



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi –110075

Website: www.ipu.ac.in

AFFILIATION BRANCH

No.: GGSIPU/DR(Aff.)/Misc./2013/

Dated: .12.2012

The Director/Principal

Subject: Grant / Continuation of provisional affiliation for existing provisionally affiliated Institutes for Academic Session 2013-2014.

Sir/Madam,

University has initiated the process for considering proposals for affiliation of colleges and Institutions for grant/ revalidation of NOC by Govt. of NCT, Delhi and grant/ continuation of provisional affiliation by the University for Academic Session 2013-2014 w.e.f. **14th December, 2012 [Friday]**. Hence authorized signatories of Societies/ Trusts, Director/Principal of the institutions are required to submit the following documents (each page of the proposal has to be duly signed by the Director / Principal of the Institute alongwith the stamp of the Institute) in the prescribed formats enclosed herewith or the same may also be downloaded from the University website i.e. www.ipu.ac.in. The complete application form duly attested each and every page, be submitted in all respect, along with the proof of having submitted one copy of the proposal to the concerned department of Govt. of NCT of Delhi, to the Affiliation Branch, Room No.19 / 20, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi, latest by **31st December, 2012 [Monday] at 3:00 P.M.** (on working days/working hours) and as per last year practice.

The following documents is to be submitted in case of revalidating of existing Institutions for existing programmes:-

- (i) Application for grant/revalidation of NOC and grant/continuation of provisional affiliation for Academic Session 2013-2014.
- (ii) Declaration form
- (iii) Part I of the proforma which must be certified by the **registered Advocate** alongwith authorized signatories of Societies/ Trusts, Director / Principal of the Institute which would be given to the Joint Inspection Committee at the time of Inspection.
- (iv) Annexure I to Annexure IX.
- (v) Circular dated 5.5.2011 of the University regarding guidelines for M. Tech., M. Ed. & M. Pharma programmes.

The existing affiliated Institutions desirous to start a new programme may also submit an application in the University to get new affiliation form to be issued from Affiliation Branch, Room No.19, Administrative Block, GGSIP University, New Delhi alongwith the requisite fee towards affiliation form amounting to Rs.10,000/- in the form of Demand Draft in favour of Registrar, GGSIPU, New Delhi which has to be deposited in the Accounts Branch of the University. However, Institutions established and run by Central Govt., the Govt. or a State Govt., or fully funded by the Central Government/ State Govt. / or as already considered by the University for PSU/Corporation etc. /Societies enacted by Act of Parliament, etc. under the direct administrative control of Central Govt./State Govt., are exempted from submitting any fee.

In case of proposals which need statutory body approval, status of the application submitted by the society/ Trust/ Govt. body to the concerned statutory body as per prescribed procedure of the concerned Statutory Bodies may be intimated to the University with documentary proof, so that appropriate action as per merit can be taken by the University.

Further, as per decision of the 52nd meeting of the Board of Affiliation held on 23.11.2011, the Institution which have been granted No Objection Certificate from the concerned department of the Govt. of NCT, Delhi for 2 years or more for the programmes are also required to submit one copy of proposal for continuation of provisional affiliation for the programmes without processing fee.

Further, the receipt of processing fee deposited with the Accounts Branch of the University as per Notice Dated 09.04.2010 available on the University website i.e. Rs.45000/- per programme for the Institutes located in the Delhi region (including Rs.15000/- as share of Govt. of NCT, Delhi as per policy guidelines dated 21.03.2006 issued by Govt. of NCT, Delhi) and Rs.30000/- per programme for the Institutes located in the NCR Region, in the form of Demand Draft in favour of Registrar, GGSIPU may also be submitted alongwith the application form. For programmes like MBBS and BDS, the processing fee is Rs.75000/- per programme (including the share of Govt. of NCT, Delhi). It is also informed that Cheque/Pay orders against affiliation form fee or processing fee submitted alongwith the application form will not be entertained and the University shall not be responsible for any loss in this case. Further, it is informed that the application for continuation of provisional affiliation will be submitted by the representative of the Institute in person and no application will be entertained by the University in case sent by Registered Post/ Speed Post/ Ordinary Post/ Courier/ E-mail.

We are also enclosing herewith details/documents to be filled by the authorized signatory of the society/trust and Director/Principal of the institute in case of existing institutions with a request to submit all the details latest by **31st December, 2012** by 3:00 p.m. The University will not entertain any proposals after the last date i.e. **31st December, 2012**.

