



VISHVAKARMA SKILLS UNIVERSITY, JAIPUR

Rajiv Gandhi Vidya Bhawan, 2nd & 3rd Floor,
Shiksha Sankul, JLN Marg, Jaipur- 302015 Tel: 0141- 2702116

Affiliation form for Grant of Renewal Temporary (Provisional) Affiliation for the Academic Year 2024-25

(Please type the information in this proforma but do not delete any content even if not applicable. Write Not Applicable wherever it is not applicable in your case. Each page shall bear signature of authorized signatory. Supporting documents must be attached.)

PART-I: Basic Information

1. Name and Address of the Society/Trust/Company:

Registration Number of the Trust/Society/Company	
Name	
Date of Establishment	
Address	
District	
Pin Code	
Phone No. with STD Code	
Fax No. with STD Code	
Email ID	
Web site	
Whether registered under Societies Act/Company Act. If so, the Registration No. (Attach Copy)	
Resolution of the Managing Committee for opening of New College(Attach Copy)	
Constitution and Composition of Managing Committee (Attach copy of Constitution and MoA and Attach Contact Details of Management Committee Members)	

2. Name and Address of the College/Institute (Existing/ Proposed)

Name	
Address	
GPS Coordinates Latitude & Longitude	
District	
Pin Code	
Phone No. with STD Code	
Fax No. with STD Code	
Email ID	
Web site	
Name of Authorized Signatory	
Signature of Authorized Signatory	
Has Government of Rajasthan (Department of Skill) issued NOC? (Enclosed copy attested by Principal)	Yes/No/Not Required Number: Date:
If applied for NOC indicate date of application.	

3. Name and Details of the Chairman, Management Committee of Trust/ Society/ Company or Private Owner

Name	
Qualification (Highest Degree)	
Specialization	
Experience	
Address	

Date of Birth	
Mobile Number	
WhatsApp Number	
Phone No. with STD Code	(O): (R):
Fax No. with STD Code	
Email ID	
Signature of Chairman	

4. Name and Details of the General Secretary, Management Committee of Trust/Society/Company

Name	
Qualification (Highest Degree)	
Specialization	
Experience	
Address	
Date of Birth	
Mobile Number	
WhatsApp Number	
Phone No. with STD Code	(O): (R):
Fax No. with STD Code	
Email ID	
Signature of General Secretary	

5. Name and Details of the Principal/Director, of the College/Institute (Existing/Proposed)

Name	
Designation	
Qualification (Highest Degree)	
Experience	
Teaching Experience UG (Number of Years)	
Teaching Experience PG (Number of Years)	
Experience in Skill Education (Number of Years)	
Experience in Industry/ Corporate Sector (Number of Years)	
Administrative Experience (Number of Years)	
Address (Residential)	
Date of Birth	
Mobile Number	
WhatsApp Number	
Phone No. with STD Code	(O): (R):
Fax No. with STD Code	
Email ID	
Signature of Principal	

2

Date _____

Date _____

7. Details of the Courses for which Institute/College was affiliated in the Academic Session 2023-24 with the OTHER University

Date _____

8. Details of the Courses for which another Institute/College under same Trust/Society and operating on same premises was affiliated in the Academic Session 2023-24 with the other University

Name of Other College-1:

Principal of Other College and Contact Details

Letter of Temporary/Permanent Provisional Affiliation
Number
(Attach Copy)

Date

#	University	Course	Seats Allotted	Students Enrolled
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

9. Details of the Courses for which Institute/College is seeking **NEW** affiliation in the Academic Session 2024-2025 from VSU.

(Row Number, Column Number and the Course Title shall be picked from the List of Courses available for Academic Session **2022-2023** on University Website.)

(For example, for B. Voc. in Fashion Design, row number is 64 and column number is 4 and course title will be B. Voc. in Fashion Design)

(Number of seats per batch for a NSQF level 4 to 7 course is 30 and number of seats per batch for a NSQF level 8 or 9 courses is 20.)

S.N.	Row Number	Column Number	Course Title	Nos. of Batches	Number of Seats Sought
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

N.A

Attach additional sheets if required.

10. Details of the Courses for which Institute/College is seeking **RENEWAL** of affiliation in the Academic Session 2024-2025 from VSU.

(Row Number, Column Number and the Course Title shall be picked from the List of Courses available for Academic Session 2023-2024 on University Website.)

(For example, for B. Voc. in Fashion Design, row number is 64 and column number is 4 and course title will be B. Voc. in Fashion Design)

(Number of seats per batch for a NSQF level 4 to 7 course is 30 and number of seats per batch for a NSQF level 8 or 9 courses is 20.)

