

Application Form No.-

Date of Purchase -

Signature -

Seal -

## **APPLICATION FORM**

FOR INTRODUCTION

OF

**ADDITIONAL COURSE, 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 (DHNCT)  
(Common to all Courses)**

In

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

**DEPARTMENT OF SCIENCE & TECHNOLOGY  
GOVERNMENT OF BIHAR  
PATNA**

## APPLICATION FORM

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

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

Name :

Address :

STD Code : Fax No. :

Phone No. :

E-mail :

2. Name and Address of the Institution at the Permanent Site

Name of the Institution	Address of the Permanent Site
	P.O. :
	District :
	State : Pin Code :
	Fax No. : STD Code :
	Phone No. :
	E-mail :
	Nearest City :

3. Name and Designation of the Head of the Institution with office & Residential telephone number

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

## 4. Type of Technical Institution

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

5. (i) Year of establishment of the Institution :

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

6. Whether the Institution is sharing the facilities with any other institution / any other programmes

YES NO 

If Yes, then give details

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7. Proposal for Additional Courses / Variation in Sanctioned intake capacity / extension of approval / adjustment of courses in existing approved institution.

(i) Courses proposed to be introduced in approved institution during .....

Sl. 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 .....

Sl. No.	Courses	Sanctioned Annual Intake	Revised Annual Intake requested	Duration (Yrs.)	Proposed Annual Variation in Intake capacity		Entry Level
					Existing	Proposed	

(iii) Existing Courses for which Extension of approval required

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

(iv) Adjustment of courses

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

## 8. (i) Existing AICTE / State level Committee Approved courses of study –

Sl. No.	Courses	Diploma / Post Diploma / Post Graduate Diploma	Full / Part time	Duration (Yrs.)	Sanctioned Annual Intake	Year of approval by the council & AICTE / State level Committee approval Ref. No. & Date

(ii) Whether the institution is conducting courses which are not approved by AICTE / State level committee, if so give detail reasons for the same

## 9. (a) Teaching Staff Details :

Course & Sanctioned Intake	Total Number of faculty in course	Level of teaching Staff				Nature of Appointment	
		Principal	Head / Sr. Lecturer	Lecture	Others	Total Number of faculty Permanent	Total Number of faculty Adhoc

## (b) Details of faculty course-wise

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

Note : Attach 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.

(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 :

10. (a) Land

(i) Location  
[State Capital / District Headquarter / Rural Area]

(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

(iii) If the land is on lease from Government bodies then the purpose for which it was leased 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.)

Sl. No.	Particulars	RCC Building (in Sqm.)	ACC Shed (in Sqm.)	Owned Area (in Sqm.)	Leased Area (in Sqm.)
i.	Total Academic / Instructional Area				
ii.	Total Administrative Area				
iii.	Amenities				
iv.	Hostel for Boys Hostel for Girls				
v.	Staff quarters				
vi.	Play Ground				
vii.	Others				
	Total Area (in Sqm.)				

## (ii) Details of Academic Area

Sl.	Particulars No.	Number	Approx Area of Each (in Sqm.)	As per AICTE Norms (in Sqm.)	Available (Area (in Sqm.))	Seating Capacity
(i)	Classroom					
(ii)	Tutorial Room					
(iii)	Seminar Hall					
(iv)	Drawing Hall					
(v)	Laboratories					
(vi)	Workshop					
(vii)	Others CAD / CAM / Computer					
	Total Area (in Sqm.)					

(iii) Whether the classroom, 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 :

(ii) Breakup Details :

Sl. 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)

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

YES  NO

(Enclose the list of equipment 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

Sl. No.	Particulars	As per Norms	Available
1.	Total Area of Computer Centre (in Sqm.)		
2.	Number of Computers		
3.	Number of Terminals on LAN / WAN Server Operating System		
4.	Supporting Software		
5.	Peripherals		

## 11. Financial Details (Rs. in Lakhs)

(a) Sources of Income of last year :

Source of Financial Support	Amount (Rs. in Lakhs)	
Ministry of HRD (Direct Receipt)		
State Government		
UGC		
Other Central / State Government Sources		
Donations		
Student Fees		
Internal Revenue Generation		
Others (Please specify)		
Total		

(b) Total Expenditure incurred in category of Recurring Expenditure and Non-Recurring Expenditure during the two previous financial year.

Financial Year
Recurring Expenditure
Non-Recurring Expenditure

(c) Whether an endowment funds has been created ? If so, attach proof there of

YES  NO 

(d) Give details of funds available exclusively for meeting the recurring and non-recurring expenditure for introduction of courses and / or variations in intake, duly supported with copies of latest bank statements, FDRs etc. (Promissory Notes are not acceptable)

(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  
[Attach Xerox copies of last income tax return of the applicant]

YES  NO

- (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			

12. AICTE approval received  
[A]

Name of the Courses / Institutions	Present Annual Sanctioned Intake	Actual Annual During last year	Year of starting	AICTE Approval No. & Date

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

13. Whether the applicant Society / Trust / Institution has any court case verses the State Government or University or AICTE ? If yes, please give brief details :


14. Please give justification for starting proposed course (s) / variation in intake capacity


15. (a) Whether the Governing (GC) Body has been constituted as per AICTE norms ? If yes, enclose copy of list of members

YES  NO

- (b) Specify the date of GC meeting held during the last three years

Year	Details

16. 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) The intake in any of the AICTE approved courses has not been increased beyond the approved intake, without prior approval of the council.
- (g) The building in which the institution is running is not 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.

Seal