



OFFICE OF THE DIRECTOR OF COLLEGE DEVELOPMENT COUNCIL

**DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM**

(CONFIDENTIAL)

Application Form For Permission/ Temporary/ Permanent Affiliation

PART - A

1.	Institutional Information (General).		
(i)	Name and complete address of the institution including Pin code, Phone, Fax and E-mail ID.		
(ii)	Year of Establishment and University to which affiliated.		
(iii)	Name, Designation and address of the person making the application with Phone Number and Fax Number.	Name _____ Designation _____ Address _____ Phone _____ Fax _____	
(iv)	(a) Name of the Principal / Director (b) Qualification (c) Contact Number (d) Date of Joining as Principal / Director (e) Total Experience as (i) Teacher (ii) Administrator		
(v)	Name of the Trust / Society / Company Registration Number and Date. (Attach copy of Registration Certificate).		
(vi)	List of Members of GB / Board of Management Date of last six meeting of the GB / Board of Management.		
(vii)	Name of G. B. Members nominated by the University. Details about nomination with the copies of notification		
(viii)	Who manages the institution and under what framework ? (Enclo: Statute, Regulations etc)		
(ix)	How long the present management will continue under the Rules?		
(x)	What are the sources of funding of the institution		
(xi)	What are the assets of the Institution / College / Centre. (Details of documents in support).		
(xii)	Give additional evidence, if any, to guarantee the financial viability of the college.		

(xiii)	Give details of supporting (administrative) staff available to the College / Institute / Centre.	
(xiv)	Does the college / Institute / Centre publish any journal? (Give detail and attach copies).	
(xv)	No. Objection Certificate from the Govt. of Assam. (a) Number (b) Date	
(xvi)	Concurrence from the Govt. of Assam. (a) Number (b) Date	
(xvii)	Approval from BCI / NCTE / AICTE / Pharmacy Council of India / Nursing Council (as the case may be). (a) Approval Number (b) (b) Date (c) Period of Approval	
(xviii)	Details of UGC Registration. (a) Under Section 2(f) : Number and Date (b) Under Section 12B: Number and Date	
(xix)	NAAC accreditation. (a) Year (b) Grade awarded (c) Period covered (d) Shortcomings identified in the Report of the NAAC Peer Team. (e) Suggestion for improvement given in the NAAC Peer Team Report. (f) Report on the compliance of the Recommendations of the NAAC Team.	
(xx)	Details of Research Projects undertaken (sponsored by UGC / DST / NAAC / AICTE / DEC etc.). (a) Sponsor (b) Amount (c) Title (d) Findings of the Projects	
(xxi)	Financial Assistance received during last three years. (a) Funding Agency (b) Amount (c) Purpose (d) Utilization (enclose documents)	
(xxii)	Rules of Fixing Fees to be paid by Students	
(xxiii)	Rules of Admission of Students	
(xxiv)	Seminars / Workshops organized by the	

		college during last three years. (Give details).	
	(xxv)	No. of Class held per week (subject wise) Attach class routine	
	(xxvi)	No. of Class held per annum/Semester (as the can may be)	
	(xxvii)	Maintenance of various Registers (a) Acquaintance Register (b) Admission Register (c) Fee Register (d) Scholarship Register (e) Student Attendance Register (f) Cash Book (g) Audit Report (Last five years) (h) Stock Register (i) General Accounts (j) Service Books of Teachers & Employees. (k) Proceedings of Governing Body (Last three meetings) (l) Catalogues & Stock Books of Library (m) Students Conduct Register (n) Transfer Certificate Register	
2.	Details of Land and Building.		
	(i)	Land : (Attach Photocopy of Land Document)	(a) Area : _____ (b) Dag No. _____ (c) Patta No. _____ (d) Mouza _____ (e) Jamabandi Copy
	(ii)	Details of Buildings : (a) Number of Buildings (b) Plinth Area	
	(iii)	Details of Class Rooms (with sitting capacity) (Size of the Class rooms should be mentioned)	
	(iv)	Details of Principal Room / Office Room / Cash Counter / Accounts Room / Staff Room / Parking Area / Canteen etc. (with area).	
	(v)	Details of recreational facilities	
	(vi)	Is there a hostel for students? How many can be accommodated?	
	(vii)	Are there common room facilities for students? Boys and Girls?	
3.	Details of Library Building and Books etc.		
	(i)	(a) Name of Librarian	

