

8. **PAN No. (Please attach photocopy of PAN no. of the Institution as annexure D)**

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9. **Name of the Head of Institution (Authorized Signatory) :**

10. **Residential Add. of Head of the Institution (Authorized Signatory) :**

11. **E Mail id & Other Contact Details:**

E id.																			
Mo																			

12. **Qualification of Head of the Institution.....**

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13. Experience of head of the Institution

Academic Experience _____

Non academic / Industry Experience _____

14. Physical Status of the Institute (tick the applicable)

- Ready for Operations
- Not Ready for Operations
- Will be operational within _____ Days / Months .

15. If Ready for Operations , Please furnish the following details

Year of Establishment _____

15 a. Any other affiliations:.

S. No.	Authorized by /Affiliated to	Courses Offered	Student Strength
01			
02			
03			
04			

16. Infrastructure Details

Infrastructure	Available Area (Sq. Ft.)	AC or Non AC	Sitting Capacity
Reception / Counseling			
Library			
Administration & Faculty			
Director's Room			
Computer lab - 1			
Class Room - 1			
Class Room - 2			
Additional Infrastructure (If available specify)			
Total			

Total Area of the Institute - _____ Sq, Ft.

17. IT Infrastructure

	No.'s
Server	
Available Computers / Clients	

18. Library Details (If already established)

Please attach a list of newspapers , magazines , Journals & books as annexure E

19. Office Automation / Training & Teaching Aids & other equipment Details

S. No.	Equipment Details	Quantity	
01	Printer		
02	Fax		
03	UPS		
04	Laptops		
05	Scanner		
06	Any other specify		
Teaching / Training Aid related equipments			
07	OHP		
08	LCD Projector		
09	Multimedia Projector		
10	LCD / HD Screen		
11	Computer		
12	TV		
13	VCD Player		
14	Educational Cassettes / CDS		
15	Any Other specify		
Other equipments			
16	Generator		
17	Invertors		
18	Photocopier		
19	Refrigerator		
20	Water Cooler		
21	Air conditioners		
22	Any other specify		

Attach separate sheet for more details .

20. List of Teaching Staff (if already appointed)

S. No.	Name	Designation	Qualification	Experience

Attach separate sheet for more details.

21. List of Non Teaching (Marketing / Operational / Technical) & all other support Staff

S. No.	Name	Designation	Qual.	Experience

Attach separate sheet if required.

22. Please indicate the courses you wish to offer:

S. No.	Course	No. of Seats
1.		
2.		
3.		
4.		
5.		
6.		

Note: Minimum student strength of a course should be 15.

23. *Any other details you may like to mention / Achievements, Awards, Specialization*

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Declaration

- 1. I have gone through the enclosed prescribed applications norms, guidelines, terms & conditions and mandatory required annexure & I undertake to abide by the same. I also undertake that I shall abide by any changes in these from time to time.**
- 2. I declare that all the information given in authorization applications form is true to the best of my knowledge & belief. I shall be liable to any action by the University including the cancellation of my authorization now or in future.**

Authorized Signatory : _____

Name : _____

Designation of the Applicant : _____

Seal of the Society/Institute : _____

Mandatory Annexure to be attached with above said application for processing.

1. ***Land / Building documents : -***
 - a. ***If owned – photocopy of registration certificate.***
 - b. ***If Rented/Leased – photocopy of Rent / Lease deed***
2. ***Trust deed / Registration of Society / Trust / society by laws/articles and Memorandum of Association / Registration Certificate / Bank Statement copy with the address of firm & by laws as the case may be.***
3. ***Photocopy of Pan No. of the Society / Trust / Private or Public limited company / Firm or the Institute.***
4. ***Photographs of the Institute indicating reception, class rooms, Labs, Staff Room, Library & other enclosures, In addition furnish few photographs of the Institute from outside also (if already established).***
5. ***List of Library Books indicating no. of books (if already established).***
6. ***Bio data's of teaching staff (if already appointed).***

Norms, Guidelines, Terms & Conditions to become Admission, Training Research & Placement Centers .

Required Norms

Infrastructure Norms

1. Space

The space shall have following built up.

Class rooms – as per the course as well as number of courses applied for
Lab – as per course requirement
Counseling Rooms – 1
Service Region (Bathrooms, Drinking water, Store etc.)
Administration – 1
Centre Director Room – 1
Library – 1

2. Computer lab Requirements: as per students strengths

3. Internet Requirements: as per course applied for

4. Class Rooms Requirements

- White / Black Board in each class rooms
- Comfortable chairs & tables.
- Air Conditioning Preferred but not mandatory.

5. Library

- Books as per Course applied for
- Magazines
- Journals
- News papers

6. Faculty Qualification

As per norms

7. Advertising

The study centers shall advertise with in the advertising policy of the Singhania University

The study centers shall not make false claims in advertisements which may affect University's reputation.

8. Discontinuation

The Admission, training, research and placement centre cannot discontinue its services to students till the time all its enrolled students complete the course with facilities & services as per University norms.

Authorization norms

9. Application should be accompanied by

- a. Mandatory Annexures as mentioned in this application form.
 - b. Fee deposit slip of Rs. 20,000 per course(Inspection Fee, Non-Refundable)
10. Authorization would be granted to only those study centers whose
- a) Application is complete in all respects.
 - b) Physical Infrastructure matches with the mentioned in the application
 - c) Physical infrastructure, facilities, student support services match the mentioned norms, guidelines & terms & conditions of the University.

Authorization is not a matter of right; it is a sole discretion of the University.
Affiliation fee Rs. 1,00,000/- (Non-refundable)

11. Course Fee Collection

Payments made in the designated bank account of the University shall only be treated as valid payments and no person shall be authorized to receive any payment in any other mode i.e. cash, cheque or Bank Draft.

12. Examination

The University will conduct the examination twice a year for semester & annual mode students. The examination form and fee should be timely submitted by the student. The examination would be conducted in fair manner at neutral venues finalized by the University.

13. University reserves the rights to introduce new norms or change the norms, rules & regulations, guidelines, scheme of examination related to all academic, non academic, administrative or any other matter without prior intimation . This may include change in course fees, authorization fee, renewal fee, other applicable fees, norms related to infrastructure , authorization norms , norms

for teaching , norms for no. of Admission and Information Centre. All changes would be applicable to all the Admission, training, research and placement centers. as well as students studying at the Admission, training, research and placement centers. Admission, training, research and placement centers would introduce new norms & make applicable all changes as declared from time to time by the University.

In case you need any clarifications, you may get in touch with us at the below given contact details:

**Coordinator
Singhania University
Pacheri Bari
Jhujhunu (Raj)
7042198605
Mr. Harikishan**