

Complimentary Copy

APPLICATION FORM
FOR
NEW COLLEGE/INSTITUTE



**GURU JAMBHESHWAR UNIVERSITY OF
SCIENCE & TECHNOLOGY, HISAR**

(ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)

('A' GRADE, NAAC ACCREDITED)

Price: Rs.5000/-

THE APPLICATION FORM
FOR NEW COLLEGE/INSTITUTE

(To be filled by the Society/Trust)
PART -A: The Form

1. BASIC INFORMATION

i)	Name of the Society/Trust, Address, Phone No, Website, E-Mail ID of Society /Trust / Proposed Institution	
ii)	Year of establishment of the Society/Trust	
iii)	Registration No. & Date (Enclosed proof)	
iv)	Name and Socio-economic status of the Trustee(s)/Managing Committee the Society/Trust (give details on a separate Sheet): i) Age; ii) Qualifications; iii) Present occupation; iv) Whether income tax payees or not with PAN NUMBER	
V	Name & Address of the President/Chairman.	
	Phone No.	
	Mobile No.	
	Fax No.	
	E-Mail ID	
	Type of the Institution applied for (Professional/Non-Professional)	

2. A. Name and address of the proposed College/Institute:

- B Whether the Trust/Society is already running an educational institution(s) or not? If yes, give a list of such Institutions along with a statement of the annual income and expenditure of each of them for the previous year.

Has any of the Institutions run by the Trust/Society ever been penalized on any account by a Court of Law/University/State/Agency/UGC/AICTE or any State or Central regulatory authority?

3. DETAILS OF THE COURSES/FACULTY INCLUDING DISCIPLINES APPLIED FOR:

Sr. No.	Name of the course	Intake Applied for
i)		
ii)		
iii)		
iv)		
v)		
vi)		
Total		

Note: 1 An application for recognition shall be made in the case of a Government College by the Higher Education Commissioner or the Head of the Education Department, Haryana and in the case of a non-government College/Institution by the Chairman/President duly authorized by the Society/Trust.

2. Application for grant of recognition to new College/Institute accompanied by the Application **Processing** fee as at Annexure-A in the shape of Demand Drafts for Rs. ----- in favour of the Registrar, Guru Jambheshwar University of Science and Technology, Hisar, along with other documents, must reach the Registrar by 31st October of year preceding the one in which it is proposed to start the College/Institute.

3. The application submitted after 31st October shall be accompanied with the late application fee as under (**As per Resolution No. 36 of Executive Council meeting dated 16.10.2017**) :-

A. 25% extra of the relevant application **Processing** fee up to 31st December.

B. 50% extra of the relevant Application **Processing** Fee up to 31st January.

C. 100% extra of the relevant Application **Processing** fee up to 1st March.

However, the vice-Chancellor at his discretion on the merit of the case may condone the delay in the submission of Application form after 1st March with the late application fee at 'C' above

4. When the University intends to grant Provisional Affiliation, the Society/Trust shall deposit the Provisional Affiliation Fee as at Annexure-A within 15 days from the date of issue of the Letter of intent. (LOI)

(To be submitted on Letter Pad of the Society/Trust)

To

The Registrar,
Guru Jambheshwar University of Science and Technology, Hisar,

Subject: Grant of Provisional affiliation for opening of a new College/Institute.

Sir,

I take this opportunity to inform you that ours is a registered Society/Trust in the name of _____.

We intend to start a new College/Institute in the name of _____ at _____ .The Society/ Trust owns and possesses the requisite land, building and other infrastructure facilities and fund as per norms of the Guru Jambheshwar University of Science and Technology, Hisar, /State Govt. of Haryana and the concerned Professional Councils, i.e., AICTE etc. You are requested kindly to grant Provisional Affiliation to the above proposed college/Institute to run the course(s) _____ for the session _____. The duly filled Application form along with copies of the requisite documents accompanied by the Application **Processing** fee (including the late application **Processing** fee, if any) in the shape of Demand Draft No. _____ dated _____ for Rs _____ drawn on _____ payable at Hisar, are enclosed herewith.

Yours faithfully,

DA/as above

President/Chairman of the Society/Trust
With official stamp

4. LAND : (AREA IN ACRES)

i)	Location of the land (Metro/State/Capital /others, please specify)	
ii)	Land required as per norms.	
iii)	Ownership in the name of Society/Trust in form of Registered Sale Deed/Irrevocable Gift Deed (Registered) Irrevocable Government Lease (for minimum 30 years) by concerned authority of Government. Attach attested copy of the deed.	
iv)	Whether land is free from all encumbrances if yes, enclose a copy of non-encumbrances certificate from competent authority.	(Yes/No)
v)	Whether land use certificate to be used for educational purpose has been obtained from the Competent Authority designated by the State Govt. (Enclose a copy of land use certificate).	(Yes/No)
vi)	Whether the land is contiguous or in parts. Please give details(Enclose a certified map of the land)	(Yes/No)
vii)	Whether the Society/Trust has passed a resolution for using land exclusively for the proposed institution (Enclose a copy of the resolution).	(Yes/No)

C

DETAILS OF INSTRUCTION AREA (in square meters)

Type of Instructional Area	Nos. as per norms	Nos. actually available	Floor Area as per norms	Actual Floor Area
Class-rooms				
Tutorial Rooms				
Drawing Hall				
Computer Centre				
Library				
Laboratories Workshops				
Studio/ Seminar Hall/conference Hall				
Total				

(Attach the latest photographs of the building showing the current status).

