

**GURU NANAK DEV UNIVERSITY, AMRITSAR
(CAPACITY ENHANCEMENT PROGRAMME)**

APPLICATION FORM FOR INSTITUTIONS SEEKING THE
STATUS OF 'ASSOCIATE INSTITUTE'

1.		Particulars of the Institution	
	(a)	Name (Proposed)	
	(b)	Place	
	(c)	Address	
	(d)	i.	Telephone
		ii	Fax
		iii	E-mail
		iv	Web-site
		v	Mobile Phone
2.		Management	
	(a)	Name of Trust or Society or NGO	
	(b)	Year of Registration (supply copy)	
	(c)	Name & Addresses of office bearers	President Secretary
	(d)	Nature of activities (during the last 3 years)	
3.		Finance	
	(a)	Total deposit with the institution	
	(b)	Annual Income from	
	(i)	Immovable property (state nature also)	
	(ii)	Movable property (state nature also)	

	(iii)	Any other source, specify	
4.		Infrastructure	
	(i)	Total area in sq. ft.(owned)	
	(ii)	Principal's office	
	(iii)	Classrooms (no. & size)	
	(iv)	Library and reading room (mention size & present facilities)	
	(v)	Computer lab.	
	(a)	No. of Computer labs.	
	(b)	No. of Computers (specify generation also)	
	[c]	Internet facility	
	(d)	OHP/LCD	
	(e)	T.V.	
	(f)	V.C.R	
	(g)	Any other, specify	
5.		Staff (as per UGC/CEP qualifications)	
	(i)	Teaching Staff	Subject No.

	(ii)	Non-teaching Staff	Designation	No.
	(iii)	Computer labs.	Designation	No.
6.		Courses in which Associationship is being sought		
7.	(i)	Application processing fee	Rs. 25,000/-	
	(ii)	Bank Draft No. (crossed)		
	(iii)	Name of the issuing Bank		

Date :

Place :

Signature
(stamp)

Notes :

1. All payments are to be made by way of a crossed demand draft favouring Registrar, Guru Nanak Dev University, Amritsar payable at Amritsar.
2. All correspondence be addressed to Director, Centre For Capacity Enhancement Programme, Guru Nanak Dev University, Amritsar.
3. The institute shall meet on the spot all expenses that may be incurred by the University officials as examiners, experts or as members of visiting committees.
4. Institutions eligible to apply for establishment of Associate Institute under Capacity Enhancement Programme of the University:-
 - (i) Existing recognized colleges, schools, educational and research institutes; and
 - (ii) Registered societies of charitable nature, Non-Government Organization (NGO) or any other voluntary organization with a standing of three years in their field of operation.
5. The applicant institution shall have :
 - i) a sufficient number of properly ventilated spacious class rooms equipped with adequate and quality furniture;
 - ii) audio-visual aids as OHP, VCR, Television etc;
 - iii) its own Computer Lab with Internet connection;
 - iv) a well-stacked library ;
 - v) Teaching faculty as per the norms prescribed by the University.

Annexure
(Specimen of the Resolution)

The Managing Committee unanimously resolves

1. That it will establish Associate Institute of Guru Nanak Dev University under Capacity Enhancement Programme in the Institute premises (mentioned against 1(a) above) only.
2. That it will abide by all rules and regulations and also the conditions that may be specified by the University under its Capacity Enhancement Programme from time to time.

Sd/-
(President)

Sd/-
(Secretary)

Paras extracted from the Rules & Regulations concerning Capacity Enhancement Programme of the University

1. The courses of study, the duration of courses, the medium of instruction and examination, mode of examination and examination papers, unless otherwise specified, shall be the same as existing in the University.
2. (i) Eligibility criteria for admission, pattern of examination and evaluation, unless otherwise specified, shall be the same as for regular courses.

(ii) The candidates who have passed their previous year degree examination from some other recognised University shall be eligible for admission under this programme in the next year of the degree examination as per rules of the University.
3. The Director of the Centre for Capacity Enhancement Programme shall attend to the administrative and academic duties of the Centre.
4. The Director of the Centre shall be the overall supervisor and shall also monitor the conduct of the courses that will be offered from time to time under Capacity Enhancement mode.
5. The University shall notify the dates of admission to various courses under Capacity Enhancement Programme.
6. The University shall specify fee and funds etc. for each course under Capacity Enhancement mode.
7. Only such candidates will be eligible to appear in the University examination who attend at least sixty/thirty lectures in each subject under annual/semester system. The Co-ordinator of the Associate Institute will give a certificate to this effect in respect of each candidate.
8. The provisions regarding pass marks/reappear and classification of division, unless otherwise specified, will be the same as are contained in the ordinances in the courses for the regular students.
9. The Associate Institute shall charge fee etc. from students admitted under this programme as may be fixed by the University from time to time.
10. The Associate Institute shall function under the overall supervision and monitoring by the Director, Centre for Capacity Enhancement Programme.
11. The delivery of education services in these Institutes shall be subject to regular monitoring inspection and evaluation of academic standards from time to time by the University. A committee that will be constituted by the Vice-Chancellor for this purpose will inspect the institute twice in a year.