#	Row Number	Column Number	Course Title	Nos of Seats in 2023-24	Number of batches Sought	Number of Seats sought
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

PART-III: Land, Building and Infrastructure Information

11. Land Availability (Attach all the records)

Sr	Parameter	Details
1	Land Category	City/Rural
2	Total Area Available (Acres)	
3	Land Details	Plot No.: Survey No.: Block No.:
4	Land Address	
5	GPS Coordinates Longitude Latitude	
6	Whether Land is owned by Trust/Society/Company? (Attach Certificates)	Yes/No
7	Whether Land is undisputed? If disputed, specify details of dispute with documents	Yes/No
8	Whether Land is Registered on Leased Agreement in name of Trust/Society/Company? (Attach Certificates)	Yes/No
9	Land Use (Attach copy of Certificate from the competent authority)	
10	Whether the said land is demarcated by Fencing/boundary wall for the College/Institution?	Yes/No

12. Building Availability (Attach all the supporting documents like building plan prepared by registered Architect and approved by Competent Authority)

Total Land Area (in Square feet)	
Number of Floors	
Total Carpet Areas	
Rented or Own (Attach copy of Electricity Bill)	
Number of Classrooms with capacity of 60 students or above	
Number of Classrooms with capacity of 30 to 59 students	
Number of Seminar Hall with capacity of 150 students or above	
Girls Common Room, give size	
Boys Common Room, give size	
Principal's Office, give size	
General Office, give size	
Staff Room, give size	
Canteen, give size	
Library, give size	
Reading Room give size	
Ladies Toilet and Washroom for Students	
Gents Toilets and Washroom for Students	
Laboratories	
No. of Laboratories (Attach list with specification of Subject, Space Size, Capacity to Accommodate students in one batch)	
Equipment, apparatus and other Material available or to be purchased for courses (list to be provided)	

13. Rooms Availability (Attach the room plan)

[illegible]

14. Laboratory/ Workshop Availability (Attach the building plan)

[illegible]

15. Furniture & Gadgets Availability

S. No.	Details	Number
1	Student Table	
2	Student Chair	
3	Seminar Hall Chair	
4	Reading Room Table	
5	Reading Room Chairs	
6	Faculty Table	
7	Faculty Chair	
8	Office Table	
9	Office Chair	
10	Conference Table	
11	Conference Chair	
12	LCD Projectors	
13	Computers in Students Lab	
14	Printers in Student Lab	
15	Computers in Office	
16	Printers in Office	
17	Reprographic Facilities	
18	Internet Connectivity Bandwidth	
19	Number of Nodes on Internet Connection	
20	Number of Notice Board	
21	Number of TVs and Electronic Display Board	
22	Transport Vehicle	
23	RO for Drinking Water	
24	Electric Generator	
25		
Attach list of other gadgets if available		

16. Hostels, Playground and library availability

S. No.	Details	Number
1	Number of Boys Hostel	
2	Boys Hostel Number of Rooms	
3	Boys Hostel Number of Students Capacity	
4	Number of Girls Hostel	
5	Girls Hostel Number of Rooms	
6	Girls Hostel Number of Students Capacity	
7	Faculty Quarters	
8	Indoor Games Facilities (Describe)	
9	Outdoor Games Facilities (Describe)	
10	Number of Books in Library (Attach photocopy of Last page of Accession Register)	
11	Number of Different titles in Library	
12	Number of Course specific books in Library	
13	Number of Research Journals Subscribed (Attach List)	
14	Number of Magazines and Periodical subscribed (Attach List)	
15	Number of Newspaper subscribed (Attach List)	
16	Number of E-resources subscribed (Attach List)	
17	Number of E-books subscribed (Attach List)	
18	Canteen, give size and attach list of available items	
19	Parking Space for Cars and Capacity	
20	Parking Space for two- heeler, give capacity	
21	Transportation Facility (Attach list specifying details)	
22	Store rooms, give numbers and total capacity	

17. Other Facilities

Sr	Parameter	Availability
1	Language Laboratory	
2	All Weather Approach Road	
3	Potable Water Supply	
4	Electrical Generator	
5	Digital Library	
6	Medical Facilities	
7	Insurance Facilities	
8	Reprographic Facilities in the College/Institute	
9	Sewage Disposal	
10	Medical and Counseling Facilities	
11	First Aid Facility/ Health Care Center	
12	Fire Fighting System certified by Competent authority	
13	Bank	
14	Gym and Fitness Center	
15	Book Bank facilities for SC/ST & Minorities	
Attach list of other amenities or facilities if available		

PART-IV: Staff Information

18. Teaching Staff for the existing programme(s)

[illegible]

19. Non-Teaching Staff Details (including Library and Physical Education Staff)

[illegible]

20. Supporting Staff Details

[illegible]

PART-V: Budget and Financial Information

21. Audited Balance Sheet Attached?

Yes/No

22. Financial Resources

(Attach Bank Statement copy and photocopy of cash book current page. Also attach ITR of last three years if filed.)

