Dr. Balkar Singh
Dean (College Development)
Phone 94780-98009

IKG Punjab Technical University
Jalandhar-Kapurthala Road,
Kapurthala

Ref. No.: IKGPTU / CD / 2448

Dated: 14/03/2023

Director/Principal/Authorized Official of Society/Trust,
All Affiliated Institutes with IKGPTU
All the applicant Educational Society/Trust,

Subject: Schedule for Presentation/Scrutiny of application submitted regarding affiliation for New College/New Course/Increase in seats/restoration and continuation of existing courses for the session 2023-24.

Sir/Madam,

This is in reference to the online application submitted for affiliation/continuation of New College/New Course/Increase in seats/restoration and continuation of existing courses for the session 2023-24. The applicant institute will present their claim regarding the fulfilment of all the requisite facilities required to offer the courses in front of expert team during the presentation in the department of College Development, IKGPTU.

The complete file for Presentation/Scrutiny along with the following documents shall be submitted in the department of College Development **within a week after successful locking of online application**: -

1. Online application report generated on web portal.
2. All the relevant documents uploaded on web-portal.
3. All the proof for Supporting documents regarding the availability of infrastructure & facilities required to offer the courses. (Details attached at Page No. 2)
4. Two Hard copies of the Presentation along with Soft copy, prepared as per the given format.
5. Salary statement of existing faculty certified by the bank (for existing colleges.)
6. All details related to Faculty (course wise) i.e. Number of Professor, Associate Professor, Assistant Professor for existing programmes and additional faculty for new programmes/increase in intake/restoration etc.
7. All the documents related to Land, building, infrastructure etc. like CLU, Registered deed of land (in original for new colleges only) & photographs of building, rooms, labs, Library, Compute center etc.

Affiliation of all the Engineering/Management/Pharmacy/Architecture etc. courses may be granted subject to the fulfilment of norms/regulations and approval accorded by the concerned regulatory body i.e. AICTE/PCI/COA etc. and fulfilment of all the norms of the University.

The Director/Principal/Authorized Official of the Society/Trust along with Head of Department of concerned courses must be present during the PowerPoint presentation and discussion to prove their preparedness of infrastructure, Labs and equipment's, faculty. Books and computational facilities etc. **The Schedule of those colleges, which have locked their application will be uploaded on college development web-portal for compliance accordingly.**

For any query, you may contact on the following numbers 9501031477, 9465884812, 9465884814.

With regards

(Dr. Balkar Singh)
Dean (College Development)

Guidelines for Presentation

Prepare PowerPoint slides on the following Topics: -

1. **Principal** Brief resume of Principal, Qualification, experience, specializations, nature of the appointment, pay scales etc.
2. Justification for starting of new college/new course/addition of seats
3. Detail of course-wise sanctioned seats (running already in the institute) and admission data against each course for the last three years (actual admission vs. sanctioned intake year wise)
4. **Land Details:** Own/Leased from Govt. / Approved Master plan/ Construction/ Total Land Area/ Build up area / Land Use Certificate issued by Town Planner, Punjab or any other authority of Government as per rules of state Govt.
5. **Trust/Society details:** Composition, memorandum, registration certificate, past experience of running educational institutions.
6. **Infrastructure:** Instructional Area, Amenities Area, Administration Area i.e. Classrooms (Number and size)/ Labs. (as applicable)/ Library/ common room/ computer center and others for existing programme & newly applied programmes/seats.
7. **Laboratories:** Details of labs established and list of major equipment's procured (5 photographs/bills etc.) for additional course/seats.
8. **Library** Details of books available in the library for the existing programmes & additional programmes/seats.
9. **Faculty & Staff:** The details of existing & additional faculty for additional programmes/seats along with qualification experience & pay scale.
10. AICTE/PCI/COA etc approval letter (if any.)
11. Other facilities: Playgrounds, canteen, hostels, medical facility, fire safety, treatment plant etc.
12. Photograph of Building and Laboratory for additional courses/new college applied for (at least 5 each)

Please bring a hard and a soft copy of the presentation.

NOTE:
1. **The presentation to be given by the Director/Principal and the concerned Head of the department (No other person is allowed).**
2. **Colleges are required to bring original documents related to land detail and CLU certificate (for new colleges only).**
3. **Absence of the Principal/Director from the presentation shall result in the rejection of your proposal without assigning any reason.**