		(b) Qualification (c) Date of Joining (d) Experience	
	(ii)	Size of - (a) Librarian Room (b) Staff Room (c) Reading Room (d) Main Hall (e) Others	
	(iii)	(a) Number of Books (Concerned subject). (b) Number of Titles (c) Number of Journals (d) Number of E journals (e) Number of Magazines (f) Number of News Papers	
4.	Details of Computer facilities.		
	Details of Computer Centre (a) Number of PC (b) Configuration (c) List of Software (d) Other Peripherals		
5.	Details of Fund.		
	(i)	Reserve Fund (a) STDR / FDR Number (b) Bank (c) Amount (d) Date of Maturity (e) Maturity value	
	(ii)	Working Fund (a) Account No. (b) Bank / Branch (c) Amount (d) Date	
6.	Fees Deposited to the University.		
	(a) Application Fees (b) Inspection Fees (c) Renewal of Permission / Affiliation fees (Year up to which the fees is paid).		Rcpt. No. _____ dt. _____ Rcpt. No. _____ dt. _____ Rcpt. No. _____ dt. _____
7.	Details of Course.		
	(i)	What courses are being offered at present?	
	(ii)	Courses / Subjects for which (a) Permission / Affiliation is sought. (b) Submit the details of Permanent Affiliation and Temporary Affiliation(as the case may	

		be) (b) Justification for opening the subject.	
8.	Details of last inspection (if any)		
	(a) Date of the visit of the last inspection team. (b) Purpose of inspection. (c) Conditions prescribed by the inspection Team (Attach document). (d) Whether all the said conditions have been fulfilled (give details).		
9.	Details of Laboratory materials and Equipment.		
	(a)	List of Laboratory materials (subject wise) as per syllabus.	
	(b)	List of Equipments (subject wise).	
10	Details of Teachers.		
	(a) List of teachers Department wise (in tabular form mentioning details of qualifications mentioning the mode of obtaining Degree and name of the University. Whether the teachers have cleared N E T/ SLET should also be mentioned) Attach separate sheet.		
	(b) Number of Teachers (subject wise)		
	(c) Number of Teacher who attended Refresher Courses / Orientation Courses (Subject wise)		
	(d) Research Projects carried out by the teachers. (Attach separate sheet).		
	(e) Does the Institute pay UGC Scales? If not, how much for different cadres of academic staff.		
	(f) Name, rank, salary, qualification and teaching experience of academic staff including Principal. (Use separate sheet).		
	(g) What evidences are there to show research accomplishment of the faculty? (Attach date separately of each such facility).		
	(h) Number of Teachers who attended Refresher Courses / Orientation Courses (subject wise)		
	(i) Teaching load per teacher (per week) Subject wise		
	(j) Evidence of involvement of Teachers in Community Service activities. (Give details).		
11	Students Details.		
	(a) What is the strength of students in each of the courses now offered?		
	(b) What is the process of student selection for		

	admission?											
	(c) What is the duration and normal schedule for teaching in the college (attach the time table used in the last Year / Semester).											
	(d) How many classes a student has to attend on an average on a working day?											
	(e) Is the attendance taken once a day or once in every class?											
	(f) What percentage of students live in the locality and what percentage commute from outside the area?											
	(g) Are there periodic examinations conducted by the college to assess progress of learning of students?											
	(h) Who supervises the regularity and quality of teaching and under what procedure?											
	(i) How does the management ensure that classes are regularly held?											
	(j) Evidence of involvement of students in Community Service activities. (Give details).											
	(k) Examination Results (last five years) <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th>Year</th><th>Name of Exam</th><th>Total No. Appeared</th><th>No. of studt. passed</th><th>PC of pass</th></tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>	Year	Name of Exam	Total No. Appeared	No. of studt. passed	PC of pass						
Year	Name of Exam	Total No. Appeared	No. of studt. passed	PC of pass								
	(l) Number of Students who secured 1 st Division / Class (last five years) <div style="text-align: center;"> <u>Year</u> <u>Exam.</u> <u>No.</u> </div>											
	(m) What are the outstanding academic achievements of the college in Education?											
12	(a) Name of the nearest College. (b) Distance from the nearest College / Institute. (c) Name of the feeder H.S. School / Junior College. (d) Distance from this institution(s) in Kms.											
13	Recognition of courses to which this applications refers to											
14	.Any Other Relevant Information <ul style="list-style-type: none"> Whether the college has established the Career Counseling And Guidance Cell, Mention the name Of the Coordinator with email id and contact no 											

