

## **PROFORM A FOR ESTABLISHMENT OF NEW INSTITUTION**

### **1. Institutional Details**

- 1.1 Name and address of the Applicant along with Pin Code, fax, Phone(s) with STD Code, E.Mail
- 1.2 Proposed name of Institution and its proposed location, address, Fax, Phone(s), E.Mail
- 1.3 Type of Institution  
Vocational / Technical

### **2. Details About Society/Trust/NGO/NRI**

- 2.1 Name and Address of the Society/Trust with date of establishment, address with Pin Code, Fax, Phone(s) with STD Code, E.Mail.
- 2.2 Society/Trust Registration Documents
  - 2.2.1 Whether the applicant Society is registered under Registrar of Society Act? / If so please attach Society Registration Certificate.  
Whether the applicant Trust is registered under State Government Registration Certificate.
  - 2.2.2 Give Registration Number.  
Date of Registration.  
Place of Registration.
  - 2.2.3 State the Composition of Trust/Society.
  - 2.2.4 Submit the Registered Deed.
  - 2.2.5 Give the qualification of the Trust/Society to establish and manage the Institution.  
Please furnish Annual Report of Society/Trust and Audited Annual Accounts.
  - 2.2.5 Whether changes in Registered Deed time to time was modified and approved in general Meeting of the Society and ratified by Registration of Society.
  - 2.2.6 Technical/Vocational Institution run/managed by the Society/Trust

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Name of Institute	Location	Courses Conducted	Whether approved
			By State Council of Technical Education

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- 2.2.7 Whether the applicant Trust/Society has any Court cases? If so please give brief report.

### **3. Academic Information**

3.1 Vocational Programmes proposed to be conducted :

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Course Titles	Duration	Intake	Year of commencement	Entry Level
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3.2 Whether curriculum and syllabi to be followed have been framed ? If so, please attach one copy of Each for proposal streams.

3.3 What will be the medium of instruction.

3.4 Are one or more of the proposed courses already being conducted in one or more Institute in the Institute in the State/Sub-Division/District in which the proposed Institution is to be located? If so Please give in details.

3.5 Give detailed justification for introduction of the proposed streams and in takes vis-a-vis projected manpower demand and industrial and other sector scenario and potential for self-employment.

### **4. Admission Procedure**

4.1 Whether admission will be on the basis of marks of qualifying examination or through admission test ?

4.2 State last date of admission.

4.3 Attendance of students to qualify.

### **5. Academic Schedule/Calendar to be followed/Weekly work schedule to be followed ?**

### **6. Staff**

6.1 How many posts of Teacher, Technical and other supporting staff have been created ?

6.2 Whether advertisement for recruitment already made ?

6.3 Whether list of staff appointed/identified with qualification and experience ?

**7. Land**

7.1 Location of Land

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Metro	State Capital	District Headquarter	Rural
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7.2 State the land area in acres in possession for establishing the Institute.

7.3 Please attach a copy of the registration documents. Whether land is exclusively earmarked in the Name of the Institute by any Resolution.

7.4 Registered

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Registration Number	Date
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**8. Building**

8.1 State number and size of Class roans, Laboratory, Library, Administration, Staff Rooms, Students Common Room, Toilet Blocks etc.

8.2 In case the buildings for permanent or temporary accommodation of the Institution are already available, please give RCC/Shed area in Sq.mt.

**9. Equipments, Tools, Instruments, Machines**

9.1 State the major machine/Equipment etc. available department / laboratory wise?  
State general computer facilities available.

**10. Library**

Give details of number of books and journals, library equipment, library services available.

**11. Teaching Aids**

Please state the Teaching Aids available for its Institution.

**12. Finances**

Availability of Funds in the name of Trust/Society as a working capital for the proposed Institution.

12.1 Give details of investable funds available in hand for establishing the proposed Institution with FDR's, latest Bank Statements/Savings Bank A/C details, Current Accounts details.

12.2 Proof of funds

a) FD's and other Deposits

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Name of Bank	FDR No. & Date	Amount in Lakh	Remarks
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b) Savings Bank A/c details

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Name of Bank	Account Number	Balance as on.....	Remarks
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c) Current Account Details

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Name of Bank	Account Number	Balance as on.....	Remarks
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Total Fund Available: ( a + b + c )

12.3 Please give year-wise annual anticipated Item wise. Recurring and Non-recurring expenditure in details.

12.4 Please state how funds to meet recurring and non-recurring expenditure would be generated from year to year.

12.5 Whether Income Tax Return are filed ? If yes, please attach a copy of last income Tax Return of the Applicant.

**13. Any other Information in support to establishment of proposed Institution.**

## DECLARATION

I declare that all the information given above is true to the best of my knowledge. If the Committee finds any discrepancy in the same during verification the Committee finds any discrepancy in the same during verification the Committee may reject my proposal and I shall not make any claim for the same in future.

Name of Chairman/President  
Of Trust/Societies

Signature

Date .....

Place .....