12. The Associate Institute will
 - (i) Admit students under the Capacity Enhancement Programme subject to their fulfilling the eligibility conditions. In case a student fails to fulfill the eligibility conditions, his/her admission will be cancelled.
 - (ii) Submit class-wise return of the students along with the requisite documents to the Director, Centre for Capacity Enhancement Programme as per University rules.
 - (iii) Appoint (in the proportion to be instructed by the University) staff to impart educational instructions to the students as per the norms of CEP of University.
 - (iv) UGC / CEP qualified-University approved –
 - (v) Ensure that each student attends a minimum number of lectures that may be specified from time to time.
 - (vi) Collect and send the filled up, complete in all respects, the examination forms to the University as may be directed from time to time.
 - (vii) Take such steps as may be directed by the University from time to time for the smooth and efficient conduct of the classes/courses/examinations.
13. The Institute shall meet on the spot all expenses that may be incurred by the University official/s as examiners, experts or as members of visiting committees.
14. In case, rules under this programme are silent, University rules will be applicable.
15. In case of any dispute, the decision of the Vice- Chancellor, Guru Nanak Dev University, will be final.

Documents Required:-

- 1. Registered Society Certificate (Registered before 3 Years).**
- 2. Society Bye Laws.**
- 3. Society Member List.**
- 4. Information about previous Year's of Society Work.**
- 5. Land Documents (Land should be on Society Name).**
- 6. Building Plan (Approved by concerned Department).**
- 7. Photographs of Institute.**
- 8. Teacher and Co-ordinator List along with their attested Age, Educational and Experience documents.**
- 9. List of Nearby Associated and Affiliated Colleges (at least 10 Kms area).**
- 10. Previous 3 Years Income Tax Returns of Society.**
- 11. Demand Draft of Rs. 25,000/- in favour of Registrar, Guru Nanak Dev University, Amritsar.**

Requirement of Infrastructure for Associate Institutes

1. Building

- The institute must have a separate classroom for each allotted course, if the classes are held in one shift only. If classes for different courses are held at different times then the larger group will determine the number of classrooms. Each room should be well ventilated for light and air.
- A couple of additional rooms should also be available for optional subjects if any. A common room may also be provided to students for interaction.
- If the institute insists on youth activities like sports, music, dance, drama etc., then it must have adequate space and equipment for training.
- The space allocated to the Coordinator and other staff should be easily accessible to students.

2. Faculty

- There must be at least one teacher for each subject being taught at the undergraduate level. Where a subject is being taught in more than three classes, the institute should not have less than two teachers.
- For each postgraduate course, the institute must have at least two qualified teachers.
- The qualifications of coordinator and faculty shall be as follows:

Coordinator

- A minimum of 55% marks (50% in case passed before 1980) in a Master's Degree from a recognised University and ten or more years of teaching experience at a college or Associate Institute.

OR

Any approved teacher of a University with a minimum of ten years of teaching experience.

- Age limit upto 70 years.

Faculty

i. Undergraduate classes

- A minimum of 55% marks in Master's Degree in the concerned subject from a recognised university

OR

Any approved teacher of a University in the concerned subject of age not beyond 70.

ii. Postgraduate classes

- A minimum of 55% marks in a Master's Degree from a recognised university in the concerned subject and an MPhil degree or UGC NET qualification or a minimum of 5 years of teaching experience in a recognised college at the undergraduate level.

- To teach M.Sc.(Information Technology) and M.Sc.(Computer Science) M.Tech with 55% marks will also be eligible.

3. Library

- The Institute's library must have adequate space for books and seating capacity for at least 25 students.
- Multiple copies of all prescribed and recommended books as given in the syllabus of each subject/course must be available. In addition, the library should have adequate number of related and general books for promoting additional reading among students.

4. Laboratory/ computers

- Each Institute teaching computer related courses must have a lab with at least 15 units of latest computers. Similarly, for other courses where lab/workshop training is required, the institute must have 15 units of equipment.
- The computer lab of the Institute must have a broadband internet connection with all computers properly networked.

5. Equipment

- The classrooms, library and laboratory should be well furnished with adequate furniture, blackboard, fans etc.
- The institute must have adequate facilities of separate washrooms etc. for both boys and girls. It must also have adequate provision of clean drinking water.
- In order to make classroom teaching more effective, it would be desirable that the institute is well equipped to use audio-visual aids such as OHP/VCR/TV etc .

ਸਿੰਡੀਕੇਟ ਦੀ ਇਕੱਤਰਤਾ ਮਿਤੀ 11.6.2007 ਦੀ ਕਾਰਵਾਈ ਦੇ ਨੰ: 12 ਅਨੁਸਾਰ ਫਿਜ਼ੀਕਲ ਐਜੂਕੇਸ਼ਨ ਵਿਸ਼ੇ ਲਈ ਸ਼ਰਤਾਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਿਰਧਾਰਿਤ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ:--

- ਟਰੈਕ ਸਮੇਤ ਖੇਡ ਮੈਦਾਨ।
- ਫਿਜ਼ੀਕਲ ਐਜੂਕੇਸ਼ਨ ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ ਅਧਿਆਪਕ।
- ਗਰਾਊਂਡ ਦੀ ਮੇਨਟੀਨੈਂਸ ਵਾਸਤੇ ਗਰਾਊਂਡਮੈਨ।
- ਪ੍ਰੈਕਟੀਕਲ ਕਲਾਸਾਂ ਵਾਸਤੇ ਲੋੜੀਂਦਾ ਖੇਡਾਂ ਦਾ ਸਾਮਾਨ।
- ਵਿਸ਼ੇ ਨਾਲ ਸਬੰਧਿਤ ਕਿਤਾਬਾਂ।