5. **AVAILABILITY OF FUNDS FOR THE PROPOSED INSTITUTION:** Funds available in bank in the name of Society/Trust (enclose attested copies of relevant documents)

Sr. No.	Type of accounts	Banks with Branch	Amount in Rs.	Source of Fund. Attach details of donors/property income etc.
i)	Fixed Deposits/FD Rs.			
ii)	Saving Accounts			
iii)	Current Accounts			
iv)	Bonds/NSCs etc.			
v)	Any other			
	Total Amount			

Please attach a separate sheet, if necessary.

6. APPOINTMENT OF PRINCIPAL AND OTHER STAFF:

a. Has the Society/Trust appointed/identified the Principal?
If yes, please give the following details:

Name : _____

Age : _____

Experience : _____

Nature and Date of Appointment : _____

Mode of appointment/Selection : _____

Pay scale : _____

If no, please state the steps being taken in this regard :-

(Attach a separate sheet, if necessary).

b. Has the Society/Trust appointed/identified faculty and other staff? If yes, please give the following details:

Name	Qualification	Experience	Age	Pays Scale	Nature and Date of Appointment	Mode of Selection

If no, please state the steps being taken in this regard.
(Attach a separate sheet, if necessary).

7. AIMS AND OBJECTIVE(S) WITH JUSTIFICATION FOR STARTING THE INSTITUTION/COLLEGE.

(Please attach a separate sheet, if necessary).

8. APPLICATION **PROCESSING** FEE (Including late fee, if any) of Rs. _____ through D.D. No. _____ Dated _____ Drawn on _____ payable at Hisar in favour of the Registrar, Guru Jambheshwar University of Science & Technology, Hisar is attached herewith.
9. Whether the NOC has been issued by the State Govt. If yes, please attach copy of the same.
10. Whether the Society/Trust has applied to the concerned Professional Central Council for the grant of permission to start the Institute/College. If yes, please attach a copy of the same.
11. In the case of Trust only:
Whether the Trust deed complies with the sub-clause (d) of clause (4) of Ordinance- XVI of Kurukshetra University, Kurukshetra, Calendar Vol-I, 2009, adopted by Guru Jambheshwar University of Science & Technology, Hisar (reproduced at Annexure-B).

Mention Yes or No.....

I certify that the above information is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date

Signature

Encl: All the required documents

President/Chairman of the Society/Trust
(with official stamp)

PART-B:

UNDERTAKING

President /
Chairman's
Photograph
attested by a
first Class
Magistrate

I _____ s/o Sh _____
R/o _____

President/Chairman of the Society/Trust do hereby solemnly affirm and declare as under:-

1. That the Deponent is authorized by Resolution No. _____ dated _____ of the Society/Trust to give the present undertaking on behalf of the Society/Trust.
2. That the Society/Trust _____ proposes to open a College/Institute in the name of _____ at _____ Teh _____ Distt: _____ for which the application has been moved to Guru Jambheshwar University of Science and Technology, Hisar, for the grant of Provisional affiliation.
3. The Society/Trust shall faithfully observe the provisions of the Guru Jambheshwar University of Science and Technology, Act, Statutes Ordinances and Regulations of the University as made and brought in force from time to time.
4. The Society/Trust shall fulfill all the conditions of the State Govt. and also the concerned Professional/Central Councils, i.e., AICTE/NCTE/BCI etc., as the case may be.

** To be furnished on an Affidavit (Non-judicial stamp paper of Rs.10) duly attested by a First Class Magistrate.*

5. The Society/Trust shall constitute the Governing Body strictly in accordance with the rules and regulations of the University.
6. The Society/Trust shall advertise all vacancies in National Dailies and appoint the teaching faculty as per norms on regular basis through properly constituted Selection Committee(s) before making admissions to the course(s) concerned.
7. The Society/Trust shall provide the necessary infrastructure catering to the diverse needs of student as per established norms.
8. The Society/Trust shall not indulge in any commercial activity on the Campus.
9. The admissions shall be made strictly according to University/State Govt. rules. No admission shall be made by the College/Institute in excess of the sanctioned seats.
10. College/Institute shall strictly adhere to the fee and funds as prescribed by the University/State Govt.
11. The Society/Trust shall fulfill all the conditions/requirements contained in the Ordinance-XVI of Kurukshetra University, Kurukshetra, adopted by Guru Jambheshwar University of Science and Technology, Hisar calendar, Volume-I 2009 with respect to Recognized Colleges including those placed at Annexure-B and Annexure-C and other instructions issued by the University from time to time.

