

**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)**

<b>S. No.</b>	<b>Particulars</b>
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><b>Basic information about Institution of Eminence</b></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. &amp; Date of establishment as Deemed to be University:</p> <p>vi. Notification No. &amp; 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 <b>Annexure: (Pages __ to __)</b>)</p>										
2.	<p><b>Name, Contact No., Email, Address, etc. of Directors / Vice-Chancellor and Registrar of the applicant Institution of Eminence:</b></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>Mobile: _____</p>	<p>Mobile: _____</p>										
<p>Phone: _____</p>	<p>Phone: _____</p>										
<p>Fax: _____</p>	<p>Fax: _____</p>										
3.	<p><b>Details about Institution of Eminence Deemed to be University</b></p> <p>Name &amp; location of approved Off Campuses, if any:</p> <p>Name &amp; location of approved Off shore Campuses, if any:</p> <p>Name &amp; location of approved Constituent Unit / Institutions, if any:</p> <p>(Approval of the Government to be provided at <b>Annexure: (Pages __ to __)</b>)</p>										

4.	<p><b>Society / Trust / Company promoting the Institution of Eminence Deemed to be University</b></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 <b>Annexure: (Pages __ to __)</b>)</p>
5.	<p><b>Composition of the Governing Body of the Institution of Eminence Deemed to be University</b></p>
6.	<p><b>Corpus Fund</b></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 <b>Annexure : (page__ to __)</b>)</p>
7.	<p><b>Accreditations</b></p> <p>NIRF -</p> <p>NAAC -</p> <p>Others -</p> <p>(Supporting documents to be provided at <b>Annexure: (Pages __ to __)</b>)</p>

**PART – 3**

**Information about proposed Off-Campus**

S. No.	Information to be provided																									
1.	<p><b>Basic information about proposed Off-Campus</b></p> <p>i. Name</p> <p>ii. Address:</p> <p>iii. Location (Metropolitan / Non-metropolitan / Non-urban area):</p>																									
2.	<p>Resolution of the Board of Management to start new Off-Campus Centre (Indicate reference number &amp; date)</p>																									
3.	<p><b>Application is made for:-</b></p> <p>i. Seeking approval of the Government OR</p> <p>ii. Seeking Letter f Intent for establishment of the off-campus</p>																									
4.	<p>Whether NOC from the concerned State / UT Government has been obtained where the off-campus(s) is proposed to be started?</p> <p>Yes / No</p> <p><b>(Documentary proof may be provided at Annexure: (page __ to __)</b></p>																									
5.	<p>Courses proposed to be introduced with students intake capacity &amp; faculty to be recruited (for at-least first five years)</p> <table border="1" data-bbox="279 1697 1305 2016"> <thead> <tr> <th data-bbox="279 1697 368 1845">S.No.</th> <th data-bbox="368 1697 564 1845">Name of the Course</th> <th data-bbox="564 1697 711 1845">Proposed student intake</th> <th data-bbox="711 1697 959 1845">Proposed year of starting of course</th> <th data-bbox="959 1697 1305 1845">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><b>Yes/No</b></p> <p><b>(Documentary proof may be provided at Annexure (page.....to .....))</b></p>
7.	<p><b>(a) Land details (for permanent off campus)</b></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><b>(Documentary proof may be provided at Annexure: (page ___to___))</b></p> <p><b>(b) Infrastructure facilities (Built-up area in Sq meter may be provided)</b></p> <p>i. Academic facilities: _____  ii. Administrative facilities: _____  iii. Other facilities: _____</p> <p><b>(c) Land/Building details (in case of interim campus till the permanent campus is ready)</b></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><b>(Documentary proof may be provided at Annexure: (page ___to___))</b></p> <p><b>(d) Time line for completion of the permanent off-campus _____</b></p>
8.	<p><b>Finance facilities</b></p> <p><b>Expected source of income (in crore)</b></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><b>Total expected income:</b></p>

	<p><b>Expected expenditure (in crore)</b></p> <p>i. Salaries: ii. Maintenance: iii. Capital: iv. Any others:</p> <p><b>Total expenditure:</b></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**