The Policy Guidelines of Govt. of NCT, Delhi, Directorate of Higher Education, Delhi vide No.DHE-4(61)/2010-11/304, Dated 6.5.2011 alongwith other guidelines issued vide No.DHE-4(61)/2010-11/1269-1278, Dated 25/7/2011 and DHE-4(61)/2010-11/1744, Dated 29/9/11 may be referred for issue / revalidation of "No Objection Certificate and Other related Matters" (*available on the University website*). However nothing in these guidelines shall prevent the Government from making such changes in these guidelines at any time during the period of its validity as may be deemed appropriate, and accordingly any changes approved by the Government and so adopted by the University regarding affiliations in the guidelines shall be applicable for the academic session 2013-14. The following information may also be noted by the Institute:

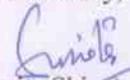
Last Date for issue of prescribed pro-forma / Application form for Affiliation: upto 28th December, 2012 [Friday] till 3:00 p.m. and

Last Date for submission of duly filled in pro-forma / Application form for Affiliation: upto 31st December 2012 till 3.00 p.m. (Before the last date, duly filled in pro-forma maybe submitted on any working day up to 3:00 pm in the

Venue for Obtaining & Submitting pro-forma / Application form for Affiliation: Affiliation Branch, Room No. 19 / 20, Administrative Block, Guru Gobind Singh Indrapratha University, Sector 16/c, Dwarka, New Delhi - 110075)

This issues with the approval of the Competent Authority.

Yours sincerely,


(Sunita Shiva)

Deputy Registrar (Affiliation)

Encl.: As above

Copy to:

1. The Secretary, Higher & Technical Education, Department of Training and Technical Education and Higher Education, Govt. of NCT, Delhi, Muni Maya Ram Marg, Prembari Pul, Pitampura, New Delhi.
2. The Director, Directorate of Higher Education, Govt. of NCT of Delhi, 5, Shamnath Marg, Delhi.
3. The Secretary, Department of Health and Family Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
4. The Secretary, Deptt. of Social Welfare, Govt. of NCT of Delhi, Delhi Secretariat, I.P. Estate, New Delhi.
5. COF, GGSIPU, New Delhi for information.
6. AR, VC Secretariat for kind information of Hon'ble Vice Chancellor, GGSIPU.
7. SO to Registrar for kind information of Registrar, GGSIPU.
8. Incharge, Server Room with a request to upload this on the University website.


(Sunita Shiva)
Deputy Registrar (Affiliation)

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**Application for Continuation of Provisional Affiliation by
Guru Gobind Singh Indraprastha University
(alongwith declaration form)
Academic Session 2013-2014**

All the existing institutions are required to submit the following information complete in all respect to the Affiliation Branch, Room No.19 / 20, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi - 110075 latest by 31st December, 2012 [Monday], 3:00 p.m.(on working days/working hours).

I. Details of the Institution

(a)	Name & Address of the Institute along with Pin code	
(b)	Telephone & Fax No	
(c)	Website	
(d)	E-Mail:	
(e)	Name of the Director/Principal	

II. Details of the Promoting Trust/Society/Govt. Body

Name of the Chairman/Secretary	
Name of the Trust/ Society	
Address	
Pin Code	
Registration No of the Trust/Society	
Telephone & Fax No	
Website	
Email	

III. Academic Programmes for which Affiliation/NOC is sought:

Existing Courses

Course Title	Existing Intake (2012-2013)		Duration of the Course (Years)	Year of Commencement	Letter No. of State Govt. NOC/ (2012-13)	Letter No. of Univ. affiliation (2012-13)	Intake applied for 2013-2014
	As approved by statutory body, if applicable	As approved by State Govt/ University					

Append duly attested details if required. Annexure No. _____.

(xiii)	Students Canteen	
(xiv)	Hostel (Total Area/rooms/Number of seats etc.)	
(xv)	Any other facilities	

Append duly attested details if required. Annexure No. _____.

V. Details of Other Facilities Available

YES/No

(i)	Drinking Water	
(ii)	Generator	
(iii)	Bank facility	
(iv)	Facilities provided for physically Handicapped	
(v)	Transport facilities	
(vi)	Medical facilities	

Append duly attested details if required. Annexure No. _____.

VI. Details of Library

A	Details of Books (course-wise)	Programmes wise (as per list attached as Annexure 'A')
(i)	No. of Titles	
(ii)	No. of Volumes	
(iii)	Total number of books	
(iv)	No. of Journals/Foreign Journals	
B	Details of Digital Facilities	
(i)	Whether library operations computerised, internet facility, Reading room facilities, Photocopying facilities available, If yes, give details.	
(ii)	Inter library linkage facilities	

Note: The institutes may indicate information as per their own programmes using the above as a sample and append duly attested details if required. (Annexure No. _____)

VII. Details of the Labs/Workshops/Work stations available

Name of Laboratory	Major Equipment	List of equipment added during previous year

Append duly attested details if required. Annexure No. _____.

VIII. Details of Computer Centre

Name of Laboratory	No of Computers with configuration (programme wise as per list attached as Annexure 'A')	Other Equipment (LAN/ Servers/ Printers/ Firewall etc.	Legal Software (System & Application)

Append duly attested details if required. Annexure No. _____.

