

**PROFORMA FOR FURNISHING INFORMATIONS FOR EXAMINING PROPOSALS FOR
STARTING NEW INSTITUTION IMPARING _____ COURSE
IN THE UNION TERRITORY OF PUDUCHERRY**

1. Name of the Institution Proposed :
 a) Name of the agency which will be running/owning the Institution :

2. a) Nature of the agency : Individual/Society/Public Trust/
 b) Registered address :
 c) Telephone No. :
 d) Registration No. :
 e) Date of Registration :

3. Enclose a copy of
 a) Certificate of registration :
 b) Memorandum of association :
 c) Bye-laws/Rules/Regulators :
 d) Trust deed :

4. a) Location of proposed Institution :
 b) Address of proposed Institution :

5. Details of Existing Institution :
 a) Give details of scheme of management of existing educational institutions owned by the applicant :
 :
 b) Details of courses/Student strength in existing Institutions :

Name of the Institution	Name of courses	Details of courses	No. of sections	Total students in each courses	Tuition fees details
(1)	(2)	(3)	(4)	(5)	(6)

6. Details of existing teaching and non-teaching staff :

Sl. No	Name of the teacher/employees	Designation	Qualification		Date of appointment	Scale of Pay	Remarks
			General	Professional			
1.	2.	3.	4.	5.	6.	7.	8.

(Indicate whether staffs appointed are full-time or part-time)

7. Assets and Liability of the applicant Agency

a. Assets owned or controlled by the applicant :

Description of Properties

Value in Rupees

<u>Available</u>		<u>Proposed</u>	
Own	Rented	Own	Rented

i. Movable

ii. Immovable

iii. Other Assets

Details

Name of the Bank / Branch with address	Amount
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iv. Reserved Fund

v. Fixed Deposits

vi. Endowments

vii. Shares

- b. Annual Income :
 - i. Tuition fees :
 - fixed deposits
 - dividends
 - endowments
 - rents
 - donations
 - others (specify)

- c. Annual Expenditure :
 - i. Staff expenditure
 - ii. Maintenance
 - iii. Improvement
 - iv. Teaching aids
 - v. Furniture
 - vi. Library
 - vii. Laboratory
 - viii. Sanitary
 - ix. Play ground
 - x. Games etc.,

- d. Annual financial turn over of these institutions may be given to support their claims/financial stability :

- 8. Details of proposed Institution :

 - i. Details of scheme of management of proposed institution :
 - a. Details of financial resources to run the proposed institution :
 - ii. Academic year for which permission sought :
 - iii. Intake capacity/courses applied for :
 - iv. Reasons for proposing a new Institution in Puducherry for courses :
 - v. Details of land and building proposed for the institution (Area, Ownership, Location, type of construction, room-wise Measurement etc as per AICTE norms Whether already available or not) :

- vi) Source and details of finance for meeting additional expenditure on staff and maintenance :
9. Whether the institution is opened for minorities? If yes, specify details. :
10. Give full details of any other business institution of any nature owned by the applicant in Pondicherry Union Territory to support the claim of financial stability. :
11. Give details of any other Educational Institution which was owned by the applicant and is not functioning now. With reason for closes. :
12. Any other information which the applicant would like to give. :

DECLARATION

I solemnly declare that the facts stated above are correct.

Place:

SIGNATURE OF THE APPLICANT

Date:

NAME AND DESIGNATION