

Application form for Registration.

(For Private Degree Colleges/Institutes in the Private Sector)

- Note:** 1) Please answer every question clearly and fully.
2) Application should be submitted in 4 hard copies and a compact disk (CD)
3) Application processing fee of Rs. 1000/- to be paid in advance.

1. General:

- i) Name of Institution, address with fax/email/telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority/ chief executive;
- iv) Name, designation and qualification of the head of institution;
- v) Name of registered society/body, trust foundation, NGO etc.;
- vi) Governing body, its composition and other relevant details

2. Physical facilities:

- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the Administration building;
- ii) Total number and size of classrooms, capacity for students;
- iii) Details of the laboratories, workshops and equipments appropriate to the courses;
- iv) Details of the office equipments, furniture and fixtures;
- v) Number of quarter /residence at the campus for teaching staff;
- vi) Details of sports grounds and other facilities;
- vii) Position of gas and water and electricity fitting;
- viii) Transport vehicles for official use and students;
- ix) Details of hostel buildings

3. Academic Facilities:

- i) Current Academic programs presented at institution;
- ii) Detail of subjects to be offered at Bachelors level with proposed combinations of academic groups;
- iii) Subject to be offered at Master's level

4. Faculty/ Staff:

- i) Faculty strength, names of members of teaching staff, their qualification, designations, experience, pays scales;
- ii) Mode of appointment of teaching staff and criteria of selection;
- iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
- iv) Details of medical services for students and employees.

5. Library:

- i) Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii) Reading room for students (size).
- iii) Web site to be developed and its address furnished to the Authority.

6. Facilities regarding Information Technology:

- i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
- ii) Internet connectivity available to students.
- iii) Web site to be developed and address furnished to the authority.

7. Students:

- i) Total number of students enrolled in the institution;
- ii) Enrollment of students level-wise.

8. Admissions:

- i) General policy.
- ii) Number of student to be enrolled, level-wise;
- iii) Procedure and criteria for admission.

9. Finances:

- i) Financial position of institution and sources of income to meet the recurring and developmental expenses of the institution;
- ii) Receipts in form of grants, donations, gifts, assets and investment income and fees in terms of regular, casual and miscellaneous;
- iii) Recurring expenditure in terms of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

10. Additional, if any