

PANJAB UNIVERSITY, CHANDIGARH
AFFILIATION (ORIGINAL) PROFORMA (TO BE FILLED IN BY THE AUTHORITIES FOR OPENING OF A
NEW COLLEGE.

1.	Name of the Institution.	
2.	Place	
3.	Address (Postal) E-Mail Website Telephone No. (i) Office (ii) Residence Fax No. if any.	
4.	Course(s) for which affiliation/extension of affiliation is being sought.	
5.	Academic session from which N.O.C. of state Govt. /U.T. Govt. has been sought.	
6.	Number of students to be admitted annually in the proposed Course(s)	
7.	Status of the College:- State Govt./Public Trust/ Registered Society.	
8.	Management:- (a) Is the Trust or Society registered under the Societies Act? If so, give the Registration number (Attach copy of the Constitution and composition of the Governing Body of the College). (b) Names and addresses with telephone numbers of the office bearers and members of the Management Committee. Is a copy of the resolution of the Governing body of the College is attached?	
9.	Finances:- (a) Whether the applicant has adequate financial resources as per P.U. rules for the continued running of the Institution (Give details with supporting evidence). (b) Source(s) of income. (c) Projected Annual Revenue Receipts for the year in which admission is sought. (d) Projected Annual Expenditure charged to Revenue Receipts for the above year. (e) Details of Assets:- (i) Bank Deposits (ii) Properties held. (iii) Any other (f) Name of the Bank	

10.	<p>Endowment Fund:</p> <p>(a) Amount of Endowment Fund deposited</p> <p>(b) University Receipt No. & date</p> <p>(c) Endowment Fund prescribed by the University for:</p> <p>(i) Arts_____</p> <p>(ii) Science_____</p> <p>(iii) Commerce_____</p>	
11.	<p>Land and Building:</p> <p>i) Total Land area</p> <p>ii) Land area earmarked for the construction of (a) College; (b) Student's hostel and (c) staff quarters</p> <p>iii) Whether the land and building are owned by the applicant, if not the nature of tenure of the property by the applicant</p> <p>iv) If the applicant owns land and buildings, please annex a copy of the registered deed/lease deed for ht period of not less than 51 year.</p> <p>v) Total covered area constructed so far (attach details)</p> <p>vi) Whether the applicant has a master plan and phase-wise development plan (enclosed details)</p> <p>vii) Whether the applicant is running any other educational/Training institutions and if so, the details thereof.</p> <p>viii) Do you have provision of Rs. 25 Lac for F.D.R.?</p> <p>ix) Names, addresses and telephone number No. of the member of the Advisory Council.</p>	
12.	<p>Administrative Wing (First Phase) (Give details of the rooms with covered area).</p>	
13.	<p>Library (First Phase) Area layout, main and departmental libraries, staff sanctioned , working hours, number of books , number of books & journals, annual library grant, reading room, room for librarian and other staff (Attach list separately)</p>	
14.	<p>Store (First Phase)</p>	
15.	<p>Facilities for Students</p> <p>(a) Class-wise students strength</p> <p>(b) Common room for boys and girls and lockers (Give size and capacity)</p> <p>(c) Hostel (For boys and girls)</p>	

	<ul style="list-style-type: none"> (i) Location on or off the College Campus (ii) No. of cubicles & dormitories. (iii) Total capacity (iv) Common room with T.V. (v) Magazine (vi) Indoor games (vii) Conveyance. <p>(d) Play ground (Give size & Location)</p> <p>(e) Other facilities</p>	
16.	<p>Lecturer Rooms</p> <ul style="list-style-type: none"> (a) Number of lecture theatres/class rooms (b) Seating Capacity (c) Seating arrangement and set –up. (d) Details of Teaching Aids like slide overhead and L.C.D. Projector. 	
17.	<p>Facilities for staff.</p> <ul style="list-style-type: none"> (i) Principal’s Office (ii) Teacher’s Staff Room (iii) Individual Teacher’s Room <p>(Furnish details)</p>	
18.	<p>Conference Hall/Auditorium (Give its size and capacity)</p>	
19.	<p>Laboratories.</p> <ul style="list-style-type: none"> (i) Number of laboratories for each subject with dimensions. (ii) Equipment and apparatus etc. (iii) Equipment and apparatus proposed to be purchased 	
20.	<p>Teaching staff; (Give names , qualification as per UGC norms and teaching experience of faculty members on a separate sheet)</p>	<p><u>Category</u> <u>Number</u> <u>Qualification</u></p>
21.	<ul style="list-style-type: none"> (a) Non-Teaching staff (as per P.U. Rules) (b) Office staff. (c) Class IV staff (d) Lab. Attendant (e) Safai Sewak(s) (f) Security staff (g) Any Other Staff 	

Signed by
President Secretary /Principal

UNDERTAKING

1. I, _____ S/o Sh. _____ R/o _____ and President/Principal of the _____ College do hereby solemnly affirm that information furnished in the above Performa is true tot eh best of my knowledge and belief and nothing has been concealed therein.

2. I further undertake to submit:-

(i) Annual Audited Accounts of the Institution.

(ii) Bank Statements of salaries paid tot teaching and not-teaching staff every six months.

Name: _____

(In Block Letters)

Signature _____

Designation _____

Address _____

Place: _____

Dated: _____

Verified by eh member of the Inspection Committee.

Name

Signature

1.

2.

3.

4.

5.

6.