INDIAN MARITIME UNIVERSITY

(A Central University)

PART - A - BASIC INFORMATION

1	**College/ Institution**	
	a) Name & Address	
	b) Telephone and Fax numbers	
	c) E-mail and Website address	
	d) Year of establishment	
2	**Head of the Institution: (Director/ Dean/ Principal)**	
	a) Name	
	b) Designation	
	c) E-mail, Telephone, Fax and Cell Numbers	
	d) Residential Address with Telephone Number	
3	**Legally authorized representative for communication** (Authorization Letter to be enclosed)	
4	**Trust:**	
	a) Name & Address of the Trust / Society	
	b) Registration Number and date of registration	
	c) Family/ Public Trust	
	d) Name and address of the Chairman/	
	e) Secretary of the Trust	
	f) E-mail, Telephone, Fax and Cell Numbers	
	g) Residential Address with Telephone Number	
5	Permission letter obtained from the State Government to start the college – Letter No. and Date (Enclose copy)	
6	Name and Address of the Members of the Governing Body constituted	
7	a. Whether Discipline and Welfare Committee is functioning?	YES/ NO
	b. Whether Registers and Records as per norms are available/ maintained.	YES/ NO
8	Financial Stability	
	Financial status of the Trust to be given briefly in a separate sheet with the following details.	
	a) Bankers:	
	Branches:	
	Account number (s):	
	Balance amount (Rs.):	

	As on 31st March of the previous year	
	As on Date	
	b) FDR details (Bank/ Govt./ Govt. approved institutions.)	
	Branch:	
	Amount of investment:	
	Date of maturity:	
	c) Value of immovable properties (Guide LineValue & Market Value). Provide Survey No. of the land, extent of land, location and details of buildings: (Certified copies to be signed by approved valuers).	
	d) Whether the endowment has been created, details to be provided:	
	e) Income tax permanent account number.	
	f) Profit & Loss account/ Balance Sheet verified by CA for 3 years	
9	Details of the Land earmarked for the College:	

Sl.	Document No.	Date of Registration	Survey No	Extent (acres)
			TOTAL	

Note: The extent of land should be as per University norms for the course of study.

10	Building: Block wise – (Provide separate enclosures for the existing & proposed buildings)				
Sl . No	Description Size	L x B x H (m x m x m)	Nos.	Type of roof	Furniture/ amenities Detail
a)	Class rooms				
b)	Drawing Hall				
c)	Workshop				
d)	Laboratories				
e)	Store				
f)	Administrative Office				
g)	Principal's room				
h)	Chairman/Secretary room				
i)	HOD's room				
j)	Teaching staff rooms				
k)	Library				
	i) Reading hall				
	ii) Reference Section				
	iii) Stack room				
	Total				
	Teaching Aids (OHP, white board, computer, etc.)				

l)	Physical Education				
m)	NCC/ NSS/ NSO/ YRC				
n)	Seminar Hall				
o)	Health Centre				
p)	Bank				
q)	Cooperative stores				
r)	Canteen				
s)	Vehicle parking				
t)	Lunch and Rest room for Girls				
u)	Toilet				
	Boys				
	Girls				
v)	Auditorium				

11	Hostel: (Number of blocks)			
	a) For Men/ Women			
	b) Location of the hostel			
	c) Staff - Resident Warden*	Numbers		
	d) Common room			
	e) Reading room			
	f) Recreation room			
	Rooms	Numbers		Number of students accommodated
	g) No. of rooms available in the hostel for existing and proposed programme(s).			
	i] Single (Area in Sq.m)			
	ii) Double (Area in Sq.m)			
	iii) Triple (Area in Sq.m)			
	iv) Quadruple/ Dormitory (Area in Sq.m)			
	Total			
	h) Total Built-in-area (in Sq.m)			
12	Physical Education:			
	a) Name of Physical Director			
	b) Qualification and Experience			
	c) No. of Attenders/ Markers			
	d) Total area of the play ground			
	e) Details of the outdoor games available			
	f) Details of the Indoor games available			
	g) Details of gymnasium available			
	h) Fund allotted to Physical Education			
	i) Details of Sports/ Games items available and their cost			
		Number/related details	Date	

