



## VISHVAKARMA SKILLS UNIVERSITY, JAIPUR

Punyashloka Devi Ahilya Bai Holkar Bhawan,  
2nd & 3rd Floor, Shiksha Sankul,  
JLN Marg, Jaipur- 302015 Tel: 0141- 2702116

# Affiliation form for Grant of New/Renewal Temporary (Provisional) Affiliation for the Academic Year 2026-27

*(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	

## **PART-II: Affiliation Information**

6. Details of the Courses for which Institute/College was affiliated in the Academic Session 2025-26 with the Vishvakarma Skills University, Jaipur.

Letter of Intent Number  
(Attach Copy)

Date

Letter of Temporary Provisional Affiliation  
Number  
(Attach Copy)

Date

7. Details of the Courses for which Institute/College was affiliated in the Academic Session 2025-26 with the OTHER University

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

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 2025-26 with the other University

Name of Other College-1:

Principal of Other College and Contact Details

Letter of Temporary/Permanent Provisional Affiliation

Number

Date

(Attach Copy)

#	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 2026-2027 from VSU.

(Row Number, Column Number and the Course Title shall be picked from the List of Courses available for Academic Session 2025-26 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					

Attach additional sheets if required.

10. Details of the Courses for which Institute/College is seeking **RENEWAL** of affiliation in the Academic Session 2026-2027 from VSU.

(Row Number, Column Number and the Course Title shall be picked from the List of Courses available for Academic Session 2025-2026 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 2025-26	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.:  Surve y 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	
<b>Laboratories</b>	
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)

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

## 15. Furniture &amp; Gadgets Availability

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

16. Hostels, Playground and library availability

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

## 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	
<b>Attach list of other amenities or facilities if available</b>		

## PART-IV: Staff Information

18. Teaching Staff or the existing programme(s)

#	Name	Qualification & Designation	Date of Joining	Total Salary

Supporting Documents Attached

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

#	Name	Qualification & Designation	Date of Joining	Total Salary

Supporting Documents Attached

20. Supporting Staff Details

#	Name	Qualification & Designation	Date of Joining	Total Salary

Supporting Documents Attached

## 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		
<b>TOTAL</b>		

## 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 Pavas 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 VSU (vii) Enrolment Certificate if enrolled with the VSU (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.*