

**Proforma for submission of the information by way of Affidavit by Institutions of Eminence
Deemed-to-be-Universities for establishing/starting Off-Campus Centre(s)**

PART-1

***Processing Fee (Rs. Five Lakhs)**

S. No.	Particulars
1	<p>The processing fee to be sent through RTGS / NEFT to following accounts: -</p> <p>Name of the Bank – Canara Bank Branch – UGC, New Delhi Account No. – 8627101002314 IFSC Code – CNRB0008627 MICR No. – 110015170</p> <p>The Institute to sent the following details about the processing fee sent:-</p> <p>Name of the Institution – Address – Name of the Bank – Branch – Branch Code – Account No. – IFSC Code – Amount – UTR No. –</p>

(*Processing fee may also be submitted to the Ministry of HRD along with the submission of the Affidavit through Demand Draft in the name of Secretary, UGC)

PART – 2

Particulars of Institution of Eminence:

S. No.	Information to be provided										
1.	<p>Basic information about Institution of Eminence</p> <p>i. Name ii. Address: iii. Location (Metropolitan / Non-metropolitan / Non-urban area): iv. Whether multi-disciplinary/inter-disciplinary/single disciplinary: v. Notification No. & Date of establishment as Deemed to be University: vi. Notification No. & Date of establishment as Institution of Eminence: vii. Headquarter of the Institution of Eminence Deemed to be University:</p> <p>(Copy of the Notification declaring Deemed to be University and Institution of Eminence Deemed to be University to be provided at Annexure: (Pages __ to __))</p>										
2.	<p>Name, Contact No., Email, Address, etc. of Directors / Vice-Chancellor and Registrar of the applicant Institution of Eminence:</p>										
	<table border="1"><tbody><tr><td data-bbox="210 990 804 1272">Designation: _____ Name: _____ Address: _____ _____</td><td data-bbox="804 990 1401 1272">Designation: _____ Name: _____ Address: _____ _____</td></tr><tr><td data-bbox="210 1272 804 1370">Email: _____</td><td data-bbox="804 1272 1401 1370">Email: _____</td></tr><tr><td data-bbox="210 1370 804 1469">Mobile: _____</td><td data-bbox="804 1370 1401 1469">Mobile: _____</td></tr><tr><td data-bbox="210 1469 804 1568">Phone: _____</td><td data-bbox="804 1469 1401 1568">Phone: _____</td></tr><tr><td data-bbox="210 1568 804 1666">Fax: _____</td><td data-bbox="804 1568 1401 1666">Fax: _____</td></tr></tbody></table>	Designation: _____ Name: _____ Address: _____ _____	Designation: _____ Name: _____ Address: _____ _____	Email: _____	Email: _____	Mobile: _____	Mobile: _____	Phone: _____	Phone: _____	Fax: _____	Fax: _____
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Email: _____	Email: _____										
Mobile: _____	Mobile: _____										
Phone: _____	Phone: _____										
Fax: _____	Fax: _____										
3.	<p>Details about Institution of Eminence Deemed to be University</p> <p>Name & location of approved Off Campuses, if any: Name & location of approved Off shore Campuses, if any: Name & location of approved Constituent Unit / Institutions, if any:</p> <p>(Approval of the Government to be provided at Annexure: (Pages __ to __))</p>										

4.	<p>Society / Trust / Company promoting the Institution of Eminence Deemed to be University</p> <p>i. Name of the Society / Trust / Company</p> <p>ii. Composition of the Society / Trust / Company</p> <p>(In case of Government controlled Institutions, Sponsoring Society / Trust / Company may be either Central / State Government, Certificate of Registration may be provided at Annexure: (Pages __ to __))</p>
5.	<p>Composition of the Governing Body of the Institution of Eminence Deemed to be University</p>
6.	<p>Corpus Fund</p> <p>Whether Corpus Fund as required under the Regulations / Guidelines has been maintained? Yes / No</p> <p>(A copy of the FDR to be provided at Annexure : (page__ to __))</p>
7.	<p>Accreditations</p> <p>NIRF -</p> <p>NAAC -</p> <p>Others -</p> <p>(Supporting documents to be provided at Annexure: (Pages __ to __))</p>