13	Layout of the premises with approved blue print stated (Copy of blue print to be attached)		
14	Business plan and project of the institute (to be attached)		
15	Sources of Funds (Equity & Debt both). a. Initial capital Expenditure b. Recurring capital expenditure c. Present fund position (Details to be attached)		
16	Details of courses other than asked for affiliation, being run or proposed to be run by the Trust/ Company, including tie-ups/ affiliation with foreign universities.		
17	Details of AICTE approval		
18	Details of DGS approval and INDOS no		
19	Details of other approval, if any. (If no approval/affiliation in Sl. 17, 18 & 19 then NIL to be written)		
20	Details of grievance redressal mechanism	Names of Committee members	Formation date
21	Details of ICC committee	Names of Committee members	Formation date
22	Details of Anti-Ragging Committee	Name of Committee members	Formation date
23	Details of ISO certification	Certificate no.	Issue date
24	Details of Resolution passed by registered non-profit making public trust/ sec 25 company mentioning that they want to run start the training institute indicating name. attested resolution to be attached.		
25	Project feasibility report having details of Mission, Vision, background, objectives, scope, Quality, HRD policy for Faculty recruitment, justification for starting the course.		
26	Details with respect to sea time tie ups for on board training to prospective students, with shipping companies(for DGS approved courses only)		

*The Qualification of Warden will be as per Recruitment Rules prescribed for Hostel Warden of IMU.

PART - B - PROGRAMME DETAILS

27. (a) Details of Programme(s) applied for provisional affiliation:

(Please fill the rows as applicable, not applicable rows can be filled as NA)

Sl. No.	Degree (UG / PG)	Programme(s)	Sanctioned / Proposed Strength	NOC State Govt/ University (Y/N)	AICTE/ DGS etc. approval/recognition No. with Date (Enclose Copy), if applicable	Remarks

27. (b) Additional Programme(s) for which provisional affiliation is sought:

Sl. No.	Degree (UG / PG)	Programme(s)	Proposed Strength	NOC State Govt/ University (Y/N)	AICTE/ DGS etc. approval/recognition No. with Date (Enclose Copy), if applicable	Remarks

27. (c) Variation in intake in the existing Programme(s) for which provisional affiliation is sought.

Sl.No.	Degree (UG/PG)	Programme(s)	Sanctioned/ Proposed Strength		NOC State Govt/ University (Y/N)	AICTE/ DGS etc. approval/ recognition No. with Date (Enclose Copy), if applicable
			Sanctioned strength	Proposed strength (existing + additional)		

27. (d). Details of existing provisionally affiliated programme for which continuation of provisional affiliation is sought (including yearly continuation till 1st batch passes out)

Sl. No.	Dept.	Degree (UG / PG)	Program/s	Sanctioned strength for the previous academic year (Enclose a copy)	Number of students admitted for the previous academic year (Enclose a copy)	AICTE/ DGS etc. approval No. & Date for the previous academic year (Enclose a Copy)	University Affiliation No. and Date for the previous academic year (Enclose a Copy)	Academic Years of Break in offering the program (If any)	Year of Introduction

Submit the copies of the DGS/AICTE etc. approval (as applicable).

27. (e). Programmes currently conducted:

i) Details of Programmes						
Sl. No	Degree (UG / PG)	Programme	Sanctioned Strength	Students on roll for each year of course	Starting Date	Affiliation Status (Permanent/Provisional)

ii) Was there any break in any of the above programmes? If yes, give details.

iii) Whether the institution has fulfilled all the conditions of the inspection committees for various courses?

iv) Has the compliance report, to the same effect, sent to the University? If yes, When? If No, Give detailed explanations?

27. (f) Additional Information to be given, if starting a New Degree Programme.

