

# **APPLICATION FORM**

**FOR**

**ESTABLISHMENT OF  
NEW DIPLOMA LEVEL INSTITUTION**

**IN**

**ACADEMIC YEAR \_\_\_\_\_**

**(Common to one, two and three year's courses)**



**DEPARTMENT OF TECHNICAL EDUCATION  
GOVERNMENT OF UTTAR PRADESH  
LUCKNOW**

**APPLICATION FORM**

**APPLICATION FOR ESTABLISHMENT OF NEW TECHNICAL INSTITUTION**

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

Name : \_\_\_\_\_  
City/Village .....Post.....  
PoliceStation.....Block.....  
Tehshil..... Dist.....  
State.....Pin Code.....  
STD Code : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Phone No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_

2. Details of the Applicant Society/Trust.

- i) The Society Registration Act No. : \_\_\_\_\_  
Or the Trust Act No.
- ii) Registration Number : \_\_\_\_\_
- iii) Date of Registration : \_\_\_\_\_
- iv) Place of Registration : \_\_\_\_\_

**(Attach Copy of Registration of Society/Trust along with details of constitution, list of members of association of the Society/Trust as Annexure-I)**

3. Details of Member/Trustees and their experience in running higher educational, technical or other professional institutions, their academic background etc.

Sl. No.	Name of the Members of the Society/Trustees	Designation in the Society/Trust	Experience in running higher educational, technical or other professional institutions (In years)



8. Track record of the applicant in terms of Technical/Non-Professional/Professional Institutions run/managed by the society/Trust. (for Society/Trust only)

Name and Address of the Institution	Duration of Course	Discipline Conducted	Annual Intake Capacity	Year of Establishment	Whether approved by AICTE/ Univ./UGC/ State Govt./ Board/Other Council	Average Out-turn of last five years of each course

9. Land (For exclusive use of the Proposed Diploma level Institution at the Permanent Site)

i) Location (Strike out whichever is not applicable)  
 [Municipal Corporation /Metropolitan/State Capital/Others]

**(Attach copy of letter from competent authority for classification of land, if claimed to be within the limits of Municipal Corporation of State Capital/Metropolitan/others) (Annexure-II).**

ii) Area  
 [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

**(Attach Copy of land documents as Annexure-III)**

- iii) Whether the land is registered through a Sale Deed/Gift Deed/Lease by Government in the name of the Applicant society/Trust. (Please tick)

YES  NO

If yes, then

Registration Number : \_\_\_\_\_

Date of Registration : \_\_\_\_\_

Place of Registration : \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

(Land, if lease from private bodies/persons is not acceptable and if leased from Govt. bodies less than 99 years of lease is also not acceptable.)

- v) Any loans/mortgage raised against the titles of the land. [ Yes ] / [ No ]

- vi) Whether the land has been exclusively earmarked for the Proposed Institution by any resolution. [ Yes ] / [ No ]

**(Attach copy of resolution of Applicant Society/Trust as Annexure-IV)**

- vii) If land is agricultural, then conversion certificate from Local Government/Competent Authorities. [ Yes ] / [ No ]

**(Attach copy of land use certificate as Annexure-V)**

10. Availability of Funds in the name of Applicant Society/Trust.  
[Please note that Bank Guarantees against mortgage of land, building and assurance are not acceptable].

- i) Fixed Deposits (FDRs/other deposits in the name of the Applicant Trust/Society)  
[Other than the Endowment Fund created with Joint Name of Director Technical Education UP, Kanpur & Trust/Society]

Funds	Name of Bank	Date of Issue	FD No.	Amount (Rs. in Lakhs)
FD Receipts				
Other Deposits				

[Attach Photo Copy of FD Receipt Front & Back Side]

- ii) Funds available in Bank.

Funds	Name of Bank	A/c No.	Amount (Rs. in Lakhs)
SB A/c			
Current A/c			

[Attach Photo copies of Pass Book Transaction details of last one year]

iii) Whether the Accounts of the Applicant Society/Trust are audited.  
 [Attach Photo copy of last Three years] [ Yes ] / [ No ]

iv) Whether income-tax return are filed [ Yes ] / [ No ]  
 [Attach Photo copies of last income-tax return of the applicant]

**(Attach details of fund available with applicant for this proposal along with photo copies as above as Annexure-VI)**

11. Building (For exclusive use of the Proposed institution at the Permanent Site)

i) Whether building plan is approved by the Competent authority. [ Yes ] / [ No ]

If yes, then give name of authority \_\_\_\_\_  
 with date of approval \_\_\_\_\_

**(Attach copy of approved building plan as Annexure – VII)**

ii) Master plan for the entire institutional complex with the details of the plinth area including area of laboratories, class rooms, drawing halls, workshops, library, administrative block, hostel etc. along with the phase wise plan for construction with details of financial estimate and sources of funds whether submitted. (Please tick)

YES  NO

iii) If part of building in an existing institutional complex is proposed to be shared for establishment of the new Institution [ Yes ] / [ No ]

If yes, then give details. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iv) Details of existing availability of Built up space at Permanent Site for this proposal [in sqm]

Sl. No.	Particulars of Built-up Space at proposed permanent site	RCC Building (in Sqm)	ACC Shed (in Sqm)	Exclusive for proposed new Courses/ institution (in Sqm)	Shared with existing courses/ Institution (in Sqm)
1.	Total instructional Area				
2.	Total Administrative Area				
	Total Area				

- v) Whether the building is suitable and adequate for conduct of courses during first year as per norms [ Yes ] / [ No ]

If yes, then attach layout plan and photograph of the premises at permanent site.

If no. then give details

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**(Attach copy of External and Internal Photographs of the building duly attested with seal by the applicant on the back side with date as Annexure – VIII)**

- vi) Other facilities including Hostel, Canteen, Amenities, Staff quarters, etc.

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12. a) Whether the applicant had applied earlier to Directorate of Technical Education, UP, Kanpur.

[ Yes ] / [ No ]

- b) If yes, when and why the proposal was rejected? Please give details.

Years in which applications were submitted	The courses applied for	Letters of Viability/ issued [YES/NO]	Reasons for Rejection

13. Any other information, which the applicant may like to furnish in support of the proposal.


Canvassing in any form will entitle the rejection/non-consideration of application.

**DECLARATION**

I/We, on behalf of \_\_\_\_\_ undertake to comply with the Norms and Standards and latest Guidelines/Regulations of AICTE/State Government. I/We do undertake to furnish the documents as indicated in the letter of intent within the stipulated period, failing which, my/our proposal shall be liable to be rejected by the State Govt.. I agree to fulfill all the conditions as stipulated in his application form to the best satisfaction of State Govt.

I hereby confirm that all the information furnished in the application is true to the best of my knowledge & belief and if any thing is found false, my proposal may be rejected.

(Authorized Signatory of the Applicant)

Place

Name : \_\_\_\_\_

Date :

Designation : \_\_\_\_\_

(Seal)

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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- [director@teup@gmail.com](mailto:director@teup@gmail.com) , Website-<http://dte.up.nic.in>