	<ul style="list-style-type: none"> • Steps taken by the college for implementation of Gender Equity as per U G C Guidelines • Whether I Q AC formed . Mention the name of the coordinator with contact no and email id • Facility for sports (mention about existing facilities , both indoor and outdoor) • Whether the college has provided facilities for Differently abled persons 	
15	Details of Accreditation by the N A A C and Score point and Grade When the last accreditation was don Details about re accreditation	

16. Declaration Information furnished above is correct to my belief and knowledge

Principal/ Director(Name in full)

Full Signature

PART – B.**ADDITIONAL INFORMATION TO BE FURNISHED, IF APPLIED FOR
STARTING POST GRADUATE PROGRAMME.****Permission / Affiliation sought for P. G. Course.**

(Whether already Approved Course / Programme of the University)

(i) Name of the Subject and details of specialization(s) to be offered :

(ii) Number of Regular Teachers with designation and specialization :
(to be furnished in tabular form.)

Name	Designation	Mode of Appointment (Regular/Contractual/Adhoc)	Pay Scale	Year of joining	Specialization	Qualification

(iii) Number of teachers with Ph. D. in the subject with the title of Ph. D. work,
along with the name of the university awarding Degree / year :
(to be furnished in tabular form).

Name of Ph.D. Holder	Subject	Topic (Ph.D.)	Year	Name of the university awarding the Ph. D.

(iv) Details of Part time teachers (if required), mentioning the name of the papers / portion of the syllabus to be covered.

Name	Designation	Year of joining	Specialization	Qualification

- (v) Information on the present status of the Department.
 - (a) The number of students (having Major)
 - (b) The result of the students in the university examination in the particular subject for the last five years In Major.
 - (c) The information regarding departmental research publications (if any).
 - (d) Outstanding Academic achievements of the teacher (if any).
 - (e) The contribution of the teachers in the field Research.
 - (f) Any other relevant information
 - (g) Details of Research Publications during the last five years (mention only research publications in peer reviewed journals).
- (vi) Details of Project works (if undertaken) by the teachers of the department during the last five years.
- (vii) Details of the presentation of the Research Papers by the teachers in the National / International Seminar / Workshop (if any).
- (viii) Details of Ph. D. /M. Phil. Guidance (if any) by the teachers of the Departments.

- (ix) Details of information on Library.
 - (a) Titles of Books.
 - (b) Number of Journals (including e-journals).
 - (c) Number of Reference Books.
 - (d) Any other information.
- (x) Concurrence of the State Govt. for starting the P. G. Programme (whether obtained).
- (xi) The Fees structure Proposed for the Course.
- (xii) The Annual Budget for the programme.
- (xiii) .Whether Library and reading room will be separate for P G Classes
- (xiv) Details of class rooms , seminar rooms for the PG classes. Mention the size
- (xv) Hostel Facility Available
- (xvi) Details about I C T available in the campus
- (xvii) Scheme for Guest Teachers
- (xviii) Whether Collaboration with any other institution of repute in research made for the Proposed Programme. Please give evidences to the effect
- (xix) Timing of Theory and Practical Classes. Class Routine to be submitted.

Note : (i) The applicant shall have to furnish the supporting documents at the time furnishing the information, where necessary.

- (ii) Additional shut(s) may be used where necessary and the information should be provided in tabular form as far as possible.
- (iii) Details of Laboratory facilities for the P G classes
- (iv) Whether student feedback will be taken in to consideration for quality assurance.
- (v) Grievance Redressal Mechanism to be accepted for the students

Declaration

(xx) Recommendation of the Inspection Committee.

(a) Name of the Members.

(b) The date of visit.