(i)Rationale for starting the Course: (a) Based on committee recommendation; (b) Based on job market survey on skill demand; (c) Included in the **original** vision of the Institution ii) Plans for running the course (Include detailed time bound plan for recruitment of necessary faculty, preparation of laboratory, and other infrastructure)	
(iii)Has an NOC been obtained from Government? (a) If yes, give the date and reference letter of the order and a copy of the relevant order be enclosed. (b) If no, date of application? (Enclose – Application letter to the Govt.) (c) If not yet applied, when do you propose to apply for it? (d) When do you expect to get the approval? If yes, reasons for this optimism.	
(iv) Has permission/ approval/ recognition been obtained from the concerned statutory body? a) If yes, give date and reference letter of the order and a copy of the relevant order be enclosed**. A copy of the document(s) submitted to this body for obtaining recognition/permission/ approval for starting the course must be enclosed along with your affiliation application to Indian Maritime University.** b) If no, when did you apply for it? Enclose a copy of your letter to the concerned statutory body & **the document(s) submitted to this body as asked above.** c) If not yet applied, when do you propose to apply? **As and when you apply you must submit a copy of the document(s) submitted to this body to Indian Maritime University also.**	

d) When do you expect to get the approval? Reason for the optimism.	
(v) Under which School of Indian Maritime University, the course will be run & is there a Board of Studies in Indian Maritime University for the course being proposed? a) If not, whether a Board of Studies needs to be constituted for the course being proposed? b) Have you prepared a list of experts in the field for constituting the Board of Studies for the course? c) If yes, please attach the list of experts with their current professional address and telephone numbers (At least 10 experts should be listed) As and when the Board is constituted, the institution will bear the expenditure for constituting the Board of Studies and conduct of Board of Studies Meetings and framing the course structure and syllabi for the various courses?	
(vi) Has college already framed the syllabi for the new course/ programme semester-wise? If yes, enclose a copy of the same. c) If not, when will the syllabi be framed? Give definite dates. As soon as it is framed, a copy must be sent to IMU immediately. d) Where laboratory courses are required, details of laboratory experiment/s to be enclosed. For each course/Lab., a list of suggested textbooks, supplementary text books and reference books be listed.	
(vii) Total amount allocated for initial expenditure to set up the infrastructure, class rooms, hostel facilities, library, laboratory equipment, chemicals, and so on for the proposed course.	

28(a) Details of Director / Dean / Principal									
Educational Qualifications					Date of birth & age as on the date of commencement of the academic year	Date of joining in the present post	Number of years of experience in industry	Total experience	Total pay (Basic pay + Allowance)
Degree	Year of Passing	% of marks obtained	University	Specialization					
UG									
PG									
Additional									

Whether the Director / Dean / Principal is qualified as per IMU / AICTE / DGS norms

28(b) Details of Teaching staff (Department wise)												
Names(s) of the teachers (Dept. wise)	Designation Regular / Visiting	Qualification	% of marks	Specialization (Degree wise)	Experience		Date of Birth	Date of joining in the present post	Scale of pay	Total	Signature of the Staff	University Approval of the Qualification (No. and Date)
					Teaching / Research	Industry / others						

Whether teaching staff are qualified as per IMU/ UGC/ AICTE/DGS norms

28 (c). Additional information on Teachers for the proposed course / programme

i. Are qualified teachers already available on your pay roll **in your college/ Institution** for teaching the course? The University requires that qualified teachers for the course must be appointed by and for the College/ Institution exclusively.

If no new posts are proposed to be created/ sanctioned, please elaborate temporary arrangements made for teaching work of the new course(s).

ii. If not, how many teachers will be appointed exclusively for this course/ programme and what will be the mode of recruitment?

Please give details mentioning year, designation, min. qualification, min. experience, (Permanent/Temporary/Ad-hoc) pay scale and salary wages year wise

iii. Steps already/ to be taken to fill up these posts.

iv. If teachers are available, give information on them in the same format as in 28(b).

v. If it is proposed to carry on the work with the existing staff, clarification on how additional work will be handled with Time-table for existing courses and new courses separately.

vi. Work load prescribed and followed for the existing teaching staff
        A) Professor including Principal B) Associate Professors and C) Assistant Professors

vii. Detailed bio-data of the staff in position in the Department where the proposed new courses are to be started with their specialization.

viii. Details of additional supporting and other non-teaching staff proposed.

