PROFORMA FOR SUBMISSION OF INFORMATION FOR AFFILIATION/RENEWAL OF AFFILIATION

(To be submitted by College)

A. BASIC INFORMATION:

1.	Name of the College		
2.	Address of the College Phone Email		
3.	Date of Establishment		
4.	Name of the Principal/ Principal (i/c) Contact details		
5.	Date of last Affiliation		
6.	Duration of Affiliation		
7.	Recognition under		
8.	NAAC Accreditation (enclose copy)	Yes…………… Period of accreditation: Grade: If not, details of the application submitted to NAAC	No………………..
9.	Details of Accreditation/Approval of other Regulatory Bodies (enclose copy)	Yes…………… Detail of accreditation/Approval: If not, details of the application submitted to the Regulatory Body	No………………..
10.	AISHE Code		
11.	Whether applied for NIRF. If yes rank/rank band		
12.	Category of College (Government/Private)		
13.	Category of College		
	a.	Arts/Commerce/Science	
	b.	Engineering/Medical	

	c.	Education	
	d.	Others (Law, Physical Education etc.)	
	e.	Multi-faculty (give details)	
14		Details of Trust (Name, Date of Establishment, Registration No., Status of Trust) Memorandum of Articles of the Society Bye-Laws of the Society (if applicable)	

B. DETAILS OF PROGRAMME OFFERED BY COLLEGE AND STUDENT INFORMATION:

(a) Student admission reservation policy (Category wise):

(b) Programme Details:

Sl No.	Name of the Program offered by the College	Name of the Subject	Sanctioned Strength

(c) Total Student Strength (As on date)

Semester	General	SC	ST	OBC	EWS	Minority	Total
1st							
2nd							
3rd							
4th							
5th							
6th							
7th							
8th							
Total							

(d) Program wise student strength (As on date)

Name of the Programme	1st Year		2nd Year		3rd Year		4th Year	
	Male	Female	Male	Female	Male	Female	Male	Female
Total								

C. STAFF INFORMATION:

(a) Teaching Staff (attach sheet):

Sl No.	Name of the Department	Name of the Faculty	Designation	Qualification of the Faculty	Regular/ Contractual/ Guest Faculty

(b) Non-teaching Staff (attach sheet):

Sl No.	Name	Designation	Regular/ Contractual/ Outsourced

D. INFRASTRUCTURE FACILITIES:

(a) General Information

1.	Total Land available (in acres) (copy of document to be placed as annexure)				
2.	Whether land is registered in the name of the College				
3.	Total Constructed Area [in sq m]				
4.	Number of Lecture room/ Classroom				
5.	Number of Laboratories				

6.	Library
	  i. Whether reading room available
	  ii. Number of Text Books, Reference Books, Titles, Journals (National/International), e-journals, Research/Field Reports, Encyclopedia etc.
	  iii. Subject wise break up of books (attach separate sheet)
	  iv. Whether Departmental Library available (if yes, give details)
	  v. Whether Book Bank for needy students available				

7.	Whether Staff Quarter Available. If yes, give details				
8.	Whether Hostel Facility Available. If yes, give details			No. of rooms	No. of borders
		Boys:			
		Girls:			
9.			Yes		No.

	Administrative Block		
	Principal Office		
	Faculty/Staff Room		
	Common Room		
	Internet Facilities/Wi-fi Connectivity		
	Medical Facilities/Health Centre		
	Transport		
	Sport Facilities (Indoor/Outdoor)		
10	Number of Computer lab		
11	Number of Computers including accessories and Smart Boards		
12.	Whether College Website is available. If yes, give details.		
13	Details of facilities for Online Classes		

(b) Accommodation /Space Details:

Room Particulars	Length (in feet)	Width (in Feet)	Total Area
Lecture room/ Classroom 1			
Lecture room/ Classroom 2			
Lecture room/ Classroom 3			
Lecture room/ Classroom 4			
Laboratory 1			
Laboratory 2			
Laboratory 3			
Laboratory 4			
Faculty Room 1			
Faculty Room 2			
Library			
Reading room of Library			
Auditorium/Conference Hall			
Administrative Office			
Principal Room			

E. DETAILS OF LABORATORY FACILITIES AVAILABLE:

Name of the Department	Name of the instrument/equipment	Number of instrument/equipment available

F. DETAILS OF FURNITURE/ OFFICE EQUIPMENTS:

Office/Branch/ Department/ Laboratory/ Others	Description of furniture/ office equipments	Numbers

G. CIVIC FACILITIES AND OTHER INFORMATION:

Sl No.	Description		Whether available (Yes/No)
1	Playground		
2	Auditorium		
3	Conference Hall		
4	Canteen		
5	Separate Common Room exclusively for Girls		
6	Campus is differently abled friendly		
7	Grievance Redressal Mechanism		
8	Internal Complaint Committee		
9	Anti-Ragging Committee		
10	Campus Safety Management		
11	Fire Extinguishers		
12	Water Filter		
13	Water Cooler		
14	Water Reservoir		
15	Generator		
16	Toilets	Male	
		Female	
17	Sewerage		
18	Parking Facility		
19	Stock Register		
20	Other Details (if any)		

H. Any other Achievement/Details to be furnished:

Place: Signature:

Date:

                                                         Name:

                                                         Designation
                                                         (Principal)