IX. Teaching Staff (programme wise as per list attached as Annexure 'A')

Name	Designation	Qualification	Scale of pay, other allowances/remuneration paid	Date of joining	Regular(R)/ Adhoc (A)/ Contract (C)/ Visiting (V)/ Guest (G)	Approved/ recognised by University (Yes/No)

Append duly attested details if required. Annexure No. _____.

X. Non - Teaching Staff & Technical Supporting Staff

Name	Designation	Scale of pay, other allowances/remuneration paid	Date of joining	Regular/ Adhoc/ Contract/

Append duly attested details if required. Annexure No. _____.

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XI. Any new initiatives/achievements:

XII. Details of processing fee deposited with Accounts branch .

Programmes	Amount	Receipt No.	Dated	Annexure

DECLARATION

The information furnished above is true & correct to the best of my knowledge and belief and is based on facts. Nothing material has been concealed/misrepresented therein. If any information furnished above is found to be false or misleading, concealed or suppressed, undersigned will be liable for the consequences thereof.

We further undertake that we will not run in the existing premises and likely to be created premises of _____ (Name of the institute), any academic programme(s) either of full time / part time / distance education / open learning nature affiliated to any other central / state / deemed / private University or diploma/ certificate programme(s) approved earlier or now by any statutory body / autonomous body in the session 2013-2014.

Signature:
Chairman/ Secretary of the Society/Trust
Name:
Designation:
Dated:
Seal of the Society:

Signature:
Director/Principal of the Institute
Name:
Designation:
Dated:
Seal of the Institute :

I hereby certify that all the above information are true and verified to the best of my knowledge and belief.

Signature of the Advocate
Name of the Advocate
Registration No.
Date

Seal / Stamp of the advocate
Practicing at
Place:

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Copy of Part-I to be submitted with the Proposal
for the Academic Session 2013-2014

Part-I

Parameter 1A : Legality of ownership and possession of land, land use

Criteria	Parameters	Existing Yes / No	Non-existing Yes / No
Application for new/ extension of NOC by State Government and continuation of affiliation by University for session 2011-2012 should be filled, signed and attested as supporting document in case the ownership possession and land use certificates have already been submitted to the University and DHE/ DTTE/ DHFW otherwise supporting documents in respect of land ownership, possession and land should be submitted / enclosed alongwith the proposal.	(1) (a) Ownership of land and building by the society (acquisition by allotment/ procurement) (b) Rented building in conforming areas		
	(2) (a) Availability of land as per norms in conforming area, i.e., the land use is institutional. (b) B.Ed. in Schools in Conforming area. (c) Availability of land in non-conforming area as per norms		

P.S.:- Duly attested copies of relevant documents & papers to be enclosed.

Parameter 1 B: Availability of built-up area and sanctioned building plan

Criteria	Parameters	Existing Yes / No	Non-existing Yes / No
Application for new/ extension of NOC by State Government and continuation of affiliation by University for session 2011-2012 should be filled, signed and attested as supporting document in case the sanctioned building plan / other relevant papers have already been submitted to the University and DHE/ DTTE/ DHFW otherwise supporting documents in respect of sanctioned building plan and existing built-up area should be submitted/ enclosed alongwith the proposal.	Sanctioned building plan as approved by DDA / MCD/ Govt. body.		
	Availability of built-up area as per the norms of statutory body/ University/ Govt. for proposed / existing programme(s).		

P.S.:- Duly attested copies of relevant documents & papers to be enclosed.

Name of the Institute _____

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Parameter 1C: Safety Measures

Criteria	Parameters	Existing Yes / No	Non-existing Yes / No
Application for extension of NOC by State Government and continuation of affiliation by University for session 2011-2012 should be filled, signed and attested as supporting document in case the sanctioned building plan / other relevant papers have already been submitted to the University and DHE/DTTE/ DHFW otherwise supporting documents in respect of safety measures should be submitted/ enclosed alongwith the proposal.	Structure Safety Certificate of building of the Institute/College		
	Certificate indicating that the building is earthquake resistant		
	Availability of fire fighting devices at the institute		
	Building is adequately ventilated		

P.S.:- Duly attested copies of relevant documents & papers to be enclosed.

Signature:
Chairman/ Secretary of the Society/Trust
Name:
Designation:
Dated:
Seal of the Society:

Signature:
Director/Principal of the Institute
Name:
Designation:
Dated:
Seal of the Institute :

I hereby certify that all the above information are true and verified to the best of my knowledge and belief.