29. Laboratories and Equipment:

29(a). List of equipment						
Sl.	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

29(b). List of equipment to be procured for the new programme						
Sl.	Department	Degree	Name of the Programme(s)	Name of the Laboratory	Name of the Equipment	Quantity (Nos.)

30. Lecture rooms for new programme:

How many additional lecture class rooms and laboratories are needed for this course? (Floor space and required furniture. Give the basis on which this estimate is made.) First year: Second year: Third year: Fourth year: Are these class rooms already available? If yes, give a building plan and indicate the rooms to be allocated for this course: If No, when will the additional floor space with necessary furniture will be created? Give a building plan as well as a time bound project plan for its completion with the amount of funds allocated or will be allocated If you have not already created additional infrastructure for this course, why should you seek permission from the University to start this new course?	

31. Library facility

i) Name of the Librarian ii) Qualification and experience of the Librarian* iii) Names and designation of other staff* in the library iv) Are any special facilities available in the Library? If so, give details (eg. Photo copying, Internet connection etc.) v) Has the Library been automated? System for borrowing books by the student: Cataloguing system being followed: Photocopying facilities available: Library timings: Holidays for library: Have the number of books suggested in Appendix-6 already been procured by the Library? If not, how soon these will be procured? Give definite dates. Would the Library order multiple copies of the text books for this course? If yes, how	

many multiple copies for each text will be ordered for the required student strength? Number of additional books proposed to be acquired exclusively for the new course: Number of additional journals proposed to be subscribed for the course: (Give a detailed list of journals / magazines	

* The Qualification of Librarian/ Library Assistant will be as per Recruitment Rules prescribed for Librarian/ Library Assistant of IMU.

32. Indicating the facilities available for students

Sl. No.		Boys	Girls
1.	Common Room		
2.	Recreation room		
3.	Facilities for cultural activities		
4.	N.C.C/N.S.S/Y.R.C		
5.	Medical service attention (Name of Doctors with qualifications and specialization / address and contact details of part time / full time Doctors)		
6.	Placement and training cell		
7.	Audio-Video educational facilities and teaching Aids		
8.	Names of Associations/ clubs for students		
9.	Alumni association		
10.	Word processing & photocopying facilities		

33. Non-Teaching Staff Details:

a) Details of technical staff (Laboratory wise)*

Name	Designation	Educational qualification	Date of birth	Date of joining	Total emoluments	Signature of the staff
b) Details of ministerial Staff						

* The Qualification of technical staff (Laboratory Technician/Assistant) will be as per Recruitment Rules prescribed for technical staff of IMU.

34. Additional information required:

• Procedures proposed for monitoring the progress of students during the course (Give details) • Do you have reservation for students: SC/ ST/OBC/EWS: • Would you give special help for academically weak students? If so, describe what you propose to do? • Details of scholarships, free tuition, fellowships, and other financial support system available for students of this college now? • If yes, this would be also extended the students of the new course? • What are the facilities available for academically competent but economically weak students being admitted to the new course? • Will they be given admission, if qualified? • Are there any financial support or loan facilities available for such	

students? • If yes, describe the scheme in detail. • If no, do you propose to introduce such a scheme for the benefit of student who might enrol in the new course? • What kind of transparency College/institution is practicing in the "internal' assessment of students, if the system of internal assessment exits for the courses offered by the College? o Will the same system be applied to this new course? If not, give details of the new system. • Did students ever agitate for any reason during the last three years? If yes, give reasons. o How the problems were tackled/solved? • Did the non-teaching staff ever agitate for any reason during the last three years? If yes, give reasons. o How the problems were tackled/solved? • Did teachers ever agitate for any reason during the last three years? If yes, give reasons. o How the problems were tackled/solved? • Give an itemized details of fees, funds, donations, etc., to be charged from students to be admitted in the course. (Indicate numbers and do not say "as per Govt./University norms" etc.) • Fees for the students admitted: • Attach a copy of your audited annual accounts for the last three years: • Attach the copy of your budget for the current year	

This is to certify that the information given above is factual as of the date given below. Each page has been initialled by the authorized person of the College/ Institute. Any change in the information given above at a later date shall be informed to the University immediately.

