

**APPLICATION FOR THE GRANT OF AFFILIATION/ RENEWAL  
OF AFFILIATION TO GOVT. / PRIVATE INSTITUTIONS IN  
H.P.DURING THE A.Y. \_\_\_\_\_**

**PART-I**

**INSTITUTION PROFILE**

**I.P-1**

Name of the institution:

Complete Postal Address:

STD Code:

Telephone No.

Fax. No.

Email:

Website:

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**I.P-2** Year of establishment:

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**I.P-3**

**Status of the course conducting body:**

Govt. Institution/University/Autonomous/Aided/Private (enclose copy of Registration document of Society/Trust)

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**I.P-4**

**Name Address of Society/Trust/Management (Attach documentary evidence)**

STD Code:

Telephone No.

Fax No.

Email

Website:

- Location:** a) (i) Temporary      (ii) Permanent  
b) (i) Rural                      (ii) Urban  
c) Distance from surrounding states

- (i)
  - (ii)
  - (iii)
- 

**I.P-5**

**Name, Designation and Address** of the person who can be contacted to supply the desired information:

Phone No. with STD Code

- (i) Residence
  - (ii) Office
  - (iii) Mobile
  - (iv) E-mail Address
- 

**I.P-6**

Name of the Principal:

Qualification:

Detail of Experience:

Contact No: (O) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
(R) \_\_\_\_\_

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**I.P-7**

Reference of Approvals:

- (i) L.O.I From the state (Reference No. & Date)
- (ii) AICTE Approval (Reference No. & Date)
- (iii) Discipline-wise intake approved by AICTE:

Sr. No.	Courses	Approved Intake	Students actually admitted *		Validity of Approval
			Govt. Seats	Mgt. Quota	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

\* Supply the authenticated list of students admitted against Free as well as Mgt. seats.

**I.P-8****Details of Affiliation:**

(a) Status of Affiliation : New/ Renewal

(b) Status of fee paid :

Name of Course	Affiliation Fee		Inspection Fee		Renewal Fee	
	Amount	Receipt No.	Amount	Receipt No.	Amount	Receipt No.
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**I.P-9 Status of Admissions:**

Course	Sanctioned Intake	No. of Admissions		Unfilled Seats
		Govt.	Mgt.	
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**PART-II****INFRASTRUCTURAL DETAILS****I.D-1**

Total Area of the Institution Building

(a) Built up Area ( in sq. mts) :

(b) Amenities and circulation area (in sq.mts):

Sr. No.	Particulars	Numbers	Seating capacity	Area (in Sqm.)
1	Class rooms			
2	Seminar Hall/Av Room			
3	Drawing Hall			
4	W/Shop			
5	Computer Centre			
6	Library			
7	Others			
	Total(Sq.mts.)			

**I.D-2****Labs.**

<b>Sr. No.</b>	<b>Name of Lab.</b>	<b>Group Size</b>	<b>Area</b>	<b>Approximate value of Apparatus/Equipment</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**I.D-3****COMPUTER CENTRE:**

<b>S.No.</b>	<b>Particulars</b>	<b>Requirement as per norms</b>	<b>Availability</b>	<b>Shortfall, if any</b>	
				<b>Number</b>	<b>Percentage</b>
<b>1</b>	<b>No. of computer terminals</b>				
<b>2</b>	<b>Hardware Specifications</b>				
<b>3</b>	<b>No. of terminals on LAN/WAN</b>				
<b>4</b>	<b>Relevant Legal Software</b>				
<b>5</b>	<b>Peripheral (s)</b>				

**I.D-4****Administrative Facility:**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Area</b>
1	Principal Office	
2	Visitors Lounge	
3	College Office	
4	Faculty Rooms	
5	Departmental Offices	
6	Conference Hall	
7	Stores	
8	Circulation/others	
9	Examination Hall /Multipurpose Hall	
	Total ( in Sqr. mts.)	

**I.D-5****Library:**

- i) Reading Hall Area( in sq.mts.):
- ii) Stacking Area ( in sq. mts.):
- iii) Total Area ( in sq. mts.):

**Books & Periodicals:**

Sr. No.	Item	Titles	No. of Books
1	Text Books		
2	Reference Books		
3	Journals (attach separate list if, necessary)	(i) (ii) (iii) (iv) (v)	
4	Periodicals(attach separate list, if necessary)	(i) (ii) (iii) (iv) (v)	

Note: include only those Books/Journals, which are relevant.

