

APPLICATION FORM

FOR

INTRODUCTION
OF

NEW COURSES, VARIATION IN THE INTAKE CAPACITY OF
EXISTING INSTITUTION, EXTENSION OF APPROVAL OF
EXISTING INSTITUTION OFFERING DIPLOMA COURSES IN
ENGINEERING AND TECHNOLOGY / PHARMACY /
ARCHITECTURE / MANAGEMENT / APPLIED ARTS & CRAFTS /
HOTEL MANAGEMENT & CATERING TECHNOLOGY (DHMCT),
ONE AND TWO YEARS COURSES
(Common to one, two and three years courses)

In

ACADEMIC YEAR _____



DEPARTMENT OF TECHNICAL EDUCATION
GOVERNMENT OF UTTAR PRADESH,
LUCKNOW

Application Form

APPLICATION FORM FOR INTRODUCTION OF NEW COURSES AND VARIATION IN SANCTIONED INTAKE CAPACITY IN EXISTING APPROVED INSTITUTION/EXTENSION OF APPROVAL OF EXISTING INSTITUTION

1. Name and address (with Pin Code) of the Applicant Society / Trust / Polytechnic

Name : _____

City/VillagePost.....

PoliceStation.....Block.....

Tehshil..... Dist.....

State..... Pin Code.....

STD Code : _____ Fax No. : _____

Phone No. : _____

E-mail : _____

2. Details of applicant society/trust

(I) The Society/Trust Registration at No. : _____

(II) Registration No. : _____

(III) Date of Registration : _____

(IV) Place of Registration : _____

(Enclosed copy of registration certification with certify copy)

3. Name and address of the institution at the **Permanent Site**

Name of the Institution	Address of the Permanent Site with PIN Code & Nearest City	
	City/Village:	
	Post:	
	Block:	
	Tehshil:	
	Police Station:	
	State	PIN Code
	Fax No.	
	Phone No.	
	E-mail :	
	Nearest City :	

4. Name and Designation of the Head of the Institution with office & residential telephone number.

Name :	
Designation :	
Telephone (Office) :	STD Code :
Telephone (Residential) :	STD Code :

5. Type of Technical Institution

i) Government (Central/State/Aided) / University / Private etc.	: _____
ii) Autonomous / Non Autonomous	: _____

6. (i) Year of establishment of the Institution : _____

- (ii) Date on which first approval was accorded by the council/ State Govt. : _____

7. Name of affiliating State Board with full postal address. Also give the Name and Phone Numbers of the Secretary of the Board.

Name :		
Address :		
Pin Code :		
STD No.:	Phone No. :	Fax No.:
E-mail :		

8. Whether the institution is sharing the facilities with any other institution/any other programs.

YES

NO

If yes, then give details

9. Proposal for New Courses / Variation in sanctioned Intake Capacity/extension of approval/adjustment of courses in existing approved institution.

(I) New Courses proposed to be introduced in approved institution during 200_-200_

Sr. No.	Courses	Diploma/Post Diploma/Post Graduate Diploma	Duration	Annual Intake	Entry level

(II) Existing Courses in which variation in Annual intake is proposed for 20__-20__

Sr. No.	Courses	Sanctioned Annual Intake 20__-__	Revised Annual Intake requested	Duration (Yrs.)	Proposed Annual variation in intake capacity		Entry Level
					Existing 20__-__	Proposed 20__-__	

(III) Existing Courses for which Extension of approval required.

Sl. No.	Name of Course	Approved Upto	Ref. Letter No. by which approval is given of AICTE/ State Govt./PCI

(IV) Adjustment of courses.