Total deposit with the College	
Sources of Income from	
Immovable/Movable property	
Donation	
Any other source, specify	
Corpus Fund	

23. Financial Detailed: Deposits/ Bonds/ Cash and any other (Copy attached)

Sr. No.	Particular	Amount	Name of Bank	Deposits Receipt No. & Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

23. Budget Allocation to the College for the Courses for which Affiliation is sought

Sr. No.	Head	Amount
1.	Salary (Teaching)	
2.	Salary (Non-teaching and Support Staff)	
3.	Remuneration to Guest Faculty	
4.	Library Purchases	
5.	Sports and Extracurricular Activities	
6.	Laboratory Equipment Purchases	
7.	Laboratory Operational Expenses	
8.	Infrastructure Maintenance	
9.	Infrastructure Strengthening	
10.	Electricity, Water and Essential	
11.	Office Management Expenses	
12.	Contingency	
13.	Miscellaneous	
14.	Others	
15.		
16.		
17.		
18.		
19.		
20.		
TOTAL		

Declaration by the Management

1. I, <Name> _____ Chairperson of the trust /society
/company <Trust-name> _____ managing proposed/
existing college bearing name _____

located _____ at

on behalf of the aforesaid trust/society/company and college hereby declare that the particulars furnished above are true and correct to the best of my knowledge. All the original documents related to the particulars given in the application will be produced at the time of inspection and whenever called for.

2. The required fees and any other expenses incurred for the inspection as per University's rules and regulations or any other expenditure related to it and demanded by the University will be paid by the trust/society/company immediately.
3. It is understood and agreed by the Management of the Institution that if the provisional temporary affiliation is granted by University, the College shall observe all rules and regulations and other conditions, if any, of the University. It is also understood and agreed that any violation of these rules etc. may result in a heavy penalty as determined by the University or withdrawal of the affiliation by the University.

Place

Signature of Chairman

Date:

Office Seal

This is to certify that the information given above is factual as of the date given below. Each page has been initialed by the authorized person of the College/ Institute. Any change in the information given above at a later date shall be informed to the university immediately. The required fees and any other expenses incurred for the inspection as per University rules and Regulations or any other expenditure related to it and demanded by the University will be paid by the Institute immediately.

**Signature of the legally
Authorized signatory**

Name in Capital Letters of Authorized Signatory

Place:

Date: Office Seal

Special Guidelines for Affiliated Colleges/Institutes

1. Students shall be admitted to the various courses of study in affiliated colleges on the basis of the rules prescribed by the University and communicated to the college from time to time after issuance of Letter of Intent to the affiliated college/institute and subject to grant of temporary provisional affiliation to the institute/college.
2. Number of seats per batch for a NSQF level 4 to 7 course is 30 and number of seats per batch for a NSQF level 8 or 9 courses is 20. Admission to any batch (es) shall not exceed sanctioned strength in anticipation of the approval by the University.
3. Minimum admission and enrolment required in a batch is 15 for NSQF level 4 to 7 course and 10 for NSQF level 8 or 9 courses.
4. Admission to a course shall be made on the basis of Regulations for Admission displayed on University's website. Equivalency / Recognition of the qualifying examinations taken from other Universities /Board/ Institutions should be confirmed strictly before making admission of students.
5. Fresh admission and enrolment will be made in Padas Semester only. In Basant semester the student already enrolled may be admitted in courses.
6. Admission in a semester of university course involves registration in minimum one to maximum 36 credits of the course in the semester. No student enrolled with university will be permitted to pursue two courses simultaneously either from the University or from any other University except the part-time credit certificates from university or any other universities may be permitted if the total credits registered in a semester is not exceeding 36.
7. It is the responsibility of the affiliated college/institute to check the eligibility of student for the program in which admission is made. The candidates shall produce the following documents (in original and a self-attested copy) at the time of admission to a course of study in the affiliated colleges. (i) Qualifying Examination Certificate, (ii) Mark List(s) of the qualifying examination, (iii) Date of Birth Certificate , (iv) Transfer Certificate received from the Institution where he/she studied last, (v) Character Certificate, (vi) Migration Certificate if not enrolled with the Rajasthan ILD Skills University, (vii) Enrolment Certificate if enrolled with the Rajasthan ILD Skills University, (viii) Equivalency /Recognition Certificate if holds degree/certificate of qualifying examination from a University/Board/Institution other than RBSE/CBSE/State or Central University in India, as required for the admission.
8. The foreign students shall be admitted to any course in any institution / college affiliated to the University on production of provisional eligibility certificate from the University. For obtaining provisional eligibility certificate, the foreign student shall apply along with necessary certificates

