,000 or above)
- (v) Equipment proposed to be procured  
(list major equipment each worth Rs.10,000 or above)

19. COMPUTER and VIDEO FACILITIES

(detailed information be provided as annexure-XI)

- (i) Number of P.C.'s with configuration
- (ii) Printers with specifications
- (iii) Networking
- (iv) Internet connection
- (v) C.D. Rom
- (vi) Video facility
- (vii) Any other



20. Teaching Aids  
(detailed information may be provided as annexure-XII)
21. Availability of funds with the society/trust
- (a) Fixed deposits  
(zerox copies of FDR's duly attested be enclosed as annexure-XIII)
- (b) Certificate from the bank that no loan has been taken on the F.D's  
(zerox copy duly signed to be enclosed as annexure-XIV)
- (c) Funds in the current/saving accounts  
(zerox copy of the pass-book for preceding one year's transaction be enclosed as annexure-XV)
- (d) Approximate amount of funds which can be mobilised
- (e) Sources from which funds are proposed to be mobilised
- (f) Income Tax Clearance Certificate for the preceding year be enclosed as annexure-XVI)
22. Whether the accounts of the Society/Trust, are being audited by Chartered Account ?  
Yes/No  
(if yes, copies of the audited balance sheets for the preceding three years be enclosed as annexure-XVII)
23. Whether the society/trust undertakes to pay the affiliation fee and deposit the endowment fund as prescribed by the University ?  
(undertaking in original by the authorised signatory be enclosed as annexure-XVIII)
24. Whether the applicant had at any time applied to the Indraprastha Vishwavidyalaya for affiliation? If yes, when the application was made and what the result was

Year in which application was submitted	The courses applied for	Courses affiliated	Courses not affiliated with reasons for non-affiliation

25. Whether the Society/Trust undertakes to constitute the governing body of the College/Institution in advance of the commencement of the process of admission, as per the norms of the Indraprastha Vishwavidyalaya ? Yes/No

(undertaking in original be enclosed as annexure-XIX)

26. STAFF

(Information in respect of the each course already being conducted, if any, and the course(s) proposed to be conducted after affiliation should be given on separate sheets)

- (I) No. of employees of each category (with qualification and specialization)

(a) Principal			
(b) Teachers			
(i) Professor			
(ii) Asst. Professors/Reader			Total
(iii) Lecturers			
(c) Workshop/Laboratory Staff			
(d) Ministerial staff			
(i) Superintendent			
(ii) Head Clerk			
(iii) Upper division clerk			
(iv) Lower division clerk			Total
(iv) Any other (please specify)			
(e) Group D employees			
(i) Peon	FT/PT		
(ii) Waterman/women	FT/PT		
(iii) Sweeper	FT/PT		
(iv) Chowkidar	FT/PT		
(v) Any other	FT/PT	Total FT	PT

(Staff statement signed by the Head of the Institution/College containing (i) name (ii) date of birth (iii) educational qualifications (iv) date of appointment/promotion (v) confirmation (vi) experience (vii) classes and subjects taught (for teachers only) and (viii) whether full time or part-time in respect of each staff member be enclosed as annexure-XX)

- (II) Mention the pay scale in which employees of each category have been placed/are proposed to be placed.

- (i) Director/Principal
- (ii) Professor
- (iii) Asst. Professor/Reader
- (iv) Lecturer
- (v) Superintendent
- (vi) Head Clerk
- (vii) UDC
- (viii) LDC
- (ix) Group D employees
- (x) Any other (please specify)

- (III) Mention the allowances, whichever applicable, being, or proposed to be, paid to the staff and the rate at which they are being paid per month
- (a) Dearness allowance
  - (b) City compensatory allowance
  - (c) Medical allowance
  - (d) Conveyance allowance
  - (e) Washing allowance
  - (f) Any other (please specify)

(An attested zerox copy of the latest acquittance roll be enclosed as annexure-XXI)

- (IV) Mention the other benefits being given or proposed to be given to the staff

- (a) Bonus
- (b) Leave Travel concession
- (c) Maternity leave
- (d) Residential accommodation
- (e) Free transport
- (f) Study leave
- (g) Loans and advances
- (h) Children's educational allowance
- (i) Reimbursement of tuition fee/free education to employee's wards
- (j) Provident fund
- (k) Any other

- (V) Any service books and personal files being maintained/proposed to be maintained  
Yes/No

27. Number and date of the receipt of deposit of the processing fee  
(zerox copy of the receipt be enclosed as annexure-XXII)

28. Any other relevant information

The Society/Trust/Government undertakes that it shall abide by the conditions of affiliation and all other provisions of the Indraprastha Vishwavidyalaya Act, the Statutes and the Ordinances and comply with the orders and instructions issued by the University from time to time including those relating to building and infrastructural facilities.

Place

Signature of Authorised  
Signatory

Name

Date

Designation

Stamp of the Society/  
Trust/Government