

**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</p> <p>ii. Address:</p> <p>iii. Location (Metropolitan / Non-metropolitan / Non-urban area):</p> <p>iv. Whether multi-disciplinary/inter-disciplinary/single disciplinary:</p> <p>v. Notification No. & Date of establishment as Deemed to be University:</p> <p>vi. Notification No. & Date of establishment as Institution of Eminence:</p> <p>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"> <tr> <td data-bbox="260 1066 810 1339"> <p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> </td> <td data-bbox="810 1066 1366 1339"> <p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> </td> </tr> <tr> <td data-bbox="260 1339 810 1440"> <p>Email: _____</p> </td> <td data-bbox="810 1339 1366 1440"> <p>Email: _____</p> </td> </tr> <tr> <td data-bbox="260 1440 810 1541"> <p>Mobile: _____</p> </td> <td data-bbox="810 1339 1366 1541"> <p>Mobile: _____</p> </td> </tr> <tr> <td data-bbox="260 1541 810 1641"> <p>Phone: _____</p> </td> <td data-bbox="810 1541 1366 1641"> <p>Phone: _____</p> </td> </tr> <tr> <td data-bbox="260 1641 810 1731"> <p>Fax: _____</p> </td> <td data-bbox="810 1641 1366 1731"> <p>Fax: _____</p> </td> </tr> </table>	<p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p>	<p>Designation: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p>	<p>Email: _____</p>	<p>Email: _____</p>	<p>Mobile: _____</p>	<p>Mobile: _____</p>	<p>Phone: _____</p>	<p>Phone: _____</p>	<p>Fax: _____</p>	<p>Fax: _____</p>
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<p>Email: _____</p>	<p>Email: _____</p>										
<p>Mobile: _____</p>	<p>Mobile: _____</p>										
<p>Phone: _____</p>	<p>Phone: _____</p>										
<p>Fax: _____</p>	<p>Fax: _____</p>										
3.	<p>Details about Institution of Eminence Deemed to be University</p> <p>Name & location of approved Off Campuses, if any:</p> <p>Name & location of approved Off shore Campuses, if any:</p> <p>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 f 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>