The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College immediately.

Place & Date: Signature of the legally Authorized representative

(Name in Capital Letters)

Office Seal

PART-C

35. The originals of the following are to be produced for verification at the time of inspection to the inspection committee members (Copies need be enclosed along with application)

Sl.No.	Certificate
1.	Village field map /field measurement book sketch
2.	College site map/plan – approved by Competent Authority
3.	Existing building plan for building more than 30 years
4.	Copy of Building sketch (details of Rooms, Laboratories, Stores, Library, etc. for all the floors)
5.	Building plan proposed with approval of competent government authority. Irrevocable Trust Registration Deed (or) registered deed of the society
6.	Documentary proof for ownership of lands earmarked for the College
7.	Legal opinion from the Govt. Pleader on the ownership of land and extent of coverage.
8.	Land use certificate from an appropriate authority and land conversion certificate from Department of Town & Country Planning
9.	Certificate from the Revenue Authority that the Land for the College does not come under the Land Ceiling Laws
10.	State Government permission for starting the College
11.	DGS/AICTE etc. approval for the course(s)
12.	Documents showing the financial viability of the College [details of financial budgeted revenue and expenses statement (Current year) with latest Income tax returns copy
13.	Composition of the Governing Body.
14.	Master Time Table for all courses and all sections with class room arrangements
15.	Audited statement of accounts of the college for the past three years.
16.	Certificate for fire safety from the Government authority,
17.	Certificate from Govt. authorized license holder for Electrical installation
18.	Certificate from Government Health Inspector.
19.	Certificate from PWD Superintending Engineer or any Government authorized person for the structural stability of the building
20.	Building and equipment insurance certificate
21.	Copies of experience and educational qualification of the teaching and administrative staff
22.	Land classification/ conversion/use certificate, issued by competent Authority.
23.	Electricity load sanction certificate and availability of alternate power source.
24.	No encumbrance certificates.
25.	Certificate issued by an Architect on availability of all-weather approach road, sewage disposal facility, and barrier- free environment.
26.	Certificate that no high-tension wires are passing through the Campus.

Part – D

Land Area requirements (in Acres): (*To be filled as per Appendix 3*)

Sl. No	Programme	Diploma Programmes			Under Graduate Programmes			Institutions offering ONLY Post Graduate Programmes (Post Graduate Diploma/ MBA/M. Tech)		
		Mega and Metro	Urban	Rural	Mega and Metro	Urban	Rural	Mega and Metro	Urban	Rural

Built up Area Requirements

i. For Engineering, Technology & Sciences: *(to be filled as per Appendix-4)*

Particulars	Number of Rooms available	Carpet Area in Sq.m per Room
Class Rooms		
Tutorial Rooms		
Laboratory for First Year		
Laboratory other than First Year		
Laboratory for Post Graduate Courses		
Workshop		
Drawing Hall		
Computer Centre		
Seminar Hall		
Library		
Language Laboratory		

ii. For Management/Law/Humanities: *(to be filled as per Appendix-4)*

Particulars	Number of Rooms available	Carpet Area in m² per Room
Class Rooms		
Tutorial Rooms		
Computer Centre		
Seminar Hall		
Library		

Administrative Area (Carpet Area) in m² (*To be filled as per Appendix-4*)

Particulars	Principal/ Director	Board Room	Office all inclusive	Cabin for HOD & Dept. Office	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for Staff	Examinations Control Office	Placement Office
Carpet Area in **m²** per Room												
Number of Rooms available (for new Technical Institution)												
Total Number of Rooms												

Amenities Area (Carpet Area) in m² (*To be filled as per Appendix-4*)