Signature of the Advocate
Name of the Advocate
Registration No.
Date

Seal / Stamp of the advocate
Practicing at
Place:

Name of the Institute _____

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**For All Institutes/ Colleges which propose to apply for revalidation of
NOC and continuation of provisional affiliation
for Academic Session 2013-2014**

UNDERTAKING

*(to be submitted by authorized signatory of the registered Society/Trust/Govt. Body
and Director/Principal in case of existing institute)*

I (Name of the Director/Principal) Director/Principal of (Name of the institute) hereby undertake to comply with all the conditions indicated by the University at the time of grant / continuation of provisional affiliation, Statutory Body while according approval and State Government while issuing No Objection Certificate for the academic session 2013-2014 along with other conditions imposed from time to time throughout the year by them.

I (Name of the Director/Principal) of the Institute (Name of the institute) also hereby undertake to abide by the Policy Guidelines of Govt. of NCT, Delhi /GGSIP University for academic session 2011-2012 onwards.

Signature:
Chairman/ Secretary of the Society/Trust
Name:
Designation:
Dated:
Seal of the Society:

Signature:
Director/Principal of the Institute
Name:
Designation:
Dated:
Seal of the Institute :

I hereby certify that all the above information are true and verified to the best of my knowledge and belief.

Signature of the Advocate

Seal / Stamp of the advocate

Name of the Advocate

Practicing at

Registration No.

Date

Place:

(The Undertaking should be submitted on a non-judicial stamp paper of Rs.100/-)

- Kindly read the enclosed proformas / formats carefully and provide the information as per existing status. Also please see that all the Annexures / Papers / Documents bearing information provided by you are duly signed and attested. (Please verify with the originals if photocopies are being enclosed).
- Please ensure that all information / detail provided by you is authentic and verifiable. In case of wrong or incomplete information, the institute will be liable to own demerits, therefore furnish us with the latest / correct information specially in respect of the status of teaching/non-teaching staff, library, labs, computer centre, infrastructure, etc.
- Please use additional sheets wherever required but also do not furnish irrelevant papers / enclosure to substantiate your information.
- The Institutions established and run by Central Govt., the Govt. or a State Govt., or fully funded by the Central Government, the Government or a State Government may submit the above said undertaking on the letter head of the Institution duly attested by the Principal /Director of the Institute.

(On Letter Head of the Institute/College)

Declaration

I (Name of the Authorized signatory of the registered Society/Trust/Govt. Body in case of new institute) (Name of the Director/Principal in case of existing institute) of (Name of the Institute) declare that the information provided above is true to the best of my knowledge and I have not attempted to suppress or exaggerate data concerning this institution.

Signature:
Chairman/ Secretary of the Society/Trust
Name:
Designation:
Dated:
Seal of the Society:

Signature:
Director/Principal of the Institute
Name:
Designation:
Dated:
Seal of the Institute :

Status of Endowment Fund created by the institute in case of programmes where it is not submitted to the statutory body

Sl. No.	Programmes	Year of Start of Programme in the University	Details of Endowment Fund (indicates Date, Amount, Bank and joint FDR number)		
			1 st Installment	2 nd Installment	3 rd Installment
1.	BBA				
2.	BBA [CAM]				
3.	BBA[T&TM]				
4.	BBA [B&I]				
5.	BBA (Second Shift)				
6.	BBA [CAM] (Second Shift)				
7.	BBA [B&I] (Second Shift)				
8.	BCA				
9.	BCA (Second Shift)				
10.	BJMC				
11.	BJMC (Second Shift)				

(Please enclose attested photocopies of the indicated installments)

Signature:
Chairman/ Secretary of the Society/Trust
Name:
Designation:
Dated:
Seal of the Society:

Signature:
Director/Principal of the Institute
Name:
Designation:
Dated:
Seal of the Institute :

Performance and Placement of Students in the past years

Kindly provide details in the following format in respect of student performance, admitted to various batches at your institute from its inception programme-wise.

Performance Sheet

Batch-wise details (mention the batch/year of admission of students)

Semester-wise performance	Unsuccessful	Detained	Second Class	First Class	First with distinction	Exemplary performance
1 st Sem.						
2 nd Sem.						
3 rd Sem.						

- Past Record – Year-wise details of any other extra curricular achievements of students like debates, quizzes, competitions and other academic activities which have been taken up / attended by students (seminars, workshops, conference, Group Discussions).
- Details of student association (Duties/Privileges)
- Nature of Discipline maintained by students of the college
- Events Identified for the year & plan of implementation (academic events, sports, other co-curricular activities)

Signature:
 Chairman/ Secretary of the Society/Trust
 Name:
 Designation:
 Dated:
 Seal of the Society:

Signature:
 Director/Principal of the Institute
 Name:
 Designation:
 Dated:
 Seal of the Institute :

Lab Status
(To be provided programme-wise)
as per status of 2012-2013

Sl.No.	Name of the programme	Details of equipments available in the existing labs		
		1 st year	2 nd year	3 rd year

(Please use it as a sample and utilize it as per the programme conducted.)