Sl. No.	Name of course (Running at present)	Proposed		Reason with document
		New course at the place	Running Course	

10. i) Existing AICTE/State Govt. Approved Courses of Study –

Sr. No.	Courses	Diploma/Post Diploma/Post Graduate Diploma	Full / Part time	Duration (Yrs.)	Sanctioned Annual intake	AICTE/State Govt. Ref. No. & Date	Approved upto

ii) Whether the institution is conducting courses which are **not approved** by AICTE/ State Level Committee, if so give details reasons for the same _____

iii) Whether affiliation has been accorded by Board for all Courses, **if yes**, name of affiliating Board (**enclosed copy of grant of affiliation**)

If no, give details reasons for the same _____

11. (a) Teaching Staff Details :

Course & Sanctioned Intake	Total Number of faculty in Course	Level of Teaching Staff				Nature of Appointment	
		Principal	Head/Sr. Lecturer	Lecturer	Others	Total number of faculty Permanent	Total number of faculty on Adhoc

(b) Details of faculty Course-Wise :

Name	Qualifications & specialization	Age	Experience a) Teaching b) Industry	Date of joining the institution	Present pay scales & date from which implemented

Note : Attached a detailed list as per format, if required.

(c) Whether the existing faculty has been recruited as per procedure, experience & qualification prescribed by the AICTE/State Government.

YES NO N.A.

(d) Method of faculty selection : _____

(e) Whether AICTE pay-scale are implemented to the teaching & non teaching staff:

YES NO N.A.

(f) Whether PF Scheme / other retiring benefit scheme is implemented:

YES NO N.A.

(g) Whether tax is being deducted at source towards income-tax:

YES NO N.A.

(h) Staff Student ratio: _____

(i) Total number of faculty recruited during the last three years: _____

(j) Total number of faculty resigned / left during the last three years: _____

(k) Total number of non-teaching technical staff: _____

12. (a) Land

i) Location _____

[State Capital /Metropolitan/Others)

ii) Area (in acre) _____

[Please note that lease land is not acceptable except in case of government lease as per regulations]

Whether owned by the applicant Society / Trust

YES NO

If yes, then

Area Acres / Hectares

- iii) If the land is on lease from Government bodies then the purpose for which it was lease and period of lease granted.

- iv) Any loans / mortgage raised against the titles of the land

YES NO

- v) Whether the land has been exclusively earmarked for the Applicant Institute.

YES NO

(b) **Built-up Area**

- (i) Details of existing buildings:

PLINTH AREA (in Sqm):

Sr. No.	Particulars	RCC Building (in Sqm)	ACC Shed (in Sqm)	Owned Area (in Sqm)	Leased Area (in Sqm)	Additional constructed area for proposed new courses / increase intake (in sq.m.)
i	Total Academic/ Instructional Area					
ii	Total Administrative Area					
iii	Amenities					
iv	Hostels for Boys : Hostels for Girls :					
v	Staff quarters					
vi	Play grounds					
vii	Others					
Total Area (in Sqm)						

(ii) Details of Academic Area

Sr. No.	Particulars	Number	Approx. Area of Each (in Sqm)	As per AICTE Norms (in Sqm)	Available Area (in Sqm)	Seating Capacity	Additional constructed area for proposed new courses (in sq.m.)
i.	Classroom						
ii.	Tutorials Room						
iii.	Seminar Hall						
iv.	Drawing Hall						
v.	Laboratories						
vi.	Workshop						
vii.	Others						
Total Area (in Sqm)							

(iii) Whether the classrooms, drawing halls, seminar halls, etc. are adequately furnished and equipped with teaching aids, if deficient give details

(iv) Whether hostel facility available

YES

NO

Number of seats for boys : _____

Number of seats for girls : _____

(c) **Equipments**

(i) Total Investment made : Rs. _____ (in Lakhs)

(ii) Breakup Details :

Sr. No.	Course-wise Details	Total investment Rs. (in Lakhs)	Indicate, if exclusive for same Course. Rs. (in Lakhs)	Indicate, if shared with other Courses. Rs. (in Lakhs)
Total Investment Rs. (in Lakhs)				

(iii) Whether the machinery and equipments in the labs, workshops, etc. are adequate and as per norms.

YES NO

(Enclose the list of equipments required as per the syllabus of the Concerned Affiliating Agencies and number of equipments available for Additional Courses/adjustment of courses/Variation in Intake Capacity)

(d) **Library**

(i) Area (in Sqm.)

