



APPLICATION FORM FOR AFFILIATION

Note: Please use separate form for each Discipline

Note: Please answer every question clearly and fully:

Degree Program: _____

1- General:

i) Name and Institution Address with fax/e-mail/Telephone numbers _____

ii) Year and objective of establishment _____

iii) Name of the Controlling authority/Chief Executive _____

For Private Colleges (Attach copy of Memorandum and Article of Association)

iv) Name, Designation and qualification of the head of institute _____

v) Name of registered Society/body/trust/foundation/NGO etc. _____

(Attach copy of Registration Certificate for current session from Registrar Joint Stock Company, under the Societies Registration Act XXI of 1860).

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 numbers and size of Class-rooms capacity of students _____

iii) Details of Laboratories, workshops and equipment appropriate to the course _____

iv) Details of office equipment, furniture and fixture _____

v) Numbers of quarters/residence at the campus for teaching of staff _____

vi) Details of Sports grounds and other facilities _____

vii) Position of Gas, water and electricity fitting _____

viii) Transport vehicle for office use and students _____

ix) Details of hostels buildings _____

3- Academic Facilities:

i) Current academics programmes presented at institutions _____

ii) Details of subjects to be offered at Bachelor's level with proposed combination of Academic group _____

iii) Subject to be offered at Master's level _____

4- Faculty/Staff:

i) Faculty strength, name of members of teaching staff, their qualification, designation, experience and pay scale _____

- ii) Mode of appointment of teaching staff and criteria of selection _____
- iii) Total numbers of no-teaching, administrative and supporting staff, their designation, qualification and experience _____
- iv) Details of medical services for employees and students _____

5- **Library:**

- i) Numbers of books, text books, Journals (National and Internationals). Periodicals newspapers reference books in Library _____
- ii) Information regarding accommodate number of student in reading room _____

6- **Facilities regarding Information Technology:**

- i) Details of computer Literacy and integration of networking and visualization activities, student computer ratio _____
- ii) Internet Connectivity available to the students _____

7- **Students:**

- i) Total number of students enrolled in the institution _____
- ii) Enrollment of student's level-wise _____

8- **Admission:**

- i) General Policy _____
- ii) Procedure and criteria of admission _____

9- **Quality Assurance and student supervision:**

- i) Arrangements for academic supervision of students _____
- ii) Arrangements for quality assurance _____
- iii) Level of administrative and technical support for quality assurance _____
- iv) _____

10- **Finance:**

- i) Financial position of institution and source of income to meet the recurring and development expenses of the institution _____
- ii) Receipt in form of grants, donation, gifts, assets and investment income and fee in terms of regular, casual and miscellaneous _____
- iii) Recurring expenditure in terms of pay, allowances, maintenance, purchase, utilities, running laboratories expenses, examinations and consumable etc. _____

11- **Additional information, if any:**

Signature
Head of Institute