Signature:
Chairman/ Secretary of the Society/Trust
Name:
Designation:
Dated:
Seal of the Society:

Signature:
Director/Principal of the Institute
Name:
Designation:
Dated:
Seal of the Institute :

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Status of Computer Lab
(To be provided programme-wise)
as per status of 2012-2013

Sl.No.	Programmes	Number and configuration of the existing terminals	Available Software	Quantity and Quality of Peripherals

N.B.: Please also indicate additional facility to be created in case a new programme/ additional programme is proposed for 2013-2014.

Signature:
 Chairman/ Secretary of the Society/Trust
 Name:
 Designation:
 Dated:
 Seal of the Society:

Signature:
 Director/Principal of the Institute
 Name:
 Designation:
 Dated:
 Seal of the Institute :

LIBRARY STATUS

Comparative Status		2010-11	2011-12	2012-13
Titles (in numbers)				
References (in numbers)				
Total Books (in numbers)				
Journals (in numbers)	National			
	International			
Magazines				

1. Book Bank (whether available or Not) - YES/NO
2. Library Computerized / automated or not - YES/NO
3. Access to Electronic resources by Students/ Faculty (whether available or Not) - YES/NO
4. If Yes (indicate nos.)
 - (a) Journals
 - National -
 - International -
 - (b) Networked databases -
5. Whether online reservation of books available or not. - YES/NO

Signature:
 Chairman/ Secretary of the Society/Trust
 Name:
 Designation:
 Dated:
 Seal of the Society:

Signature:
 Director/Principal of the Institute
 Name:
 Designation:
 Dated:
 Seal of the Institute :

Profile of the Director/Principal/Approved/Recognized/Regular/Guest/Visiting Faculty /Non-teaching Staff

S. N	Name of the Director/Principal/Faculty	Date of Birth	Present Designation	Pay Scale	Total Emoluments (including all admissible allowances)	Percentage / Division (Last Exam)	Experience (in years)	Status of Approval/Recognition by University in case of Principal/Director/Faculty		
								Date	Discipline	Designation
1.										
2.										
3.										
4.										

N.B.:- Kindly use this format for sending the profile of your faculty members programme-wise.

Signature:
 Chairman/ Secretary of the Society/Trust

Name:
 Designation:
 Dated:
 Seal of the Society:

Signature:
 Director/Principal of the Institute

Name:
 Designation:
 Dated:
 Seal of the Institute :

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Details of Academic and Professional Qualifications of Faculty Members (including Guest / Visiting) and Non-teaching staff working at (Name of the Institute) for session 2012-13 and continue/identified for session 2013-2014

Name of the faculty (Mention the status if Approved / Qualified / Recognized by the University)	Academic / Professional Qualification (Graduation onwards)	Subject	Division	Percentage	Year of Passing/Award of Degree	University	Status 2012-13	Identified for 2013-2014
Dr. Nisha*	B.Tech							
	M.Tech.							
	Ph.D.	Mention the title of thesis						
	Any other							
Dr. Neha*	Experience							
	Achievements							
	B.Sc.							
	M.Sc.							
	M.Phil							
	NET/GATE Qualified			Indicate percentile				

Kindly use the format for giving the academic / professional qualifications of all the regular / visiting / guest faculty/ non-teaching staff functioning at your institute. Columns / Rows may be increased as per requirement. *These are just examples.

Achievements: In this column faculty may detail about consultancy work undertaken by the faculty besides participation in faculty development programmes / workshops / seminars and also mention about the publications / paper presentation / project / fellowship / award granted by government organization (if any).

Signature:

Chairman/ Secretary of the Society/Trust

Name:

Designation:

Dated:

Seal of the Society:

Signature:

Director/Principal of the Institute

Name:

Designation:

Dated:

Seal of the Institute :

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Declaration Form in respect of norms of the University
w.e.f. academic session 2013-2014

(For use of applicant body to be submitted by the authorized signatory (permanent member) of the society/trust alongwith prescribed application form of the University for affiliation)

PROPOSAL OF (Society/Trust).....
.....
FOR AFFILIATION OF (College / Institute) (NAME).....
ADDRESS.....
CONTACT NO..... FAX..... Email

TO CONDUCT (Programme/s)..... DURING
(Session) IN AFFILIATION WITH GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY.