to the University in the form prescribed by the University and shall pay fees as prescribed by the University from time to time.

9. Final list of candidates admitted to various courses shall be put on the notice board prominently as soon as admissions are over and same be intimated to university within a week.
10. All the applications received in the college shall be kept ready for verification by the university, whenever needed.
11. The affiliated college/institute shall announce and publish on Notice Board (with intimation to the University) the General Foundation courses of NSQF level 5 for which teaching will be available in NSQF level 5 course running at the college/institute.
12. The affiliated college/institute shall announce and publish on Notice Board (with intimation to the University) the General Elective courses of NSQF level 6 or 7 for which teaching will be available in NSQF level 6 or 7 course running at the college/institute in a particular semester i.e. Pavas or Basant.
13. The affiliated college/institute shall announce and publish on Notice Board (with intimation to the university). The Skill - Elective courses of NSQF level 6 or 7 for which teaching will be available in corresponding NSQF level 6 or 7 course running at the college/institute in a particular semester i.e. Pavas or Basant.
14. The list of the faculty including guest faculty with qualifications shall be published before making admission in a course. The same must be intimated to University by July 15 for Pavas Semester and by Jan 15 for Basant Semester.
15. The Time Table of classes shall be published before making admission in a course. The same must be intimated to University by July 15 for Pavas Semester and by Jan 15 for Basant Semester. The Academic Calendar and Holiday Calendar shall also be notified before the start of admission in a particular academic session.
16. All the notices be displayed on affiliated college/institute's website in addition to display on Notice Board.
17. The fee payable by a student for the course shall be displayed on the Notice Board with intimation to University by July 15 for Pavas Semester and by Jan 15 for Basant Semester. Students may note that University is not regulating fee and fees payable may differ in different affiliated institute or colleges.
18. The affiliated college/institute will have to maintain attendance record of every student admitted from day one of the commencement of course till the commencement of examination in every semester. The record can be inspected by any officer or person authorized by the University at any time and must be shown to inspectors visiting the affiliated college/institution.
19. The affiliated college/institute will have to maintain service record of every faculty engaged excluding the Guest Faculty. The CVs of Guest Faculty engaged in a semester must be properly kept in a file to be shown to the

visiting team of university. The record can be inspected by any officer or person authorized by the University at any time and must be shown to inspectors visiting the affiliated college/institution.

20. The affiliated institute must maintain books of account and inventory books in proper manner.
21. The affiliated institute shall ensure cleanliness and proper ambience.

Please note that University Act, Affiliation Statutes, Regulations for Admission, Regulations for Enrolment and Regulation for CBCS can be downloaded from the university website. The Syllabi of different courses will be made available on university website.

दिशानिर्देश

1. संस्थानों से प्राप्त आवेदन पत्र की जांच कर सही पाये जाने पर सम्बद्धता शुल्क व निरीक्षण शुल्क हेतु मांग पत्र प्रेषित किया जायेगा।
2. संस्था द्वारा प्रस्तुत आवेदन पत्र पूर्ण रूप से भरा होना आवश्यक है अपूर्ण आवेदन पत्र पर विचार नहीं किया जायेगा। अतः यह सुनिश्चित करे कि आवेदन पत्र में मांगी गई सूचनाये पूर्ण हो सभी मांगे गये दस्तावेज आवेदन पत्र के साथ संलग्न हो।
3. आवेदन पत्र के साथ आवेदन शुल्क रु. 1,000/- तथा प्रक्रिया शुल्क रु. 10,000/- कुल रु. 11,000/- (ग्यारह हजार मात्र) विश्वविद्यालय खाता संख्या A/C No. 676801702111 IFSC Code- ICICI0006768 MNIT Campus JLN Marg, Jaipur- 302017 में जमा करा कर रसीद आवेदन पत्र के साथ संलग्न करे।
4. राज्य सरकार के निर्देशानुसार निजी कौशल महाविद्यालय नीति, 2021 को अगले शैक्षणिक सत्र 2025-26 से लागू किया जाना है। अतः संस्थान उक्त नीति का अवलोकन करे।
5. परिनियम 3.2.1 के तहत रु. 5 लाख की Joint FDR (Updated) की छायाप्रति आवेदन पत्र के साथ संलग्न करना आवश्यक है।
6. समस्त संस्थानों को शैक्षणिक सत्र 2024-25 से सीटों का आवंटन 30 छात्र प्रति बैच व स्नातकोत्तर में 20 छात्र प्रति बैच आवंटित किये जायेगा। इसके अतिरिक्त सीटों की मांग पर प्रति बैच सम्बद्धता शुल्क का 50% शुल्क के रूप में लिया जायेगा।