- a) Reading Hall Area : _____
- b) Stacking Area : _____
- c) Total Area (in Sqm.) : _____

(ii) Books and Journals [Branch-wise Breakup]

Branch Title →											Total
Number of Titles											
Number of Volumes											
Number of Tech. Journals *National											
*International											

- (iii) Total investment on Books & Journals during the last two years.
- a) Books (Rs.) : _____
- b) Journals (Rs.) : _____
- (iv) Total investment on Books & Journals as on date .
- a) Books (Rs.) : _____
- b) Journals (Rs.) : _____
- (v) Whether library has adequate staff, give details
- _____
- _____
- _____

(e) Computer Centre

	As per Norms	Available
1. Total Area of Computer Centre (in Sqm) :	_____	_____
2. Number of Computer :	_____	_____
3. Number of Terminals on LAN/WAN Servers Operating System :	_____	_____
4. Supporting Software :	_____	_____
	_____	_____
	_____	_____
5. Peripherals :	_____	_____
	_____	_____

13. Financial Details (**Rupees in Lakhs**)

a) Sources of income of last year:

Source of Financial Support	Recurring Income	Non-Recurring Income
Ministry of HRD (Direct receipt)		
State Government		
UGC		
Other Central / State Government sources		
Private Trust		
Donations		
Student Fees		
Internal Revenue Generation		
Others (Please specify)		
Total		

- e) Please indicate how the additional funds would be mobilized over the next 3 to 4 years. Please attach authenticated documents to support your statement.

- f) Surplus / Deficit of the Institutions (+ or-) : Rs. _____
if deficit, then how it is to be overcome _____

- g) Whether the Accounts of the Applicant Society / Trust are audited.
[Attach Xerox copies of last three years] [Yes] / [No]

- h) Whether income-tax return are filed. [Yes] / [No]
[Attach Xerox copies of last income-tax return of the applicant]

- i) Salaries of Staff (For Last Two Years):

Year _____	Teaching	Non-Teaching Technical	Administrative Ministerial
Actual Salaries			
Salary cost per student per annum			
Total recurring cost/student/annum			
Year _____	Teaching	Non-Teaching Technical	Administrative Ministerial
Actual Salaries			
Salary cost per student per annum			
Total recurring cost/student/annum			

14. **AICTE approvals received :**

A]

Name of the Courses/Institutions	Present Annual Sanctioned Intake	Actual Annual Intake during Last Year _____	Year of Starting	AICTE Approval No. & Date

Note : Include all new institutions / additional courses / variation in intake capacity accorded by the council till date.

15. Whether the Applicant Society / Trust / Government / University has any Court Case versus the State Government or University or AICTE? **If yes, please give brief details.**

18. **Certified that :**

- a) Courses are conducted as per norms, standards, guidelines of the AICTE/State Govt. Norms & Schedule.
- b) All the physical deficiencies stated in the last approval letter have been removed.
- c) The tuition and other fee are charged within the overall criteria prescribed by the State Government.
- d) The accounts of the institute are audited by the Chartered Accountant/Departmental Audit.
- e) No new course has been started (since the last approval by AICTE) without prior approval of the AICTE/State Govt.
- f) No Diploma in Pharmacy has been started without prior approval of AICTE and PCI, New Delhi.
- g) The intake in any of the AICTE approved courses has not been increased beyond the approved intake, without prior approval of the council.
- h) The building in which the institution is running is not being utilized for any other courses/programmes which are not approved by the council.

Declaration: We solemnly declare that no information has been withheld, false or misrepresented. If any information is found incorrect, the proposal shall be liable to be rejected by the council.

Name and Signature of the
Chairperson / Secretary of the
Trust / Society, etc.

Name and Signature of the
Head of the Institution.

[Seal]

For More Details Please Contact to :

1. Director, Technical Education Department, Govt. Polytechnic Campus, Vikas Nagar, Kanpur-208002
Phone No. (0512) 2582084; Fax No. (0512) 2580965; E-Mail- directorofteup@gmail.com ,Website- <http://dte.up.nic.in>