1. Registered Society / Trust (Name).....Annexure No.....
(Registration No..... dated)
Address
2. Allotment Papers of Permanent Campus(PC) Annexure No.....
(Document No..... dated)
3. Ownership Documents of PC - Registered sale deed/lease deed. Annexure No.....
(Document No..... dated)
4. Record of Possession of PC - To be verified through tax receipt (water/property tax /
electricity bill / telephone connection/any other)
(Document No..... dated)
5. Land use certificate from DDA or Competent Government Body. Annexure No.....
(Document No..... dated)
Issued by
6. Sanctioned plan of the built-up area by DDA or Competent Government Body. Annexure No.....
(Document No..... dated)
Issued by
7. Actual built up area available exclusively for the proposed programme duly attested by the
Authorized Signatory (permanent member) of the Society / Trust. Annexure No.....
(Document No..... dated)
Issued by

(Signature & Seal of Authorized signatory)

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- 8. Constitution of Governing Body of the Society. Annexure No.....
(Document No..... dated)
Issued by
- 9. By laws or Memorandum of Association of the Society/Trust. Annexure No.....
(Document No..... dated)
Issued by
- 10. Safety Certificate of the Building for establishment of an educational institution from the
Competent Authority of the Government. Annexure No.....
(Document No..... dated)
Issued by
- 11. Status of programme (s)conducted in case the
institute is already established and the recognizing body/ University.
(Proof No..... dated)
- 12. Undertaking in case the institute is running other programme of any other University/ body.
Annexure No.....
(Document No..... dated)
Issued by
- 13. Undertaking of the Society / Trust to abide by the Act, Statute, Ordinance,
Norms/Regulations of the GGSIP University. Annexure No.....
(Document No..... dated)
Issued by
- 14. No Objection Certificate of the concerned State Government.....Annexure No.....
(Document No..... dated)
Issued by
- 15. Letter of the Governing body of Society/Trust indicating the nomination of the authorized
signatory for correspondence with this University. Annexure

Specimen Signatures of the
Authorized signatory with seal

Name of authorized signatory _____
Designation _____
(with seal)

(Authorization Letter No..... dated)
Issued by

- 16. Approval of the Statutory BodyAnnexure No.....
(Document No..... dated)
Issued by

(Signature & Seal of Authorized signatory)

- 17. Details of application for affiliation (on the prescribed format of the University) Form No.....submitted vide letter No..... dated..... of
(applications complete in all respects should be submitted by/with signatures and seal of the authorized signatory (permanent member) of the society/trust)
- 18. In case the institution proposed to be established, is in Lal Dora, Extended Lal Dora, School premises of Lal Dora/Extended Lal Dora; then following undertaking have to be submitted -
 - (i) undertaking that the Land use is governed as per the Master Plan of Delhi 2021 and zonal plan. Annexure No.....Document No.....dated
 - (ii) Undertaking that the proposed institute is proven to be operating in the non conforming area i.e. (Lal Dora/Extended Lal Dora for at least two years prior to the notification of MPD – 2021).
Annexure No.....Document No..... dated
- 19. The institute is required to obtain an NOC from the concerned regulatory body that permits the courses to be run for which affiliation/ NOC is required. Annexure No.....
(Document No..... dated)
Issued by
- 20. I have not attempted to suppress or exaggerate data concerning the proposed institution in respect of Annexures detailed above and enclosed herewith and I also undertake that the institute will comply with all the conditions as may be imposed by the Govt. of NCT, Delhi/ University/ Statutory body and the institute shall not conduct any full time/ part time or distance education programme(s) within its premises without the specific prior permission of the University and will not use the trade mark/ trade name of the University for any other admission / teaching activity / conduct of any programme at any other campus.

(Signature & Seal of Authorized signatory)

Name _____
 Address _____

Date _____
 Place _____

I hereby certify that all the above information are true and verified to the best of my knowledge and belief.

Signature of the Advocate
 Name of the Advocate
 Registration No.
 Date

Seal / Stamp of the advocate
 Practicing at
 Place:

Sl.No.	Programmes
1	MBBS
2	PGMC
3	SSMC
4	MHRPD
5	MCA
6	MBA
7	MA/M.Sc.(Criminology)
8	M.Sc. (Forensic Science)
9	B.Sc. (Medical Technology Radiotherapy)
10	B.Sc. (MLT)
11	B.Tech (IT)
12	B.Tech (CSE)
13	B.Tech (ECE)
14	B.Tech (EEE)
15	B.Tech (MAE)
16	B.Tech (PE)
17	B.Tech (CE)
18	B.Tech (Env. Engg.)
19	B.Tech (Tool Engg.)
20	B.Tech (ECE) (Second Shift)
21	B.Tech (CSE) (Second Shift)
22	B.Tech (EEE) (Second Shift)
23	B.Tech (IT) (Second Shift)
24	M.Tech (Digital Communication)

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Sl.No.	Programmes
25	M.Tech (Information Security)
26	M.Tech (Signal Processing)
27	M.Tech (RF & Microwave Engineering)
28	M.Tech (CSE)
29	M.Tech (IT)
30	M.Tech (VLSI Design)
31	B.Ed.
32	B.A., LL.B. (Integrated)
33	BBA
34	BBA (CAM) (Second Shift)
35	BBA (T&TM)
36	BBA (International Hospitality)
37	BBA (B&I)
38	BBA (Modern Office Management)
39	BBA (Second Shift)
40	BBA (CAM) (Second Shift)
41	BBA (B&I) (Second Shift)
42	BCA
43	BCA (Second Shift)
44	BJMC
45	BJMC (Second Shift)
46	BPT
47	BPO
48	BHMS
49	BHMCT
50	BASLP
51	B.Arch
52	B.Sc. (H) Nursing

