



राजस्थान आई.एल.डी. कौशल विश्वविद्यालय
RAJASTHAN ILD SKILLS UNIVERSITY

Hotel Khasa Kothi Campus, M.I. Road, Jaipur, Rajasthan 302001

Phone : (+91) 0141-236-1116,1117,1118 e-Mail risujaipur@gmail.com

Affiliation form for Grant of Temporary Provisional Affiliation for running Concurrent Skill Courses in the Academic Year 2019-2020

(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

Name	
Address	
GPS Coordinates Latitude & Longitude	
District	
Pin Code	
Phone No. with STD Code	
Fax No. with STD Code	
Email ID	
Web site	
State University to which College/Institute is affiliated	
Particulars of last NoC issued for aforesaid affiliation	
List of Bachelor Degree programs for which affiliated with aforesaid State University	
Total Number of Seats allotted in Bachelor degree	
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	

PART-II: Affiliation Information

6. Details of the Courses for which Institute/College was affiliated to a State University in Rajasthan in the Academic Session 2018-19.

Name and Address of the State University:

NoC Number
(Attach Copy)

Date

Letter of Temporary Provisional Affiliation
Number
(Attach Copy)

Date

#	Faculty	Course	Seats Allotted	Students Enrolled
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

7. Details of the Courses for which another Institute/College under same Trust/Society and operating on same premises was affiliated in the Academic Session 2018-19 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				

8. Details of the Courses for which Institute/College is seeking Concurrent affiliation for providing upto 12 Skill Credit Certificates from the Skill Component of Courses available for in the Academic Session 2019-20 from RISU.

(Row Number, Column Number and the Course Title shall be picked from the List of Courses available for Academic Session 2019-2020 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 seas 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	# of Batches	Number of Seats Sought
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Attach additional sheets if required.

PART-III: Land, Building and Infrastructure Information

9. 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

10. 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. 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	ReprographicFacilities	
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	

14. 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 totalcapacity	

15. 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-V: Budget and Financial Information

19. Audited Balance Sheet Attached?

Yes/No

20. 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	

21. 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.				

21. 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 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 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
Date:

Signature of Chairman

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 Concurrent Affiliated Colleges/Institutes

1. Students shall be concurrently admitted to the various Skill Component of 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. 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 courses.
4. Admission to a course shall be made on the basis of Regulations for Admission displayed on University website. Equivalency / Recognition of the qualifying examinations taken from other Universities /Board/ Institutions should be confirmed strictly before making admission of students.
5. Fresh registration for Skill Credit Certificate for Concurrent Skill Courses and enrolment will be made in beginning of Pavas/ Basant Semester only.
6. Admission in a semester of Skill Credit Certificate course involves registration in minimum two to maximum 12 credits of the course in the semester in concurrent manner while pursuing a regular degree course from the other state university.
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 for verification in the affiliated colleges. (i) Qualifying Examination Certificate,(ii) Mark List(s) of the qualifying examination, (iii) Date of Birth Certificate, as required for the concurrent admission.
8. 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.
9. All the applications received in the college shall be kept ready for verification by the university, whenever needed.
10. The affiliated college/institute shall announce and publish on Notice Board (with intimation to the University) the Skill Component of courses of NSQF level 4 to 7 for which teaching will be available in concurrent manner in a particular semester i.e. Pavas or Basant.
11. The list of faculty including guest faculty engaged for the Skill courses 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.
12. 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. The time table must not be in conflict with regular course which enrolled student is pursuing.
13. All the notices be displayed on affiliated college/institute's website in addition to display on Notice Board.
14. 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.

15. 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.
16. 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.
17. The affiliated institute must maintain books of account and inventory books in proper manner.
18. 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, Regulation for Skill Credit Certificate and Regulations for Concurrent Skill Courses and award of Diploma (Concurrent), Advance Diploma (Concurrent) and B.Voc. (Concurrent) along with a Convention Degrees being awarded by a Sister State University or University having specific MoU for the purpose with RISU can be downloaded from the university website. The Syllabi of different courses will be made available on university website.