Particulars	Toilets (Ladies/ Gents)	Boys Common room	Girls Common room	Cafeteria	Stationery store & Reprography	First Aid cum sick room	Principals quarter	Guest House	Sports Club/ Gymnasium	Auditorium	Boys Hostel	Girls Hostel
Carpet Area in m² per Room for the Technical Campus having more than one Programme												
Carpet Area in m² per Room for Technical Campus having one Programme												
Number of Rooms available (for the new Technical Institution)												
Total Number of Rooms												

ESSENTIAL AND DESIRABLE REQUIREMENTS

Essential requirements

Sl	Requirement	Type	Availability (Yes/ No) If No, reason/remark
1	Establishment of Online Grievance Redressal Mechanism	Essential	
2	Establishment of Anti Ragging Committee	Essential	
3	Establishment of Grievance Redressal Committee in the Institution.	Essential	
4	Establishment of Internal Complaint Committee (ICC)	Essential	
5	Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989)	Essential	

6	Internal Quality Assurance Cell	Essential	
7	Barrier Free Built Environment for disabled and elderly persons	Essential	
8	Fire and Safety Certificate	Essential	
9	Implementation of mandatory Internship policy for students	Essential	
10	Facilitate teachers for undergoing Pedagogical training through NITTT Guidelines	Essential	
11	Facilitate teachers for undergoing training through VICT course and AECS, as per DGS requirements.	Essential	
12	Implementation of student Induction Programme	Essential	
13	Implementation of examination reforms	Essential	
14	Safety and Security measures in the Campus	Essential	
15	Implementation of Food Safety and Standards Act, 2006 at the Institution	Essential	
16	Digital payment for all financial transactions as per MoE directives	Essential	
17	Display of information submitted to IMU (including the accreditation status and Board of Governors) along with mandatory disclosures in the prime location of the Website (as aquick link) of the Institution	Essential	
18	Language Laboratory (for institutions having Diploma and Degree Programs)	Essential	
19	Portable Water supply and outlets for drinking water at strategic locations	Essential	
20	Electrical Grid Power Supply Connection	Essential	
21	Backup Electric Supply	Essential	
22	Sports facilities	Essential	
23	Waste Management and environment improvement measures to ensure a sustainableGreen Campus	Essential	
24	Sewage Disposal System	Essential	
25	Display board within the premises as well as on the Web site of the Institution Indicating the feedback facility of students and Faculty available.	Essential	
26	First aid, Medical and Counselling Facilities	Essential	
27	Students Safety Insurance	Essential	
28	Group Accident Policy to be provided for the employees	Essential	
29	Facility to watch MOOCs through SWAYAM & SWAYAM PRABHA	Essential	
30	Road suitable for use by Motor vehicle- Motorized Road	Essential	
31	Institution-Industry Cell	Essential	
32	Applied for membership of National Digital Library	Essential	
33	Copies of AICTE/DGS approvals (LoA and EoA of subsequent years) obtained since inception of the Institution till date shall be placed on the Web site of the Institution and Information about available Courses at the Entrance of the Institution	Essential	
34	Appointment of Student Counsellor	Essential	
35	Vehicle Parking	Essential	
36	General Notice Board and Departmental Notice Boards	Essential	
37	Provision / Facilities to conduct online meetings, Webinars, classes and examinations	Essential	
38	Display of Course(s) and "Approved Intake" in the Institution at the entrance of theInstitution.	Essential	

Sl	Requirement	Type	
39	Alumni Cell	Essential	
40	Swimming Pool(as per DGS specifications)	Essential*	
41	Parade ground	Essential*	
42	Boat-work	Essential*	
43	Ship-type Mast	Essential*	
44	Dispensary with provision of vehicle	Essential*	
45	Auditorium (As per DGS Specifications)	Essential*	

* Essential for DGS approved courses only.