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Sl.No.	Programmes
53	ADCGC
54	PGDDPR
55	MPT (Musculoskeletal)
56	MPT (Neurology)
57	MPT (Sports)
58	MPT (Cardiopulmonary)
59	MPT (Sports)
60	MOT (Nuerology)
61	MOT (Musculoskeletal)
62	MPO
63	MPH (FE)
64	B.Pharma
65	MAHM
66	MCPHM
67	BRT
68	BDS
69	BAMS



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110075

No.: GGSIPU/JR(Aff.)/2011/705

Dated: 05.05.2011

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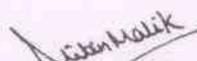
GGSIPIU, a teaching and an affiliating University offering professional and technical academic programmes and has been pioneer in introducing large number of innovative academic programmes in the emerging areas of higher & technical education with aim towards providing quality, excellence of knowledge.

The University in past has been receiving request from its self financing affiliated Institutes for consideration for start of Post Graduate programmes viz. M.Tech, M.Ed. and M.Pharm. programme. The Competent Authority considering such requests constituted Committee of Experts to examine and formulate guidelines for consideration of start of the PG programmes in self financing affiliated institutes for Academic Session 2011-2012.

The University guidelines for consideration of start of M.Tech., M.Ed., M.Pharm programme in self financing affiliated institutes, as duly recommended by expert committee and as approved for Academic Session 2011-2012 are enclosed herewith. These guidelines have ' are being forwarded to concerned Statutory Body to be kept in consideration before giving recognition for conduct of the said programme in self financing institutions with the University for the Academic Session 2011-2012.

All concern Institutes may take a note of the guidelines for consideration of start of M.Tech, M.Ed. and M.Pharm. programme by the University in its Self Financing Affiliated Institutes from Academic Session 2011-2012. The Institutes desirous to submit application for consideration to start the mentioned PG programmes as per University guidelines may submit the requisite application form latest by 11th May, 2011 upto 3:00 p.m. on working days at Room No.19, Administrative Block, GGSIP University, Sector-16C, Dwarka, New Delhi.

This issues with the approval of the Competent Authority.


(Dr. Nitin Malik)
Joint Registrar (Affiliation)

Encl.: As above

Copy to:

1. Principal Secretary, Department of Training and Technical Education & Higher Education, Govt. of NCT, Delhi, Muni Maya Ram Marg, Prembari Pul, Pitampura, Delhi -110085.
2. In-charge, Server Room, GGSIPU for uploading the same on the University website.



University guidelines for consideration to start M.Tech programme in its affiliated institutes w.e.f. Academic Session 2011-2012 on approval of the Statutory Body.

1. Eligibility Criteria to Start M.Tech Program

- (i) At least 5 batches of B.Tech Program should have passed successfully in the relevant / related discipline.
- (ii) The average stay of 40% faculty should be more than 4 years.

2. Norms

- (i) The entrance to the M.Tech program will be regulated by the University through CET/GATE score.
- (ii) **Faculty strength:** There should be at least 5 faculty members with a minimum qualification of M.Tech in relevant discipline to run the program, out of which at least one faculty members should be at the post of Professor with Ph.D. qualification and atleast one at Associate Professor with Ph.D. qualification. The number of faculty members should be exclusive for M.Tech programme. In addition, they should have atleast 30 journals (indexed) out of which atleast 15 should be foreign journal (hard copy) alongwith e-journals.
- (iii) The **batch size** should be as per AICTE norms and for every increase of 10 students in the batch size one faculty member should be added. However, for an additional batch/ section the same norms will be replicated.
- (iv) **Infrastructure**
The physical infrastructure of the institute should be as per AICTE norms and the academic infrastructure e.g. labs, library, computing facilities etc. should be as per university norms and syllabi applicable from time to time.
- (v) **Research Publication**
The institute should demonstrate potential for research work in the area of M.Tech programs proposed, as M.Tech is predominantly dissertation based. Each professor of the concerned department offering M.Tech program should have a minimum 12 publications in the last 5 years and Associate Professor at least 8 publications in the last 5 years in National / International journals and conferences, out of which 50% must be in reputed national /International refereed / indexed journals. The total number of the publications of the Institute across all branches should be at least 50 in refereed/ indexed national / international journals during the last 5 years.



Guru Gobind Singh Indraprastha University

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Website: www.ipu.ac.in

University guidelines for consideration to start M.Ed. programme in its affiliated institutes w.e.f. Academic Session 2011-2012 on approval of the Statutory Body.

