I  GENERAL INFORMATION

1. Name of College/Institution with full address

   ________________________________________________________________

   Telephone No.________________________________ Fax No. __________

   E-mail Addresses: _______________________________________________

2. No. of Seats required ________ Morning / Evening _______

3. Year of Establishment of institution _______________________________

4. Date of First Affiliation: __________________________________________

5. Date of last Inspection: ___________________________________________

6. Date of Present Inspection ___________________ (To be filled in by Affiliation office)

7. Program with optional subjects for which the college is affiliated.
   (Separate form is to be filled for each degree program)

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Degree</th>
<th>Subjects (Compulsory)</th>
<th>Subjects (Optional)</th>
</tr>
</thead>
</table>

II.  MANAGEMENT

8. Name of Principal: ____________________________________________
   a. Academic Qualification________________________________________
   b. Teaching/Administrative Experience: ____________________________

9. In case of private institute:
   a. List of members of Board of Governors/Managing Committee.
   b. Name of Society/Foundation/Trust _____________________________

   (Attach copy of Registration)

Contd…P/2
III. **FINANCE**

10. State the financial position of the College/Institution and sources of income to meet the expenses for degree classes (in case of private college audited financial balance sheet is to be submitted).

11. Sources of yearly income for the last two years:
   
   (i) **Recurring:**
   
   Govt. grant: ____________________________ Income from tuition fees: ____________________________
   
   (ii) **Non-recurring:**
       
   Building grant: ____________________________ Equipment grant: ____________________________
   
   (iii) Income from other sources: ____________________________________________________________
   
12. Class wise monthly tuition fee charged from students. Rs. ____________________________

   Whether fee is collected monthly or on periodic basis: ____________________________

13. Details of following fees if charged from the students.
   
   (i) Games Fee: Rs: ____________________________
   
   (ii) Union Fee: Rs: ____________________________
   
   (iii) Medical Fee: Rs: ____________________________
   
   (iv) Admission Fee/Caution Money: Rs: ____________________________
   
   (v) Building fund: Rs: ____________________________
   
   (vi) Entertainment fund: Rs: ____________________________
   
   (vii) Poor Student fund: Rs: ____________________________
   
   (viii) Library fund: Rs: ____________________________
   
   (ix) Laboratory fund: Rs: ____________________________
   
   (x) Any other fund or subscription: Rs: ____________________________

14. Total annual expenditure of the College for the last two years:
   
   a. Recurring: ____________________________ ____________________________
   
   b. Non-Recurring: ____________________________ ____________________________

15. How the deficit is met: ____________________________ ____________________________

IV. **FACULTY STAFF POSITION**

16. Details of faculty, their designation, qualification, subject and length of service. 
   
   *(Please use separate sheet)*

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name</th>
<th>Designation</th>
<th>Qualification</th>
<th>Length of Service</th>
<th>Status</th>
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V. STUDENTS

17. Class wise number of the students admitted during the last four years. Starting from class XI

<table>
<thead>
<tr>
<th>Class</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
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<tbody>
<tr>
<td></td>
<td>Boys &amp; Girls</td>
<td>Boys &amp; Girls</td>
<td>Boys &amp; Girls</td>
<td>Boys &amp; Girls</td>
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</tbody>
</table>

18. Class wise results of degree program for the last three years.

<table>
<thead>
<tr>
<th>Class</th>
<th>1st Division</th>
<th>2nd Division</th>
<th>3rd Division</th>
<th>Pass</th>
<th>Total</th>
</tr>
</thead>
</table>

VI. BUILDING

19. Number of rooms (class-wise) their dimensions and accommodation capacity (kindly attach sketch & drawing of structure).

20. Details of number and space for laboratories, class rooms, lecture rooms, common room, staff room, library, office etc. with approximate dimensions.

21. Is the above space properly fitted with the following?
   a. Water Supply: __________________________
   b. Electricity both lighting & power Connection & fans: __________________________
   c. Gas: __________________________
   d. Sanitary Fittings: __________________________
   e. Ventilators: __________________________

VII. LIBRARY & MUSEUM

22. Total No. of books available in the library.

23. Subject-wise list of books, journals, periodicals (Please use separate sheet).

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Books with Authors and year of Publication</th>
<th>Number of Copies</th>
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<td>1.</td>
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VIII. LABORATORIES & WORKSHOP

24. Laboratories: (Please give subject-wise detail of laboratories with equipments, apparatus, glass wears, Chemicals. Provide information about number of shifts for practical attached time table)

25. Amount spent during the last two years for the purchase of equipment and apparatus for different science subject.
   __________________________

26. Amount proposed to be spent for the next session on the purchase of equipment and apparatus: __________________________

Contd….
IX. OTHER ACADEMIC ACTIVITIES

27. Has the college attained any distinction in any of the following?
   a. Literacy Pursuits
   b. Games & Sports
   c. Inter Collegiate debates, discussions and seminars
   d. Distinction in any other sphere.

28. A brief account of other extra curricular activities of the College may be given.

X. MISCELLANEOUS

29. List of non-teaching staff members with designations.

30. Whether the following registers are properly maintained?
   a. Register of admission & transfer of students. Yes/No
   b. Attendance Register for all theory and practical classes for calculating percentage of lectures delivered by each teacher and attended by each student. Yes/No
   c. Daily cash book for entering income and expenditures. Yes/No

Instances of in-discipline in the College, if any, and steps taken by the authorities in such cases.

Any other matter regarding the college which you desire to the notice of the Affiliation Committee.

________________________________
SIGNATURE OF THE PRINCIPAL
WITH OFFICIAL SEAL

Dated: ______________

(Kindly submit 3 (three) sets of this proforma along with all related documents)