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Eligibility criteria for renewal of temporary affiliation

S. No.	Clause No.	Details of Clause	Reference of page No.
1	3.1.1	Undisputed ownership & possession of land/Registered or an appropriate lease agreement for specific purpose	
2	3.1.2	Administrative Academy building sufficient to accommodate the facility, lecture /Seminar rooms, library and other laboratories with minimum of 15 sq. ft. per student in Lecture/Seminar/Library and 20 sq. ft. per student in each of laboratory	
3	3.1.3	Number of teaching and Non -Teaching Staff in prescribed ratio	
4	3.1.4	Adequate civic facilities for essential like water, electricity, ventilation, toilet, sewerage etc.	
5	3.1.5	A Library with adequate number of books in different titles on each subject. Also book bank facility for student belonging to SC/ST/minorities and others	
6	3.1.6	Well-equipped/ furnished/ updated laboratory and equipment	
7	3.1.7	Firefighting system and all safety measures must be installed and functional in the premises	
8	3.1.8	Recommendation/Endorsement letter from Department of skills/Director of Technical Training	
9	3.1.9	Institute, if not run by State Govt. shall managed by duly constituted and registered society or trust, company or any other legal entity under relevant laws and shall satisfy the condition stipulated at 3.2.1 to 3.3.12 of regulations	
10	3.2.1	Adequate financial provision is aided from external source, in particular, it shall produce evidence of creating and maintaining a corpus fund permanently in the name of institute, by way of FDR/irrevocable Govt. Securities of Rs. 5.00 Lac per institute joint FDR by name of institute and RISU	
11	3.2.2	Institute shall also provide an undertaking to university that it has adequate recurring income from own sources for its continued & efficient functioning	
12	3.2.3	The registered society/trust/company or any other legal entity allowed starting institute for first year of the program in readily available building with condition that all other academic and administrative requirement are satisfied under regulations of institute. The institute shall complete the building plan of proposed institute prepared by registered architect and approved by competent authority designed by the government concerned.	
13.	3.3	The institute shall execute a bond as per clause 3.3.1 to 3.3.11 (Enclosed)	

14.	3.3.4	Number of teaching post the qualification of teaching staff and their recruitment/promotion procedures as prescribed by the Sector Council and conditions to serve shall be in accordance with the statutes/ordinance/Regulations of the University/State Govt. UGC.	
15.	4.1.1	Registrations of society/trust/company along with details of the constitutions are memorandum of association and member of the board of governors list	
16.	4.1.2	Land use certifications from competent authority designated by the Government concern.	
17.	4.1.3	Registered land/govt. lease land document in the name of the applicant/Registered or an appropriate lease agreement for the specific purpose	
18	4.1.4	Appropriate order from the govt. permitting the society/trust/company / start institute with details of the course/ programme to be offered.	
19	4.1.5	Building plan of the proposal institute prepared by registered architecture and approved by the competent authority designated by govt. concerned.	
20	4.1.6	Details of latest fund position along with photocopies of relevant bank accounts including the evidence of corpus fund earmarked.	
21	4.1.6	<p>Detailed project report giving</p> <ol style="list-style-type: none"> Background of society / trust/company with reference of experience in promoting, managing & operating education institution. Develop plan of institute with time line, spelling out its growth plan, over first 10 years period in term of phasing of academic programme, increase in student intake and introduction of certificate/diploma/advance diploma/B. Voc./M. Voc./UG Degree /Post Graduate Programme /Research Work etc. Policy with regard of faculty recruitment retention and development Development plan of institute with timeline, spelling out its growth, growth plan over the first 10 years in terms of phasing of academic programme, increase in student intake and introduction of post graduate programme /research all the time schedule for stage wise development of academic infrastructure like recruitment of faculty and other support facilities including student amenities such as hostels, sports, recreational facilities. Architectural master plan indicating the land use plan including those for future 	