“Looking at the quality concern of the University it is important that only those colleges be allowed to run the M.Ed. programme who have already run the B.Ed. programme effectively for at least 5yrs and must have been accorded the ‘A’ grade in the Joint Assessment Committee of the GGSIP University for at least three years continuously.

It must be ensured that the following conditions are met before an affiliated Institution is granted the permission to start the M.Ed. programme:

- (a) The qualification of the Head as well as the faculty shall be as per NCTE and GGSIP University norms.*
- (b) The Professor shall be required to have 8 research-papers publications in reputed refereed journals in addition to doctoral degree in Education.*
- (c) The Associate Professor should have Ph.D. Degree in Education and at least 5 research-paper publications in reputed referred journals.*
- (d) Assistant Professor: At entry level to hold a Ph.D. degree as well NET in Education and should have minimum of 2-3 research-paper publications. It is desirable to have at least three years of experience of teaching B.Ed. pupil-teachers.*
- (e) The Institutions should have good track record of organizing workshops, seminars on current educational issues and varied faculty development programmes as parameters of quality education. Minimum number of such events should be at least seven per year in the last five years.*
- (f) The faculty members appointed should be exclusively recruited for the M.Ed. programme and not to be counted with the teachers recruited for the B.Ed. programme in the Institution.*
- (g) The Institution shall have atleast 50 publications (in the discipline of Education) with respect to the total published work of its own and of the concerned faculty members in the previous 5 years.*
- (h) The library of the college should house quality journals and periodicals as the curriculum of the M.Ed. course has exhaustive research component, which requires ready reference by the scholars. There should be minimum number of eleven indexed journals of Education available in the library”.*



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University guidelines for consideration to start M. Pharm. in its affiliated institutes w.e.f. Academic Session 2011-2012 on approval of the Statutory Body.

1. Eligibility Criteria to Start M.Pharm. Programme in Institutes

- (i) *At least two batches of B.Pharm. Programme should be successfully passed in the Institute affiliated with the University.*
- (ii) *The average stay of 40% faculty at B.Pharm programme in the Institute should be more than 4 years*

2. Norms

- (i) *The admissions will be made on the basis of GPAT score and merit in the University Test and weightage will be given 50% each of the marks in the test. However, for non GPAT candidates the admissions will be made in the order of merit of Entrance Test conducted by the University.*
- (ii) *The seats will be allotted according to AICTE norms, however, the University policy for the Academic Session & reservation & Management Quota will apply.*
- (iii) **Faculty strength:** *The following faculty is must for start of PG programme in the relevant discipline:*
 1. **Professor** – 01 (One) *in relevant specialization – over and above the existing UG faculty.*
 2. **Associate Professor** – 01 (One) *in relevant specialization – over and above the existing UG faculty*
 3. **Assistant Professor** – 02 (Two) *in relevant specialization – over and above the existing UG faculty*

The Qualification of Professors/ Associate Professor & Assistant Professor will be as under:-

1. **Assistant Professor** - *First class in both B.Pharm. and M.Pharm. degree.*
2. **Associate Professor** - *Qualifications will be same as for the post of Assistant Professor with Ph.D. in Pharmacy subjects from the recognized University with 4 year of teaching and / or research experience at the level of Assistant Professor.*
3. **Professor** - *Qualification as above that for the post of Associate Professor with minimum of 10 years Teaching and / or research experience out of which atleast 5 years should be at the level of Associate Professor.*

(3) Infrastructure

The physical infrastructure of the institute should be as per AICTE/ University norms and the academic infrastructure e.g. labs, library (should be equipped with subscription of atleast 10 National / International Journal in Pharmacy and allied subjects). Computer facilities with 1:2 availability ratio with Postgraduate students etc. should be as per AICTE/University norms and syllabi applicable from time to time.

There should be atleast two Laboratories exclusively for the concerned PG programme (atleast 75 Sq.mtrs in area) for each PG programme. In addition to this one Seminar Hall/ Tutorial room (minimum of 60 Sq.mtrs. in area) should be available.

(4) Research Publication

The Institute should demonstrate potential for research work in the area of M.Pharm. programmes proposed, as M.Pharm. programme is comprised of course work dissertation. Each Professor of the concerned specialty offering M.Pharm. programme should have the minimum 10 publications in indexed journal and for Associate Professor at least 5 publications in indexed journal of Pharmacy/Medical or allied discipline. In addition, already existing requirement of availability of journals for UG programmes as per AICTE requirement the Institute must have subscription of atleast 5 National / International indexed journals in a relevant discipline of M.Pharm. programme. The institution (as a whole), the total number of publication from all faculty in the last five year should be minimum fifty in indexed National/International journals in pharmacy or allied discipline with reasonable impact factor.