Desirable Requirements of a Technical Institution

Sl	Requirement	Type	Availability (Yes/ No) If No, reason/ remark
1	Implementation of the schemes announced by Government of India	Desirable	
2	Offering of Skill development Courses approved by the Council	Desirable	
3	Fabrication facility Laboratory (FABLAB)/ AICTE-IDEA LAB/Tinkering Laboratory/ InnovationLaboratory	Desirable	
4	Availability of at least ONE Smart Class Room per Department	Desirable	
5	Installation of grid connected solar rooftops/ Power Systems	Desirable	
6	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency	Desirable	
7	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent Interaction	Desirable	
8	Efforts to encourage Final Year students to appear in various competitive Examinations.	Desirable	
9	Efforts to encourage students to participate in National/International competition like SIH,etc.	Desirable	
10	Efforts to encourage students to take-up internship and project work in Indian Knowledge System related Areas/Topics/Disaster Management	Desirable	
11	Transport	Desirable	
12	Banking Facility/ Automated Teller Machine	Desirable	
13	LCD (or similar) projectors in Class Rooms	Desirable	
14	Sustainable sources of energy	Desirable	
15	Auditorium (As per DGS Specifications)	Desirable	
16	Staff Quarters	Desirable	
17	Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Desirable	
18	General Insurance provided for assets against fire, burglary and other calamities	Desirable	
19	Intellectual Property Right Cell	Desirable	
20	Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	Desirable	
21	Implementation of Start-up Policy	Desirable	
22	Innovation Cell/Club	Desirable	

23	Social Media Cell	Desirable	
24	Participation in the National Institutional Ranking Framework (NIRF)	Desirable	
25	Participation in the National Innovation Ranking(ARIIA)	Desirable	
26	Plastic Free Campus	Desirable	
27	Measures for Cyber-security	Desirable	
28	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environmental friendly disposal of used sanitary napkin through sanitary napkin incinerator	Desirable	
29	Rainwater Harvesting	Desirable	
30	At least 5 MoUs with Industries	Desirable	

NORMS FOR BOOKS, LIBRARY, COMPUTER, SOFTWARE, INTERNET, PRINTERS, LABORATORY EQUIPMENT

Computers, Software, Internet and Printers (*To be filled as per Appendix-6*)

Sl	Programme	Proposed	Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client. (Available/Unavailable)	Printers including Colour Printer (% of total number of PCs/Laptops)
	Diploma / Under Graduate							
	Post Graduate							

Internet speed required for the Institution

Approved Intake	Internet Band width (1:1)
up to	(*To be filled as per Appendix-6*)

Books and Library Facilities (*To be filled as per Appendix-6*)

Sl.No	Programme	Total Number of Divisions	Titles	Volumes	Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in the reading room
			Number		% of Total Students	% of Total Students

Subscription of Journals (*To be filled as per Appendix-6*)

Programme	Total Number of Courses	Journals Published India	Journals Published at Abroad
Diploma			
Under-Graduate Degree programmes			
Post Graduate Programmes			

NORMS – FACULTY REQUIREMENTS AND CADRE RATIO (*To be filled as per Appendix-7*)

Sl.No.	Programme	Proposed strength	Faculty : students based on approved intake	Principal/ Director	Professor	Associate Professor	Assistant Professor	Total
				A	B	C	D	A+B+C+D

DECLARATION BY THE MANAGEMENT

1.   Shri/Smt._____ Son / daughter of Shri
_____ on behalf of the trust, viz.,_____hereby declare that the
particulars furnished above are true and correct to the best of my knowledge. Programme(s), applied for, will not be started without the prior approval of the Ministry/ AICTE/ MCI/ NCTE/ etc and the grant of affiliation by University. All the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

2.   The required fees and any other expenses incurred for the inspection as per University rules and regulations or any other expenditure related to it and demanded by the University will be paid by the College/ Institution immediately.

3.   It is understood and agreed by the Management of the College/ Institution that if the affiliation is granted by University, the College shall observe all rules and regulations and other conditions, if any, of the University. It is also understood and agreed that any violation of these rules etc. may result in a heavy penalty as determined by the University or withdrawal of the affiliation by the University.

Place: Chairman/Secretary

Date:

                                                                          (Name in Capital Letters)

                                                                          Office Seal