DEPONENT
PRESIDENT/CHAIRMAN
OF THE SOCIETY/TRUST
(WITH OFFICIAL STAMP)

VERIFICATION

Verified that my above undertaking is true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT
PRESIDENT/CHAIRMAN
OF THE SOCIETY/TRUST
(WITH OFFICIAL STAMP)

GURU JAMBHESHWASR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

For opening of a new College/Institute (Professional and General)

PROFESSIONAL COLLEGES**(As per resolution No. 39 of Executive Council meeting dated 15.06.2016)**

	Application Processing Fee in Rs.	Provisional Affiliation Fee in Rs.	Permanent Affiliation fee in Rs.	Course Fee/ Extension Fee in Rs.
B.Tech. (for single course)	75,000/-	7,50,000/-	4,00,000/-	20,000/- As per course introduced at the time of opening of new college.
MBA/MCA (for single course)	75,000/-	4,50,000/-	4,00,000/-	-do-
Law College.	75,000/-	5,00,000/-	7,50,000/-	20,000/-
Education Colleges (B.Ed/M.Ed etc.)	50,000/-	3,00,000/-	5,00,000/-	-----
Colleges of Physical Education (BPED/MPED/CPED etc.)	50,000/-	3,00,000/-	5,00,000/-	-----

GENERAL COLLEGES (ARTS/SCIENCE/COMMERCE).**As per resolution No. 36 of Executive Council meeting dated 16.10.2017.**

	Application Processing Fee in Rs.	Provisional Affiliation Fee in Rs.	Permanent Affiliation fee in Rs.	Course Fee/ Extension Fee in Rs.
(Arts/Science/Commerce)	50,000/-	3,50,000/-	4,00,000/-	20,000/- As per course introduced at the time of opening of new college.
BBA/BCA/BJMC/BMC/D TM/ Bachelor of tourism Management & Catering Technology course etc.	40,000/- per course	2,50,000/- per course	2,00,000/- per course	20,000/- per course

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Annexure-B

PART-C: BASIC CONDITIONS FOR A TRUST-DEED

In the case of a College founded by individual donors, the following basic conditions for a Trust deed shall be observed unless the Management is vested in Societies registered under a Government Act:

(Sub clause(d) of Clause-4 appearing at page-52 of Ordinance – XVI of Kurukshetra University, Kurukshetra, adopted by Guru Jambheshwar University of Science and Technology, Hisar Calender Volume- I, 2009)

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- i) That the founder of the Trust is the sole absolute owner of the property endowed;
- ii) That the trust is created by regularly registered deed to be approved by the Executive council;
- iii) That the founder permanently and unequivocally divests himself, his heirs and executors, of all interests in the property endowed;
- iv) That the endowed property is made to vest permanently and absolutely in the Trustees collectively;
- v) That the Board of Trustees- consists of at least seven members of whom at least five are independent members who are not in any related to or dependent upon the Founder of the Trust;
- vi) That in case of future vacancies in the Board, nominations are made by the Board and not by the Founder and such nominations are forthwith reported to the Vice-Chancellor;
- vii) That all buildings included in the Trust are sufficiently insured against fire;
- viii) That copies of the proceedings of the Board and a statement of the annual income and expenditure of the Trust are supplied to the Vice-Chancellor;

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ANNEXURE-C

PART-D: SOME OTHER IMPORTANT CLAUSES TO BE ADHERED

(From the Ordinance-XVI of Kurukshetra University, Kurukshetra, adopted by Guru Jambheshwar University of Science and Technology, Hisar Calendar, Volume I, 2009)

- i) In case of granting affiliation to a new College in rural area the distance between one rural College and another rural College should not be less than 15 k.m. However, if the existing Colleges have attained the strength of 800 students then the Executive Council may relax the condition of 15 k.m. distance provided the physical facilities in the existing Colleges do not remain unutilized. The above condition may be relaxed for starting purely Girls College in rural area.
 - ii) In urban area, no new College should be started unless all existing Colleges have attained the maximum strength of 1000 students. However, if there is no Girls College in that town then this condition will not be applicable for starting a purely Girls College.
 - iii) The recognition/affiliation of the college, having regard to the educational facilities provided by other Colleges in the same neighborhood will not be injurious to the interest of education.
 - iv) No college affiliated to the University shall discontinue instruction in any Faculty/Course/Subject without the prior permission of the University.
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