**PART-III**

**ACADEMIC REQUIRMENTS**

1. Student Staff Ratio:

Theory:  Practical:

2. Date of Commencement of Session

3. Average no. of working Days/Semester

4. Time table for each trade enclosed

Yes  No

5. Attendance & Sessional Record maintained as per board norms:

Yes  No

6. Whether the prescribed number of classes are being conducted as per curriculum supplied:

Yes  No

**PART-IV**

**OFFICE AUTOMATION:**

(i) Reprographic Services

- |                       |        |
|-----------------------|--------|
| 1. Photo Copier       | Yes/No |
| 2. Stencil Duplicator | Yes/No |
| 3. Computer Printer   | Yes/No |

(ii) Communication System:

- |                          |        |
|--------------------------|--------|
| 1. Fax Machine           | Yes/No |
| 2. Internet Connectivity | Yes/No |
- (Dial up/ISDN/Broad band)

**PART-V**

**PERSONNEL**

1. Detail of the faculty to be enclosed separately on the format mentioned below \* :

S. No.	Name	Designation	Professional Qualification	Date of Joining	Teaching/ Professional Experience		Appointment				Signature
					After UG	After PG	Permanent	Contractual	Hourly basis	Others	

\*Attach duly attested Photograph of each faculty member. Any change in the faculty should be immediately communicated to Board office along with the duly attested photograph of the newly induced faculty.

Other staff:

( i) Total number of supporting technical/laboratory staff:

( ii) Total no. of Administrative & ministerial staff:

## PART-VI

**ACADEMIC PERFORMANCE OF LAST THREE YEARS (attach annexure, if required) :**

S.No.	Discipline	Year	No. of students appeared	Passed	Board position, if any	Percentage (B/A)*100
			A	B		
1		1 <sup>st</sup> year				
		2 <sup>nd</sup> year				
		3 <sup>rd</sup> year				
2						

## PART-VI

**Details of:**

- (i) Merit position/ topper batch-wise in SBTE Exams. If any
- (ii) Any other scheme implemented by the polytechnic for merit holder/ weaker sections/SC/ST/OBC/ girl students
- (iii) Steps taken to improve the academic results.
- (iv) Steps taken for improving the working of Internal examination system.
- (v) System of students feedback, if any.
- (vi) Students feedback implemented or not.
- (vii) Extra co-curricular activities started if any like NCC/NSS/Sports/Cultural/Hobby Club/Students help desk etc.

- (viii) Details of industrial tours/visits/seminars etc. organized proposed in the academic session.
- (ix) Number of placements & efforts made for improving industry-institute-interaction.
- (x) Whether Alumni association is formed or not.
- (xi) Efforts made for quality teaching/ improving / personality development & improvement in communication skill of students.
- (xii) Steps taken for improving academic ambiance of polytechnic like land scaping, horticulture, tree plantation etc.
- (xiii) Any new innovation/ practices/modern techniques in teaching started in the institution.

**Summary of the Recommendations of the Inspection Committee for the  
Grant of Affiliation**

1. Date of inspection:
2. Name of the Institute:
3. Sanctioned Intake:
4. Actual Intake:
5. Institutional Area: Adequate/Inadequate
6. Administrative Area: Adequate/Inadequate
7. Amenities: Adequate/Inadequate
8. Machinery & Equipment: Adequate/Inadequate
9. Library: Adequate/Inadequate
10. Office Automation: Adequate/Inadequate
11. Faculty & Supporting Staff: Adequate/Inadequate

**Recommendation of the Inspection Committee:**

- (i) May be granted affiliation from the academic Session -----
- (ii) May be granted provisional affiliation subject to the fulfillment of the following conditions:

May not be granted affiliation because of the following reasons:

(Member)

(Member)

(Member)

(Member)

(Member Secretary)

(Chairman)

**Rates prescribed by the Board for Inspection, Affiliation and Inspection  
for the renewal of affiliation and renewal of affiliation.**

1. Inspection fee for affiliation@ Rs. 10,000/- per Institution per Inspection.
2. Affiliation fee@ Rs. 40,000/- per Institution.
3. Inspection fee for renewal of affiliation@ Rs. 10,000/- per Institution per Inspection.
4. Fee for renewal of affiliation per Institution@ Rs. 10,000/- per year.
5. If any Institution will not fulfill the norms, second Inspection shall only be carried out after charging an Inspection fee of Rs. 10,000/- along with a penalty of Rs. 20,000/- (double the Inspection fee). If the Institution fails to rectify the deficiencies, the earlier affiliation granted shall stand canceled.