PART – 3

Information about proposed Off-Campus

S. No.	Information to be provided																									
1.	Basic information about proposed Off-Campus i. Name ii. Address: iii. Location (Metropolitan / Non-metropolitan / Non-urban area):																									
2.	Resolution of the Board of Management to start new Off-Campus Centre (Indicate reference number & date)																									
3.	Application is made for:- i. Seeking approval of the Government OR ii. Seeking Letter of Intent for establishment of the off-campus																									
4.	Whether NOC from the concerned State / UT Government has been obtained where the off-campus(s) is proposed to be started? Yes / No (Documentary proof may be provided at Annexure: (page __ to __))																									
5.	Courses proposed to be introduced with students intake capacity & faculty to be recruited (for at-least first five years) <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: center;">S.No.</th><th style="text-align: center;">Name of the Course</th><th style="text-align: center;">Proposed student intake</th><th style="text-align: center;">Proposed year of starting of course</th><th style="text-align: center;">No. of Faculty recruited/ to be recruited (as per respective Council(s) norms)</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	S.No.	Name of the Course	Proposed student intake	Proposed year of starting of course	No. of Faculty recruited/ to be recruited (as per respective Council(s) norms)																				
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6.	<p>Whether prior approval of the relevant Statutory/ Regulatory body has been obtained for courses to be started?</p> <p>Yes/No</p> <p>(Documentary proof may be provided at Annexure (page.....to))</p>
7.	<p>(a) Land details (for permanent off campus)</p> <p>i. Land Area (in acres.) – ii. Built up area (available/proposed) iii. Whether freehold or leasehold (In case of leasehold, indicate period also) – iv. Title of the Land – v. Location of the Land –</p> <p>(Documentary proof may be provided at Annexure: (page ___ to___))</p> <p>(b) Infrastructure facilities (Built-up area in Sq meter may be provided)</p> <p>i. Academic facilities: _____ ii. Administrative facilities: _____ iii. Other facilities: _____</p> <p>(c) Land/Building details (in case of interim campus till the permanent campus is ready)</p> <p>i. Land Area (in acres.) – ii. Built up area - iii. Whether freehold or leasehold (In case of leasehold, indicate period also) – iv. Title of the Land/Building – v. Location of the Land/Building –</p> <p>(Documentary proof may be provided at Annexure: (page ___ to___))</p> <p>(d) Time line for completion of the permanent off-campus _____</p>
8.	<p>Finance facilities</p> <p>Expected source of income (in crore)</p> <p>i. Fees from students: ii. Funds from Government: iii. Earnings from consultancy: iv. Support from alumni: v. Income from donation: vi. Any other source of income:</p> <p>Total expected income:</p>

	<p>Expected expenditure (in crore)</p> <p>i. Salaries: ii. Maintenance: iii. Capital: iv. Any others:</p> <p>Total expenditure:</p>
9.	<p>Undertaking to the effect of the following:</p> <p>i. The proposed Off-Campus Centre(s) shall be operated and maintained under the overall supervision and control of the Institution of Eminence Deemed to be University as its constituent Institution.</p> <p>ii. The proposed Off-Campus Centre(s) shall be administered by the Institution of Eminence Deemed to be University.</p> <p>iii. The proposed Off-Campus Centre(s) shall offer only those programmes of study which are approved by the appropriate bodies of the Institution of Eminence Deemed to be University and the statutory / regulatory body concerned such as UGC, AICTE, MCI, DCI, PCI, NCTE, BCI, INC, etc., wherever applicable.</p> <p>iv. Admissions in the courses in the proposed Off-Campus Centre(s) shall be made only after it is formally approved by MHRD by issuing a notification.</p>

Certificate

This is to certify that all the information provided by the Institution of Eminence Deemed to be University is correct, to the best of my knowledge and belief. The Institution of Eminence Deemed to be University shall adhere to the rules, regulations and guidelines of the Empowered Expert Committee and Central Government issued from time to time. If the information provided by the Institute is found to be incorrect / false at any stage, the Ministry of HRD may withdraw the approval.

Note: The information provided in the Annexures of the Affidavit should be clearly reflected and the entire documents should be page numbered.

Signed by the head of the Sponsoring Society / Trust / Company